

I N D E X

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

April 29 - May 2, 1978

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SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

April 29 - May 2, 1978

A meeting of the International Board of Trustees was held at the General Office in Chicago on April 23-May 2, 1978. Those present: Maurice Gladman, President; Hilmar L. Solberg, President-elect; Stanley E. Schneider, Immediate Past President; Jack P. Delf and Merald T. Enstad, Vice-Presidents; Mark A. Smith, Jr., Treasurer; Paul Chandler, Allen M. Duffield, Warren H. Edwards, Dwight F. Gallivan, Egon Kuzmany, Raymond W. Lansford, E.B. "Mac" McKitrick, Carl F. Miller, Drew M. Petersen, M.D., John T. Roberts, C.E. "Pete" Thurston, Jr., Douglas Wasson, Trustees. Also present: R. P. Merridew, Secretary; L.A. Hapgood, Associate Secretary.

1. Proposed Resolutions to be Presented to Miami Beach Convention

Voted, that the report of the Resolutions Committee on the resolutions to be presented at Miami Beach as given by Chairman William F. Grant and attached as Exhibit #1, shall constitute the full and complete report of said committee. (The typewritten copy, as presented by Chairman William F. Grant and approved by the Board, on which the printed copy is based, is on file with the Official Minutes maintained in the General Office.

2. Message of the President

Message of the President is attached as Exhibit #2.

3. Message of the President-elect

Message of the President-elect is attached as Exhibit #3.

4. Report of the Secretaries

Report of the Secretaries is attached as Exhibit #4.

5. Approval of Summary of Minutes of Board Meeting of January 23-February 1, 1978.

Voted, that the Summary of Minutes of the January 23-February 1, 1978, Board Meeting be approved.

6. Consideration and Approval of General Office Administrative Action

Voted, that the action of the General Office in approving the following be confirmed:

- Elimination of membership of not-meeting clubs from active membership files
- Organization of new clubs
- Change of Kiwanis club names
- Club incorporations completed
- Circle K clubs completed
- Key clubs completed
- Incorporation of Kiwanis Club Foundations
- Cancelled meetings
- District Bylaw Amendments

7. Reports of Board Committees

Administration and Structure

Chairman Mark A. Smith, Jr. presented the report of the Committee. This is attached as Exhibit #5.

Recommendation 1. That the ballot book for Wednesday, June 28, 1978, for the Miami Beach Convention contain two alternative ballots for the office of Trustee printed on separate colored stock of colors different than any other ballot, and that one of the ballots for the office of Trustee be identified as "BALLOT A" and the other as "BALLOT B," and further, that Ballot A contain five spaces for writing in the names of five Trustee candidates and that Ballot B contain four spaces for writing in the names of four Trustee candidates.

Voted, that this recommendation be adopted.

Recommendation 2. That the Organization Chart of Functional Responsibilities, attached as Exhibit B of this report, be approved.

Voted, that this recommendation be adopted.

Recommendation 3. That the order of business of the house of delegate session on Wednesday morning at the Miami Beach Convention be as follows:

- a. Report of the Committee on Credentials
- b. Report of the Conference on Nominations (reporting only on nominations for offices above the level of Trustee)
- c. Election for offices above the level of Trustee
- d. Report of Committee on Resolutions
- e. Interim report of results of election
- f. Second report of Conference on Nominations (reporting on the office of Trustee)
- g. Election of Trustees
- h. Adjournment

Voted, that this recommendation be adopted.

Report received.

Circle K

Chairman Thurston presented the report of the committee. This is attached as Exhibit #6.

Recommendation 1. That the Board Committee on Laws and Policies be requested to review the legal aspects of billing Kiwanis clubs for the Circle K International Sponsorship Fee and the effect non-payment would have on the Kiwanis club's status with Kiwanis International.

Voted, that this recommendation be adopted.

Recommendation 2. That the policies attached as Exhibit A of the report, as revised and amended, be approved and referred to the Board Committee on Laws and Policies for editing and insertion.

Voted, that this recommendation be adopted.

Convention

The report of the Board Committee on Convention is attached as Exhibit #7. It was presented by Chairman John T. Roberts.

Recommendation 1. That the 1984 Kiwanis International Convention be held in Phoenix.

Voted, that this recommendation be adopted.

Report received.

Order of Business at Convention

It was reported that it was the plan to present the resolutions on Wednesday morning of the convention. The previous schedule recommended by the Administration and Structure committee, and adopted, calls for their presentation on Tuesday. Voted, that the Administration and Structure Report show the above change.

Key Clubs

The report of the Committee, which is attached as Exhibit #8, was presented by Chairman Hilmar L. Solberg.

Recommendation 1. That the Key Club International Board be allowed to hold an official meeting during the Annual Freedom Leadership Seminar; that the cost of travel for Key Club Board members be provided from the 1977-78 budget of the Key Club Department; and that an adjustment of \$3,500, to come from funds already collected from Key Club International dues in excess of budget, be made in the 1977-78 Key Club Department budget. The Committee further recommends that an official representative of the Kiwanis International Board be assigned to this September, 1978, Key Club Board meeting. In addition, the Committee recommends that this be referred to the Board Committee on Finance.

Voted, that this recommendation be adopted and referred to the Finance Committee.

Recommendation 2. That the Budget for the 1978-79 Key Club International Convention (attached as Exhibit A of the report) be approved.

Voted, that this recommendation be adopted.

Recommendation 3. That the following dates be approved:

1. Key Club International Training Conference-Board Meeting - August 31-September 1, 1978.
2. Fall Board Meeting - October 28-30, 1978.
3. Spring Board Meeting - February 24-26, 1979.
4. K-Family Weekend - Any weekend during the month of February.

Voted, that this recommendation be adopted.

Recommendation 4. The approval of the revised International Board Policies concerning the Functioning of Key Clubs as attached as Exhibit B of the report.

Voted, that this recommendation be adopted.

Report received.

Laws and Policies

Report of the Committee, presented by Chairman Carl Miller, is attached as Exhibit #9.

Recommendation 1. That the policy on awards and contests which might be proposed by an International Committee be inserted as a new paragraph 4 on Page A-2 under the heading "Contests and/or Awards" and that the text of the policy read: "Any contests or awards proposed by International Committees or individual International Committeemen shall have the approval of the International Board of Trustees before implementation." (The succeeding paragraphs will be renumbered accordingly.)

Voted, that this recommendation be adopted.

Recommendation 2. That the second paragraph of Article VII, Section 3, of the Standard Form for District Bylaws be amended by deleting the entire present second paragraph and substituting new paragraphs as delineated in Exhibit A of the report.

Voted, that this recommendation be adopted.

Recommendation 3. The adoption of the wording of the amendment to Article XII, Section 2, of the International Constitution as delineated in proposed Amendment #1 in Exhibit B for presentation to the delegates in Miami Beach.

Voted, that this recommendation be adopted.

Recommendation 4. The adoption of the wording of the amendment to Article II, Section 4a, of the International Bylaws, as delineated in Proposed Amendment #4 in Exhibit B of the report for presentation to the delegates in Miami Beach.

Voted, that this recommendation be adopted.

Report received.

Leadership and Council

Chairman Enstad presented the report of the Committee. This is attached as Exhibit #10.

Recommendation 1. That the first 1979 Conference for Governors-Elect be held at the Sheraton Plaza Hotel, March 28-31, 1979.

Voted, that this recommendation be adopted.

Recommendation 2. That the first 1980 Conference for Governors-Elect be held March 26-29, 1980.

Voted, that this recommendation be adopted.

Recommendation 3. That the fall Council Meeting in 1979 open on Friday, September 28, and adjourn on Sunday, September 30.

Voted, that this recommendation be adopted.

Report received.

Membership Growth and Education

Report of the Committee is attached as Exhibit #11. It was presented by Chairman Wasson.

Recommendation 1. That the Circle of Distinction Award be discontinued and replaced with a program having two options: One option is a wallet size card available to all clubs free of charge from Kiwanis International. The second option would be the purchase of a rhodium lapel pin by clubs to augment this recognition. The Board Committee recommends that necessary promotional material be developed to introduce this program in the training of Governors-elect at the Miami Convention for the 1978-79 Administrative year.

Voted, that this recommendation be adopted.

Recommendation 2. That the "Target 30" program be developed as outlined and be included in the training of Governors-elect at Convention.

Voted, that this recommendation be adopted.

Recommendation 3. That a study be made to evaluate the role of the district chairman, his training and function as it relates to the overall operation of a district.

Voted, that this recommendation be adopted.

Report received.

New Club Building

Report of the committee is attached as Exhibit #12. It was presented by Chairman Petersen.

Recommendation 1. That the charters of the forty-six clubs listed in the report be revoked.

Voted, that this recommendation be adopted.

Recommendation 2. That the club presidents, district governors, and district chairmen on New Club Building who are eligible to receive the GLADMAN 500 Award be included in the recognition during the Miami Beach Convention.

Voted, that this recommendation be adopted.

Recommendation 3. That the name of the manual on New Club Building be changed to read "Manual for Kiwanis Growth Through New Club Building" as soon as the time is appropriate so as to coordinate the change with the preparation of materials used in the leadership training programs.

Voted, that this recommendation be adopted.

Recommendation 4. That 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 actual expenses for such presentations shall be reimbursed by Kiwanis International not to exceed a maximum of \$100 U.S.

Voted, that this recommendation be adopted.

Recommendation 5. That the list of criteria having to do with the necessary functions of a Kiwanis club which will permit it to retain its official charter as approved by the Board at its April 25-28, 1967, meeting now be withdrawn.

Voted, that this recommendation be adopted.

Recommendation 6. That the subject and promotion of the District Chairmen on Special Club services be referred to the appropriate Board committee for further promotion to improve the effectiveness of these District Committees on Special Club Services.

Voted, that this recommendation be adopted.

Report received.

Overseas Extension

Chairman Schneider presented the report of the committee. This is attached as Exhibit #13.

Recommendation 1. That the Policies on Overseas Extension be modified as shown in Exhibit A of the report and that they be referred to Laws and Policies to be placed in Policy Guides for International Extension.

Voted, that this recommendation be adopted.

Recommendation 2. That the Board Committee on Leadership and Council provide for the training of the Governors-elect and Kiwanis International-Europe President-elect in the policies on Leadership Education on Page A7 of Policies.

Voted, that this recommendation be adopted.

Report received.

Program Development

Chairman Jack Delf presented the report of the Committee, which is attached as Exhibit #14.

Recommendation 1. That serious study be given to the formulation of a Major Emphasis Program in the immediate future on the subject of youth with an emphasis upon Sponsored Youth, where applicable.

Voted, that this recommendation be adopted.

Report received.

Property and Supplies

The report of the committee, presented by Chairman McKitrick, is attached as Exhibit #15.

Recommendation 1. That a contract for a new roof be awarded to the lowest bidder based on the architect's approval of specifications and materials to be used, and that the necessary funds for this contract be allocated from the Reserve Fund, Building Expansion Account.

Voted, that this recommendation be adopted, and referred to the Board Committee on Finance.

Report received.

Publications and Advertising

Chairman Egon Kuzmany presented the report of the committee, which is attached as Exhibit #16.

Report received.

Public Relations

Report of the Committee is attached as Exhibit #17. It was presented by Chairman Dwight Gallivan.

Recommendation 1. That a Robert P. Connelly Medal be awarded to Louis Poisinello, Jr. of Rensselaer, New York, who risked his life to save a man who had fallen through thin ice into a pond.

Voted, that this recommendation be adopted.

Recommendation 2. That a Robert P. Connelly Medal be awarded to Kenneth Leibee, Catlettsburg, Kentucky, who risked his life to save the life of a neighbor trapped in a burning smoke-filled house.

Voted, that this recommendation be adopted.

Recommendation 3. That a Robert P. Connelly Medal be awarded to Waldo "Bo" Moberly of Great Falls, Montana, who risked his life to save the life of a neighbor trapped in a burning home.

Voted, that this recommendation be adopted.

Recommendation 4. That an invitation be extended to Patrick C. Bennison, who risked his life to save the life of a girl trapped in a burning automobile, to come to Miami Beach to have his Connelly Medal presented to him from the convention stage.

Voted, that this recommendation be adopted.

8. Report of the Treasurer

Report of the Treasurer is attached as Exhibit 18.

Report received.

9. Report of Finance Committee

Report of the Finance Committee is attached as Exhibit #19.

Recommendation 1. That the accounts receivable balance for the clubs listed, totaling \$5,930.61, be written off.

Voted, that this recommendation be adopted.

Recommendation 2. That the past due accounts receivable balance of \$247.80 due from the Kiwanis Club of Greater Winston, North Carolina, be written off.

Voted, that this recommendation be adopted.

The Finance Committee indicated approval of the recommendation of the property and Supplies Committee to take the necessary funds from the Building Expansion Account reserve fund to cover the cost of the proposed new roof on the General Office building.

Report received.

10. Other Business

Meeting of the Full Board on Sponsored Youth Organizations - Exhibit #20

Voted, that an in-depth study of Circle K and Key Clubs outside of North American districts be made by the General Office staff prior to the September, 1978 meeting of the Board. This study, through correspondence, will gather information from New Zealand, Australia, Hong Kong, and the Philippines on the following items:

- (a) types of school systems, school regulations and management. Established grades and age levels, and duration of school terms.
- (b) composition of current Circle K and Key Clubs.
- (c) capabilities of sponsoring Kiwanis Clubs, possible supervision of youth organizations, and financial capabilities to provide adequate sponsorship.
- (d) services necessary and requested by overseas Kiwanis sponsors and their youth organizations and related costs to Kiwanis International.
- (e) determination if District Administrators need to be appointed in overseas districts to help administer and supervise youth programs.

Based on the information obtained by the General Office staff, the Committees, at a joint meeting during the September, 1978 Board meeting, will determine the feasibility of, and seek Board approval for, sending a member of the General Office staff overseas to obtain additional information for presentation at the January, 1979 meeting of the Board. If it is determined that a member of the General Office staff designated by the International Secretary, should conduct an overseas survey trip, the Kiwanis International Foundation will be asked to consider providing the necessary funds,

Nominations for Kiwanis International Foundation Board

It was reported that Ed Loberg and Hi Heimbaugh would be leaving the Kiwanis International Foundation Board and that Fred Rosen's term was expiring but he would be available for re-election.

Voted, that Don Goodfellow of the Western Canada District be nominated to fill the vacancy of Ed Loberg; that Carl Heldt of the Indiana District be nominated to fill the vacancy of Hi Heimbaugh; and that Fred Rosen be nominated for re-election.

11. Next Board Meeting

The next Board Meeting will be held in Miami Beach, Florida, on Friday, June 23, 1978, with any necessary Committee meetings on the day previous.

Adjournment.

PREAMBLE

OK

Resolutions mirror the conscience of Kiwanians.

Our resolutions today are a few, carefully chosen from many. These cannot possibly represent our total conscience, for the agenda of Kiwanis and the conscience of Kiwanis become more comprehensive each year.

Many of the concerns of the twenties and forties and sixties are reflected in the resolutions we propose today. Our inability to find final solutions must never deter us from persisting in our determination to alleviate where we cannot solve, to apply our best effort to new and often formidable concerns, to be constantly alert to the implications of a changing community and a changing world.

We have no illusions that the problem of crime has been solved by our Safeguard Against Crime program of the past two years, but neither do we have any doubt that the efforts of Kiwanis to combat crime and the effects of crime will remain on the Kiwanis agenda for the coming year, the coming decade, the coming half century -- surely it must. In no sense will we abandon the fight against crime, the fight against drug abuse; in no sense will we abandon the aging or children with specific learning disabilities.

Whatever motivation we receive, whether from our emphasis programs or from our resolutions which we now prepare to adopt, we cannot abdicate our responsibility to build a better world wherever we see the need and the opportunity.

Resolutions mirror the conscience of Kiwanians. Through resolutions we crystallize and publicly express our ideals, our convictions, our concerns, and our plans. Resolutions bespeak our determination to continue the high calling to serve all mankind and our Creator.

May God guide us in this endeavor.

(PK)

THE PRIMACY OF THE HUMAN AND SPIRITUAL

He who would give primacy to the human must see the promise of man in the face of a child, the strength of man in the courage of a youth, the achievement of man in the happiness of a life fulfilled.

He who would give primacy to the spiritual must be able to learn beyond what can be taught, to see beyond what can be known, to know beyond what can be seen.

He who would give primacy to the human and spiritual values of life must exemplify love of all mankind and evidence faith in a power greater than himself and all of his possessions.

THEREFORE, BE IT RESOLVED:

1. That Kiwanians strengthen their personal lives through love of their Creator and mankind.
2. That Kiwanians serve their Creator and their fellow man by giving primacy, in thought and deed, to the human and spiritual values of life.

(OK)

THE KIWANIAN AND THE CHILD

Our greatest hope for changing the world is to point children in the proper direction and sustain them along the way with the example, the motivation, and the assistance which they require in order to progress toward adult lives of responsible citizenship.

The family itself ^{HAS BEEN} throughout history ^{THE FAMILY} the single most powerful positive influence upon the child. ~~It~~ is now seriously threatened by the disintegration of that influence. Kiwanis must provide reinforcement for the family.

Our response must go beyond donations to other child-serving organizations, beyond referrals to child welfare programs, beyond position statements of concern and dismay. Our response must be expressed through personal involvement and personal service in continued association with children.

THEREFORE, BE IT RESOLVED:

That Kiwanis International give emphasis in its 1978-79 programming to projects designed:

1. To bring the individual Kiwanian into personal contact and association with children so that he may influence them directly.
2. To implement those activities which have a strong potential for instilling into children the attitudes, habits, and aspirations which are consistent with responsible citizenship in adult life.

OK

THE FAMILY UNIT

For society to survive, the family unit must survive.

Because of the increasingly evident deterioration of family life, the need is for Kiwanians and others of good will to address themselves to solutions of problems which are bringing about this appalling condition.

THEREFORE, BE IT RESOLVED:

1. That Kiwanians, by precept and example, cause others to act in such a manner as to preserve the integrity of the family unit which is the principal ingredient in the building of a better life.
2. That Kiwanians encourage their communities to emphasize "Family Day," which is observed annually on the second Sunday in August, as a time for family members to come together for a period of rededication and fellowship.

OK

THE VOLUNTEER

Kiwanians are committed to the principle that desirable change throughout the world can be achieved when men unite in constructive voluntary endeavors. Through such voluntary endeavors, good can overcome evil, peace replace hostility, justice prevail over injustice, and hope replace despair.

THEREFORE, BE IT RESOLVED:

That Kiwanians reaffirm their commitment as volunteers:

1. By working with youth.
2. By enriching the lives of the aging.
3. By serving their country and local communities.
4. By being sensitive to human needs and seeking to resolve these needs.

(OK)

THE KIWANIS FAMILY

As Kiwanians, we realize the importance of encouragement and inspiration which comes from the relationship between Kiwanians and the members of our sponsored youth organizations.

THEREFORE, BE IT RESOLVED:

1. That all Kiwanians recognize and take family pride in the importance of the service performed by the young people who are members of Circle K, Key Clubs, and such newer organizations as Builders Clubs and Keywanettes Clubs.
2. That each Kiwanis club sponsoring one or more of these youth organizations fulfill its obligations of sponsorship, thus helping these young people to achieve their greatest potential.
3. That Kiwanis clubs make renewed efforts to strengthen and improve effective communication and participation with all members of the Kiwanis family, and that Kiwanians rededicate themselves to the needs of ~~the~~ youth of ~~our nations~~.

(570)

KIWANIS - AN INTERNATIONAL ORGANIZATION

Nationality, language, race, religion, custom, and forms of government may differ. Nevertheless, association and fellowship, communication and understanding, common ideals, and a common purpose reveal to us that we are all a part of mankind.

Kiwanis is international. Kiwanis International reflects the oneness of mankind.

THEREFORE, BE IT RESOLVED:

1. That greater use be made of Kiwanis as a vehicle for creating better understanding and friendship among peoples and nations.
2. That each Kiwanis club schedule one meeting program annually, preferably in late January during World-wide Kiwanis Week, on "Kiwanis Around the World."

(OK)

ENERGY AND NATURAL RESOURCES

Energy and natural resources around the world are being depleted at an astonishingly rapid rate. There is an urgent need for cooperation among nations for more efficient utilization of all types of energy and conservation of the world's natural resources.

THEREFORE, BE IT RESOLVED:

1. That Kiwanians everywhere recognize their ^{INDIVIDUAL RESPONSIBILITY} ~~accountability~~ for the conservation and efficient utilization of energy and natural resources so that they may continue to be available to succeeding generations.
2. That Kiwanians and Kiwanis clubs encourage, at all levels of government and industry, research and development leading to new energy sources.

eliminated (AP)WORLD HUNGER

Starvation and despair, because of food shortages, constitute a crisis of world concern. This is a challenge to action for Kiwanis.

THEREFORE, BE IT RESOLVED:

1. That Kiwanis clubs develop special meetings and conferences for the thorough exploration of the dimensions and causes of world hunger and their implications for all people.
2. That Kiwanis clubs help provide immediate relief for crisis areas.
3. That Kiwanis clubs support those agencies which have self-help programs of production and distribution.

(OK)

DRUG USE AND DRUG ABUSE

Operation Drug Alert, developed by Kiwanis International in 1969, was the first national and international educational program created by a service organization to alert the public to the perils of drug abuse, especially among children and youth. Since that date, Kiwanis clubs have distributed millions of copies of drug education materials and sponsored countless club meeting programs, public seminars, and rehabilitation programs directed at the problem. For this Kiwanis has been generously recognized, including the receipt of top awards from Freedoms Foundation and the Public Relations Society of America.

The problem has not been solved. Hundreds of Kiwanis clubs around the world continue to participate in the Operation Drug Alert program, assisted by planning guides and other support materials continuously made available by Kiwanis International. Moreover, the drug problem has more recently been accentuated by a major increase in alcoholism and in the number of persons who have unwittingly misused or overused, to the point of addiction, both prescriptive and non-prescriptive drugs obtained initially and legally for therapeutic purposes.

THEREFORE, BE IT RESOLVED:

1. That Kiwanis clubs institute meaningful club meeting programs on the hazards of improper or excessive use of alcohol and of other drugs, ^{INCLUDING THOSE} obtained for therapeutic purposes.
2. That Kiwanis clubs cooperate with public and private agencies in implementing educational and rehabilitative programs directed toward the problem of drug overuse or misuse.
3. That Kiwanis clubs continue to implement the Operation Drug Alert program as their primary technique in combating drug abuse and misuse in whatever form it may be evidenced.

**INTERNATIONAL COMMITTEE
ON RESOLUTIONS**

Chairman, William F. Grant
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(The Key City, Abilene Club)

Ted R. Osborn
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(The Blue Grass, Lexington Club)

Charles M. Roberts
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RESOLUTIONS

**63RD ANNUAL CONVENTION
OF KIWANIS INTERNATIONAL
MIAMI BEACH, FLORIDA
JUNE 25-28, 1978**

**Kiwanis International
101 East Erie Street
Chicago, Illinois 60611**

Proposed resolutions will be presented for action by the delegates to the 63rd Annual Convention of Kiwanis International in Miami Beach, Florida, June 28, 1978, and are not effective unless adopted by the delegate body. They are presented by the International Committee on Resolutions in accordance with the International Bylaws and are recommended by the Committee on Resolutions.

Confidential/not for republication or editorial comment

INTRODUCTION

Your Committee on Resolutions proposes the following resolutions to be acted upon by the House of Delegates on Wednesday morning, June 28, 1978, at the 63rd Annual Convention of Kiwanis International in Miami Beach, Florida.

To the extent possible, these proposed resolutions reflect the combined thinking of all Kiwanians on those subjects that appear to be of greatest concern to them. This was made possible because of the excellent ideas submitted by clubs, districts and individual Kiwanians. Each item was given careful and thoughtful consideration, resulting in the following resolutions.

Your Committee wishes to express its thanks and appreciation to all clubs and districts which submitted proposed resolutions and to all who submitted other material for its consideration. This made it possible for the Committee to secure a better grasp of what Kiwanians are thinking. While we regret that we were unable to incorporate all of the ideas and concerns expressed, the Committee would urge individual clubs and districts to pursue on their own those projects which they believe will merit their support and attention.

It is the hope of your Committee that resolutions which are adopted will become the basis for dynamic programs of service by individual clubs and not just platitudes to be pointed to as landmarks of Kiwanis philosophy. We would also remind all clubs that the absence of a proposed resolution relating to a previously identified area of concern should not suggest that this is no longer an appropriate subject for club activity. Quite the contrary, all previous resolutions remain in effect as long as they serve a need for an individual club or an entire district. Clubs are encouraged to pursue those areas of concern which they believe will enable them to render true community service.

PREAMBLE

Resolutions mirror the conscience of Kiwanians.

Our resolutions today are a few, carefully chosen from many. These cannot possibly represent our total conscience, for the agenda of Kiwanis and the conscience of Kiwanis become more comprehensive each year.

Many of the concerns of the twenties and forties and sixties are reflected in the resolutions we propose today. Our inability to find final solutions must never deter us from persisting in our determination to alleviate where we cannot solve, to apply our best effort to new and often formidable concerns, to be constantly alert to the implications of a changing community and a changing world.

The problem has not been solved. Hundreds of Kiwanis clubs around the world continue to participate in the Operation Drug Alert program, assisted by planning guides and other support materials continuously made available by Kiwanis International. Moreover, the drug problem has more recently been accentuated by a major increase in alcoholism and in the number of persons who have unwittingly misused or overused, to the point of addiction, both prescriptive and non-prescriptive drugs obtained initially and legally for therapeutic purposes.

THEREFORE, BE IT RESOLVED:

1. *That Kiwanis clubs institute meaningful club meeting programs on the hazards of improper or excessive use of alcohol and of other drugs, including those obtained for therapeutic purposes.*
2. *That Kiwanis clubs cooperate with public and private agencies in implementing educational and rehabilitative programs directed toward the problem of drug overuse or misuse.*
3. *That Kiwanis clubs continue to implement the Operation Drug Alert program as their primary technique in combating drug abuse and misuse in whatever form it may be evidenced.*

BYLAW PROVISIONS

The Bylaws of Kiwanis International set forth the procedure for the submittal of resolutions for acceptance at International conventions as follows:

ARTICLE X

"Section 2. All proposed resolutions shall be submitted to the Secretary of Kiwanis International by the International Board of Trustees, districts or chartered clubs, at least sixty (60) days prior to the date of the Annual Convention. Within two weeks thereafter the International Committee on Resolutions shall meet to consider such proposed resolutions as well as any resolutions which may be initiated by the committee. The International Secretary shall send a copy of all resolutions recommended by the committee, other than memorial and appreciation resolutions, to each chartered club not later than thirty (30) days prior to the convention.

"No resolutions other than those so sent to chartered clubs shall be considered unless the International Board of Trustees shall recommend, by a two-thirds (2/3) vote, consideration of such resolutions by the Resolutions Committee."

6. KIWANIS— AN INTERNATIONAL ORGANIZATION

Nationality, language, race, religion, custom, and forms of government may differ. Nevertheless, association and fellowship, communication and understanding, common ideals, and a common purpose reveal to us that we are all a part of mankind.

Kiwanis is international. Kiwanis International reflects the oneness of mankind.

THEREFORE, BE IT RESOLVED:

1. *That greater use be made of Kiwanis as a vehicle for creating better understanding and friendship among peoples and nations.*
2. *That each Kiwanis club schedule one meeting program annually, preferably in late January during World-wide Kiwanis Week, on "Kiwanis Around the World."*

7. ENERGY AND NATURAL RESOURCES

Energy and natural resources around the world are being depleted at an astonishingly rapid rate. There is an urgent need for cooperation among nations for more efficient utilization of all types of energy and conservation of the world's natural resources.

THEREFORE, BE IT RESOLVED:

1. *That Kiwanians everywhere recognize their individual responsibility for the conservation and efficient utilization of energy and natural resources so that they may continue to be available to succeeding generations.*
2. *That Kiwanians and Kiwanis clubs encourage, at all levels of government and industry, research and development leading to new energy sources.*

8. DRUG USE AND DRUG ABUSE

Operation Drug Alert, developed by Kiwanis International in 1969, was the first national and international educational program created by a service organization to alert the public to the perils of drug abuse, especially among children and youth. Since that date, Kiwanis clubs have distributed millions of copies of drug education materials and sponsored countless club meeting programs, public seminars, and rehabilitation programs directed at the problem. For this Kiwanis has been generously recognized, including the receipt of top awards from Freedoms Foundation and the Public Relations Society of America.

We have no illusions that the problem of crime has been solved by our Safeguard Against Crime program of the past two years, but neither do we have any doubt that the efforts of Kiwanis to combat crime and the effects of crime will remain on the Kiwanis agenda for the coming year, the coming decade, the coming half century—surely it must. In no sense will we abandon the fight against crime, the fight against drug abuse; in no sense will we abandon the aging or children with specific learning disabilities.

Whatever motivation we receive, whether from our emphasis programs or from our resolutions which we now prepare to adopt, we cannot abdicate our responsibility to build a better world wherever we see the need and the opportunity.

Resolutions mirror the conscience of Kiwanians. Through resolutions we crystallize and publicly express our ideals, our convictions, our concerns, and our plans. Resolutions bespeak our determination to continue the high calling to serve all mankind and our Creator.

May God guide us in this endeavor.

1. THE PRIMACY OF THE HUMAN AND SPIRITUAL

He who would give primacy to the human must see the promise of man in the face of a child, the strength of man in the courage of a youth, the achievement of man in the happiness of a life fulfilled.

He who would give primacy to the spiritual must be able to learn beyond what can be taught, to see beyond what can be known, to know beyond what can be seen.

He who would give primacy to the human and spiritual values of life must exemplify love of all mankind and evidence faith in a power greater than himself and all of his possessions.

THEREFORE, BE IT RESOLVED:

1. *That Kiwanians strengthen their personal lives through love of their Creator and mankind.*
2. *That Kiwanians serve their Creator and their fellow man by giving primacy, in thought and deed, to the human and spiritual values of life.*

2. THE KIWANIAN AND THE CHILD

Our greatest hope for changing the world is to point children in the proper direction and sustain them along the way with the example, the motivation, and the assistance which they require in order to progress toward adult lives of responsible citizenship.

The family itself, throughout history, has been the single most powerful positive influence upon the child. The family is now seriously threatened by the disintegration of that influence. Kiwanis must provide reinforcement for the family.

Our response must go beyond donations to other child-serving organizations, beyond referrals to child welfare programs, beyond position statements of concern and dismay. Our response must be expressed through personal involvement and personal service in continued association with children.

THEREFORE, BE IT RESOLVED:

That Kiwanis International give emphasis in its 1978-79 programming to projects designed:

- 1. To bring the individual Kiwanian into personal contact and association with children so that he may influence them directly.*
- 2. To implement those activities which have a strong potential for instilling into children the attitudes, habits, and aspirations which are consistent with responsible citizenship in adult life.*

3. THE FAMILY UNIT

For society to survive, the family unit must survive.

Because of the increasingly evident deterioration of family life, the need is for Kiwanians and others of good will to address themselves to solutions of problems which are bringing about this appalling condition.

THEREFORE, BE IT RESOLVED:

- 1. That Kiwanians, by precept and example, cause others to act in such a manner as to preserve the integrity of the family unit, which is the principal ingredient in the building of a better life.*
- 2. That Kiwanians encourage their communities to emphasize "Family Day," which is observed annually on the second Sunday in August, as a time for family members to come together for a period of rededication and fellowship.*

4. THE VOLUNTEER

Kiwanians are committed to the principle that desirable change throughout the world can be achieved when men unite in constructive voluntary endeavors. Through such voluntary endeavors, good can overcome evil, peace replace hostility, justice prevail over injustice, and hope replace despair.

THEREFORE, BE IT RESOLVED:

That Kiwanians reaffirm their commitment as volunteers:

- 1. By working with youth.*
- 2. By enriching the lives of the aging.*
- 3. By serving their country and local communities.*
- 4. By being sensitive to human needs and seeking to resolve these needs.*

5. THE KIWANIS FAMILY

As Kiwanians, we realize the importance of encouragement and inspiration which come from the relationship between Kiwanians and the members of our sponsored youth organizations.

THEREFORE, BE IT RESOLVED:

- 1. That all Kiwanians recognize and take family pride in the importance of the service performed by the young people who are members of Circle K, Key Clubs, and such newer organizations as Builders Clubs and Keywanettes Clubs.*
- 2. That each Kiwanis club sponsoring one or more of these youth organizations fulfill its obligations of sponsorship, thus helping these young people to achieve their greatest potential.*
- 3. That Kiwanis clubs make renewed efforts to strengthen and improve effective communication and participation with all members of the Kiwanis family and that Kiwanians rededicate themselves to the needs of youth.*

MESSAGE OF THE PRESIDENT
TO THE
INTERNATIONAL BOARD OF TRUSTEES
APRIL 29, 1978

We are now completing seven months of our administrative year. We have only five months to go and there is still much to be done. However, there has been a great deal accomplished to date. Our growth has been significant in new clubs and encouraging in new member adds. I will leave the statistics to the report by the secretaries.

What has been most exciting to me has been the evidence of major emphasis participation in so many of our Kiwanis communities. The activity I witness in the "Safeguard against Crime" program as well as countless other community projects makes me proud to be a Kiwanian. I'm sure you all share that feeling of pride with me.

PRESIDENTIAL VISITS I have visited twenty-five districts to date and will be completing my visits in May. I have been very pleased in all my visits to find enthusiasm and a sincere desire to know more about Kiwanis and how to help it grow. The press coverage and public exposure we have had for Kiwanis has been terrific.

In addition to completing our U. S. and Canada visits, we will be going to Copenhagen in June for the K.I-E. Federation convention. In July and August we will be visiting some new Kiwanis countries. My plans call for being in the United States most of the last few weeks of our year so that I can concentrate fully on doing whatever is necessary to help achieve our goals.

REGIONAL CONFERENCE FOR GOVERNORS We held our fourth and last Regional Conference for Governors in Atlanta, February 3 and 4. This was an unusually large one, numbering twelve governors due to inability of some governors to make previous meetings for reasons of weather, mid-winter conferences and other conflicts. It was an excellent conference, however, and gave an opportunity for excellent exchange of concerns and ideas. As in previous conferences we received unanimous support of the proposed dues increase. Again I was ably assisted by Associate Secretary L. A. Hapgood.

VISIT WITH PRESIDENT CARTER On March 16, I was invited to meet with President Jimmy Carter in the oval office of the White House. I took Darrel Coover and Congressman Del Clauson from California with me. Darrel had been working closely with Del to arrange the invitation. President Carter was cordial and very complimentary about Kiwanis and all service clubs. He reminded me that he had been an active Lion. He was interested in our "Safeguard against Crime" program and we discussed it for a few moments. It was a difficult afternoon for him as he was

waiting for the Panama Canal treaty vote, which was due in just two hours. We presented a ship's barometer to him to go with the ship's clock that Past President Stan presented to him last year. I have received a note from President Carter saying that the clock and barometer are in his private office.

MIAMI BEACH CONVENTION Plans are going well for the convention. The program is complete and promises to be outstanding. I am concerned about the slow registration. I'm asking each of you to discuss registration with the governors of the districts you counsel and encourage them to get their people to register.

SPONSORED YOUTH We have all had some concerns about our sponsored youth. We have seen declining membership and rising costs. Fortunately, there appears to be a slight reversal of this so far this year. In view of these concerns however, I have asked for a special discussion period to be scheduled during this board meeting. It is my hope that we can have an open and informal discussion on Sponsored Youth as we did on overseas extension at the last meeting. Give the subject some thought and be prepared to enter into discussion at the meeting.

DEPARTMENT OF LABOR ISSUE We have been very involved with the issue of Executive Order 11246 interpretation. I am most appreciative of the fine response we have had to our request for board members and all Kiwanians to communicate with legislators. There has been tremendous activity and a great deal of correspondence. If we are able to thwart the action being proposed, it will be a significant victory for all service clubs.

SUMMARY And so, gentlemen, we have traversed a good part of the year together. I am asking your assistance in closing out the year with continued enthusiasm and effort. Your close surveillance of the districts you counsel and communication with the governors can be helpful in achieving our goals.

We have a great many important items to discuss at this board meeting. It will require long hours and your full cooperation. There are major issues to resolve, so I would request that we spend our time efficiently on those issues. I shall exercise the prerogative of the chair in limiting discussion on matters not totally relevant.

In conclusion, I say thanks to the board and our fine staff for reaching out. We have accomplished much; we can do more.

MAURICE GLADMAN
President

MESSAGE OF THE PRESIDENT-ELECT
TO THE BOARD OF TRUSTEES

APRIL 29, 1978

A major portion of my time since the last Board meeting has been devoted to planning and preparation of my future responsibilities on the international level. An important part of this preparation was the Governors-Elect Training Conference, held in Chicago on March 29-31 at the Sheraton Plaza Hotel. For the second consecutive year the Governors-elect from all over the Kiwanis world attended the Conference. The only exceptions were Nobutaka Shikanai from the Japan District and John Dorrill, Jr. of Alabama. Mr. Shikanai is serving a second year as Governor and chose not to attend again this year. Mr. Dorrill had a conflict which prevented him from coming to this conference, but he has been in the General Office since that time to receive his training.

It was my privilege to preside over this Kiwanis Education and Leadership Conference. The planning for the sessions was very ably handled by the Board Committee on Leadership and Council and by the General Office staff. Chairman Merald Enstad and committee members Treasurer Mark Smith and Trustee Dr. Drew Peterson are to be commended for doing an outstanding job of preparing for the conference. Equally important was the work of a very dedicated staff in planning and attending to the multitude of details involved in making the sessions move smoothly and on time. Judging from the comments and letters from Governors-elect, the conference was a huge success. On behalf of the entire Board and myself, I

want to express thanks and appreciation to Merald, Mark, Drew and the staff for handling this very important assignment so superbly.

As chairman of the Board Committee on Key Clubs I attended the Key Club International Board meeting as their Counselor on February 18-20 here in the General Office. The Board, under the able leadership of President Michael Mills, is doing an excellent job. They are aware of the problems facing them -- some of which will be discussed further in a special session on Sponsored Youth at the Board meeting. I am impressed by the mature manner in which these young men conduct their business. Certainly Gary McCord, our Key Club Administrator, and his able associates deserve considerable credit for the job they are doing for Key Club International.

Concerning further planning, I am pleased to report that the dates for the 1978-79 presidential visits to all the 30 districts in the United States and Canada have been confirmed. Currently, plans are being formulated for visits to Australia, New Zealand, and other South Pacific countries in late August and early September. Bob Detloff, our Director of Extension, has been extremely helpful in planning these trips. His wealth of knowledge is invaluable and I am grateful for his assistance.

The dates and locations for the four Governors' Regional Conferences have been tentatively planned. Further details of these meetings will be worked out with the cooperation of the staff.

While I was not in Chicago for the District Secretaries meetings on April 10-12, I understand they had some very excellent sessions. Also, I am told they were exceptionally well attended. It goes without saying that the secretaries are an indispensable part of our district administration. Their efforts and contributions to the growth and operation of Kiwanis are deeply appreciated.

I am profoundly grateful for the assistance and cooperation of President Maury, Secretary Reg, Associate Secretary Larry and the entire staff in making plans for the 1978-79 administrative year. In the meantime, I want to assure President Maury that I am totally committed to assist him in any way I can to making his year the finest in Kiwanis history.

HILMAR L. "BILL" SOLBERG
President-elect

REPORT OF THE SECRETARIES
TO THE
INTERNATIONAL BOARD OF TRUSTEES
April 29, 1978

As we look back upon the first seven months of this administrative year we see another record-breaking year developing under the leadership of President Maury and the members of this Board. "Safeguard Against Crime II" has continued to inspire Kiwanis clubs around the world to set new levels of community service and, at the same time, new levels of growth. The Kiwanis flag now flies in sixty-two countries since we added Portugal a few weeks ago, and, with each passing day, we become more truly international than ever before. The unstinting efforts of President Maury's team leadership at all levels has made it possible for us to "Reach Out" beyond any levels previously attained and it will be our privilege to give you the details of these accomplishments during this report.

MIAMI BEACH CONVENTION Advance registrations for the Miami Beach Kiwanis International Convention are running about ten percent behind last year's pace but we have been encouraged by recent increases in host district registrations. Two of the clubs in the host area have exceeded the 100% registration mark and several more are very close. Chairman Stu Jacobs, Vice Chairman Fred Stanton and Honorary Chairman Doc Baker are working diligently to increase the registrations. They have the complete cooperation of Host District Governor Wil Blechman and other district leaders, which should improve the picture considerably in the time between today and the opening day of the convention. Actual registrations as of April 28, show 4,383 men and 3,341 ladies, for a total of 7,724. This compares with a total of 8,262 for Dallas last year on this date. Four districts have exceeded their quota and two more have very nearly done so. Advance sales of tickets for the Monday night Tony Bennett Show passed the five thousand mark last week, assuring us of an excess of income over expense for this second Superstar Night. The program is complete, except for the Kiwanis Decency Award and we are hopeful that this last program item will be finalized during this meeting of the Board.

CONFERENCE FOR GOVERNORS-ELECT President-elect Bill Solberg commented on the effective Conference for Governors-elect. Compliments are certainly due the Board Committee on Leadership and Council and to President-elect Bill who presided.

The Board Committee will certainly want to appraise this conference and undoubtedly make recommendations which will be beneficial in the planning for future sessions. Probably the most important item to be considered is the amount of time necessary in order to continue the overall effectiveness of this most important conference for incoming district leadership.

CONFERENCE FOR
DISTRICT SECRETARIES

Again this year the Conference for District Secretaries, held in the General Office from April 10 to April 12, was most successful.

Almost every one of the districts would have been represented if it had not been for a limited number of emergencies which required last minute cancellations.

A new and increasingly effective format was developed allowing for small group discussions with reports made by those groups back to the general sessions.

Of special importance was a full and frank discussion of the relationship of data processing to the total functioning of the organization, including the district offices.

MEMBERSHIP The following figures give a graphic picture of the membership situation at this particular time:

1.	Billing figure for the second six months of 1976-77	275,281
	For the same period of the administrative year 1977-78	278,337
2.	Paid figure for the second six months of 1976-77	272,049
3.	Barring unusual circumstances, paid figure for the second six months of 1977-78 should be in the range of	275,000
4.	Trend figure for Kiwanis International, including members in Kiwanis International - Europe, as of March 31, 1978	290,246
5.	Trend growth of Kiwanis International first six months of this administrative year.	8,498
6.	Trend growth in past two administrative years	6,379 7,360
7.	Total number New Member Adds first six months of 1977-78	29,081
8.	Two previous administrative years	26,860 26,886
9.	Projection for the year, based upon average monthly add figure of 4,847. Total adds	58,164
10.	Projected goal for current administrative year	80,000

A study of the record of the first six months would indicate that last year during the first six months of the administrative year we had a high add figure yet we had the smallest trend growth. This year we have reflected a slightly higher add figure but also the highest trend growth we have ever recorded. This would indicate a possible reduction in the deletion factor of districts for the first six months of the year, although we must be cautious because of the fact that club secretaries might be holding deletions to send in with their semi-annual billing certifications.

The challenge certainly is to increased effort on the part of districts; further promotion on the part of the International Committees; and the full cooperation of the Board counselors.

Plans are being made by the General Office, with the full cooperation of the Board Committee on Membership Growth and Education, to hopefully support an all out effort in the coming months with special emphasis on those districts that already are indicating they are problem areas in membership growth.

NEW CLUB BUILDING

The following information will pinpoint the situation of New Club Building worldwide at

this time:

1. Number of clubs organized thus far in this administrative year - 223
2. Comparative figure for the last administrative year - 181; for the 1975-76 administrative year - 186.
3. The number of clubs organized in 28 districts of the United States - 163.

4. The number of clubs organized in:

ECC	4
Western Canada	1
Andean	11
Australia	2
New Zealand	4
Philippine Luzon	6
Philippine South	14
Republic of China	2

5. Clubs organized in non-districted areas:
India 1

6. The number of clubs in Kiwanis International-Europe:

Austria-Germany	1
Benelux-France-Monaco	9
Italy	1
Norden	1
Switzerland-Liechtenstein	2
Portugal (non-districted)	1

7. Number of districts in which new clubs have not been formed this year - 2 (Iceland and Japan).

The Andean District has again set a new all-time record with 11 clubs. The previous high was in 1976-77 when 10 were organized.

The Wisconsin-Upper Michigan District has formed 10 new clubs. This breaks an all-time record set back in 1922 and again in 1974.

From all indications another great year is in the making. It certainly is projected that a new all-time record will be established in growth in Kiwanis International through the building of new clubs.

CIRCLE K

The following statistics provide a year-to-year comparison on the status of Circle K International.

The figures shown are valid through April 15, 1978.

	<u>1977</u>	<u>1978</u>
Total Charters	646	669
Inactive Charters	45	68
New Clubs	52	68
Membership	10,972	11,368
Sponsorship Fee Income	\$56,980.00	\$61,260.00

Circle K is stronger in many ways than it was a year ago at this time. We are indeed concerned about the fact that non-meeting clubs or inactive charters are back up to 68. However, in 1976 at this same time we were worried about 115 non-meeting clubs.

Every assistance is being given to Circle K leadership by way of direct contacts with District Governors, Circle K Administrators and the International Committee on Circle K in the hope that before the end of the administrative year one hundred new Circle K clubs might be built. For the first time this goal seems to be a distinct possibility. Responses coming back from the above mentioned memorandum have been very positive.

The work of the International Committee is also continuing with full emphasis on growth and with the evident cooperation of at least some districts a record growth seems likely.

KEY CLUB

The Key Club organization shows the following figures as of this time:

	<u>1977</u>	<u>1978</u>
Total Number of Clubs	3,594	3,568
Total Clubs Built	90	112
Actual Paid Membership	76,990	80,306
Dues Received to Date	\$181,434.00	\$199,138.00
Suspended Status Clubs	236	244

It is obvious that we continue to have a large number of clubs on the suspended status list. It is the best judgment of the Administrator of Key Clubs that 250 Key Clubs will lose their charter this year. Certainly this must still be considered a major problem for Kiwanis and there is a continuing need to stress to Kiwanis Governors, Governors-elect, Lieutenant Governors, and all district officers the importance of making new club building a major goal. I would point out that in 1976 at this same time we had 272 clubs about which we had real concern.

Whether there is an indication of a levelling off in this problem, only additional time will tell.

DATA PROCESSING

It is a pleasure to report that the conversion plans to the new equipment are progressing well. We had a difficult period several months ago requiring an adjustment in the delivery schedule for the new equipment. This was caused by the loss of our senior programmer. This situation has now been remedied and our new computer programmer has been with us for a month and is adjusting very well to his new assignments. We have also had the excellent support of programmer Leslie Heckler who has worked with us on previous programming needs. Certainly her contribution is making our conversion as trouble-free as possible.

A substantial part of our current system has been converted and we are now in the process of studying the Kiwanis membership recording system in an attempt to determine those areas which need improving, such as data collection and recording, name and address requirements - including overseas address structure, and the development of a more informative membership system for clubs and International.

The cooperative effort of a key committee of district secretaries is assured in order that every possible expertise available can be taken advantage of as we finish the conversion and look to possible expansion of services, both to the departments of the General Office and to districts and clubs. President Maury has appointed this committee and it will meet at Miami Beach.

KIWANIS MAGAZINE

Our magazine continues to generate favorable comment, both from Kiwanians and from others who see the magazine and request reprints of various articles. Our February article on arson relates directly to our "Safeguard Against Crime" program and was

reprinted both by the Philadelphia Bulletin in its Sunday magazine section and by the Tennessee State Advisory Committee on Arson. This is but one example to illustrate the high acceptance of Kiwanis Magazine. We are happy to report that the advertising in the magazine during the first seven months has been setting new records, both in quantity and quality. This is especially fortunate in view of the rapidly escalating cost of printing, paper and postage.

GROUP TERM LIFE
INSURANCE

The April issue of Kiwanis Magazine made editorial reference to the fact that this Board was about to notify all United States Kiwanians of the availability of a Group Term Life Insurance Plan designed expressly for Kiwanis members. This resulted in nine or ten letters of protest, all from Kiwanians who are in the insurance business, objecting to what they feel is competition with them in selling basic insurance. With the cooperation of Chairman Carl Miller of the Board Committee on Insurance, we have developed a standard reply which clarifies the position of Kiwanis International and emphasizes the fact that there is no monetary profit whatsoever to Kiwanis. In the event that you receive similar letters from the districts you counsel you may wish to have a copy of that standard reply for your reference. The formal announcement letters are being sent by first class mail this week and the full-page ad is in the May issue of Kiwanis Magazine. A progress report will be prepared for the pre-convention meeting of the Board.

O. F. C. C. P.

We are all well aware of the fact that those letters stand for the Office of Federal Contract Compliance Programs in the Department of Labor of the Federal government here in the United States. There have been occasions in the past where the cooperation of Board members, past international presidents, district governors - Kiwanis leadership at all levels - were asked to write letters to their senators and congressmen. This time, however, the response has been far greater than ever before. We have a complete file, not only of the excellent letters you and others have written but also of the uniformly positive reactions of the members of Congress in support of our position.

Announcement has been made that President Carter will consolidate all federal contract compliance responsibility within the Labor Department, effective October 1, 1978. Our principal concern continues to be the form and substance of the Labor Department's announcement as it affects service clubs which restrict their membership to all males or all females. Our most recent information states that the action will be in the form of a proposed regulation which will come out "some time during the month of May." This would provide us with thirty days to react to any material which would specifically apply to service clubs. As soon as we have any new and significant information we will send it to you.

FINANCE

The wisdom of the Board in deciding to ask for delegate approval of a dues increase at the Miami Beach Convention is underscored by our financial condition at the end of the first six months of this administrative year. Increases in such income areas as magazine advertising and charter fees are more than offset by increases in expenses, despite constant efforts to hold them down wherever

possible. One bright note, however, is the receipt of our first royalty check from Benson's in the amount of \$11,173.27, based on five quarters ending April 1, 1978.

STAFF RESPONSIBILITY
TRANSITION

We are well along with the transfer of responsibilities to various staff men, necessitated by Associate Secretary Larry's retirement, scheduled for September 30 of this year. Assistant Secretary Fay McDonald; Director of Executive Services and Membership Growth, Dick Misch; Director of Administrative Services and Sponsored Youth, Bill Jepson; and Bill Brown, who will become Director of Personnel and Office Services as of July 1 of this year, have either taken over their new responsibilities or dates have been set when that take-over will become effective. In the case of Bill Brown we cannot move him into all his new responsibilities until a new Manager of Club Services is found. We have an excellent prospect who will be coming in for an interview within the next few weeks and have reason to believe that, if chosen for the job, he can join our Staff shortly after the international convention. He could not do so before then since he is a current lieutenant governor.

The General Office Organization Chart under which we are currently operating has been in effect since 1972 with only minor changes necessitated by promotions and/or resignations. At the February meeting of this Board we shared tentative plans for changes in the organization of our Staff with the Executive Committee. In the time since then our staff plans have completely crystallized and we now have a new General Office Organization Chart which we will share with the Board Committee on Administration and Structure and then the full Board. Our Personnel Director, in consultation with your Secretaries, has also prepared a Salary Range Chart which was discussed with the Finance Committee this afternoon and will be reviewed by the Board Committee on Administration and Structure at its meeting tomorrow afternoon, together with a detailed chronological report on the total transition which will be completed well before August 1.

Respectfully submitted,

R. P. MERRIDEW
International Secretary

L. A. HAPGOOD
Associate Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

April 29 - May 2, 1978

a. Elimination of membership of not-meeting clubs from active membership files:

<u>CLUB</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
Weston, West Virginia	20	6-30-66	1-25-78
North Burnaby, British Columbia	9	5-31-49	1-25-78
Concord, Knoxville, Tennessee	8	2-16-76	1-25-78
DeWitt, Nebraska	10	3-26-77	1-25-78
Golden K, Greater Woonsocket, Rhode Island	24	11-4-75	1-25-78
Joliet West, Illinois	7	6-25-58	1-31-78
Baer Field, Fort Wayne, Indiana	8	3-14-60	1-31-78
Laurel, Montana	13	5-15-47	1-31-78
Smelter City, Anaconda, Montana	4	8-13-74	1-31-78
Dayton View, Dayton, Ohio	22	11-8-51	2-21-78
Haralson County, Tallapoosa, Georgia	10	4-26-77	2-21-78
East Cobb, Georgia	23	11-30-76	2-21-78
Deming, New Mexico	6	3-13-72	2-21-78
Five Seasons, Cedar Rapids, Iowa	8	11-9-72	2-21-78
Santa Anita Mall, Arcadia, California	20	9-21-76	2-28-78
North Augusta, South Carolina	20	11-29-76	2-28-78
Baird, Texas	9	9-25-75	3-8-78
Ahwatukee, Phoenix, Arizona	13	8-14-75	3-8-78
Lafayette County, Mayo, Florida	23	10-26-77	3-17-78
Monmouth and Independence, Oregon	21	1-18-77	3-17-78
Hurst, Texas	8	8-3-76	3-17-78
Edna, Texas	21	2-7-75	3-17-78
Friona, Texas	10	1-27-72	3-17-78
Fairfield, New Jersey	15	2-7-51	3-17-78
Wayne, New Jersey	8	9-25-46	3-17-78
Cielo Vista, El Paso, Texas	12	9-7-76	3-17-78
Northern Cambria County, Pennsylvania	7	9-6-23	3-17-78
Ingleside, Texas	23	9-28-76	3-17-78
League City, Texas	9	5-21-75	3-17-78
Wagoner, Oklahoma	15	9-21-73	3-17-78
Yerba Buena, San Francisco, California	6	6-14-74	3-17-78
Parkway, Fort Walton Beach, Florida	7	1-4-61	3-17-78
Ste. Genevieve, Missouri	16	1-22-75	3-22-78
Greater Malvern, Arkansas	17	5-10-76	3-22-78
West Memphis, Arkansas	22	12-10-56	3-22-78
Green River-Kent, Washington	15	1-18-77	3-22-78
Kearney, Missouri	19	11-21-75	3-22-78
Stanton, Missouri	4	8-18-75	3-22-78
Bunawan, Agusan Del Sur, Philippines	35	5-3-76	3-22-78
Cantilan, Surigao Del Sur, Philippines	27	8-31-75	3-22-78
Los Fresnos, Texas	13	9-12-76	3-27-78
Duncanville, Texas	10	7-13-72	3-27-78
Buechel, Kentucky	6	5-9-74	3-27-78
Detroit-Northfield, Michigan	30	2-22-50	4-5-78
Dauphin, Manitoba, Canada	20	5-13-77	4-5-78
Gingoog City, Philippines	26	3-24-74	4-5-78
Imman, South Carolina	12	2-26-76	4-5-78
Perth North Suburban, Australia	23	4-9-76	4-5-78
Darien Area, Illinois	5	9-30-75	4-5-78

b. Organization of new clubs:

<u>CLUB</u>	<u>DATE</u>	<u>MEMBERSHIP</u>
Sud Ouest, Mairie de La Foa, New Caledonia	10-9-77	22
Marihatag, Philippines	10-15-77	21
Mutya, Philippines	11-30-77	21
Cubao, Quezon City, Philippines	12-20-77	23
Jose Panganiban, Philippines	12-30-77	30
Tagbilaran, Philippines	1-14-78	24
Grady County, Cairo, Georgia	1-19-78	24
Locarno, Switzerland	1-19-78	24
Skyline, Longmont, Colorado	1-23-78	29
Edmonton, Yellowhead, Canada	1-23-78	20
Gulf Coast, Panama City, Florida	1-24-78	23
Port Salerno, Florida	1-24-78	21
Ambato, Ecuador	1-25-78	20
Two Rivers, Silver K, Wisconsin	1-25-78	24
Central Charlotte, North Carolina	1-25-78	22
Heflin, Alabama	1-26-78	27
Morrison, Illinois	1-31-78	23
Holiday, Florida	1-31-78	20
The Chesters, New Jersey	1-31-78	21
Washington, Illinois	2-1-78	20
Alpena, Thunder Bay, Michigan	2-2-78	20
Naperville-Noon, Illinois	2-2-78	21
Desert Hot Springs, California	2-2-78	20
Alborada, Guayaquil, Ecuador	2-2-78	34
Springfield North, Missouri	2-7-78	23
Inner Joplin, Missouri	2-8-78	21
Greater Hillsboro, Oregon	2-9-78	21
Huntington-Metro, West Virginia	2-10-78	20
South Grand Strand, Surfside Beach, South Carolina	2-13-78	20
Mangere, Auckland, New Zealand	2-14-78	20
Quevedo, Ecuador	2-14-78	28
Columbine, Littleton, Colorado	2-15-78	20
Duncanville, Texas	2-16-78	23
West Jefferson, Harvey, Louisiana	2-16-78	21
Italy, Texas	2-16-78	20
Sand Springs, Oklahoma	2-16-78	20
Grand Fords, Golden K, North Dakota	2-16-78	28
North Turlock, California	2-16-78	23
DeSoto, Texas	2-17-78	20
Cuenca, Ecuador	2-18-78	20
Babahoyo, Ecuador	2-20-78	20
Wesley Park, Golden K, West Allis, Wisconsin	2-21-78	24
Navajo Community College, Tsaile, Arizona	2-22-78	27
Hope Hull, Alabama	2-23-78	28
Wauwatosa, Golden K, Wisconsin	2-24-78	27
Armero, Colombia	2-26-78	29
Rostrevor-Campbelltown, Australia	2-28-78	21
Downers Grove, Breakfast, Illinois	3-1-78	22
Corrales, New Mexico	3-2-78	20
Camdenton, Missouri	3-2-78	24
Lauderhill, Florida	3-2-78	24
Balaclava, Jamaica	3-2-78	27

<u>CLUB</u>	<u>DATE</u>	<u>MEMBERSHIP</u>
Grenoble, France	4-4-78	24
Cumberland Valley, Pennsylvania	3-8-78	23
Villavicencio, Colombia	3-8-78	21
Western Berks, Sinking Springs, Pennsylvania	3-9-78	21
Roanne, France	3-10-78	30
Hindang, Philippines	3-12-78	23
Needham, Massachusetts	3-13-78	20
DeKalb County, Georgia	3-14-78	21
Remuera, Auckland, New Zealand	3-15-78	28
Putaruru, New Zealand	3-15-78	23
Red Wing Dawn Breakers, Minnesota	3-16-78	24
Columbus County, Whiteville, North Carolina	3-16-78	20
Montville Township, New Jersey	3-16-78	20
Monticello Area, Charlottesville, Virginia	3-20-78	23
Tetrapolitan Golden K, King City, Oregon	3-20-78	23
Inverrary, Florida	3-21-78	21
The Central Area, Baton Rouge, Louisiana	3-21-78	23
Freeport, Lincoln-Douglas, Illinois	3-22-78	27
South Baton Rouge, Louisiana	3-22-78	21
Upper Montgomery County, East Greenville, Pennsylvania	3-23-78	20
Upper Cape Cod, Sandwich, Massachusetts	3-23-78	30
Andover-Pymatuning Area, Ohio	3-29-78	22
Macon County, Tuskegee, Alabama	3-29-78	23
Childersburg, Alabama	3-30-78	24
Valledupar, Colombia	3-31-78	30
Golden K, Shenendehowa, New York	4-4-78	24
Twin County, Golden K, Menominee, Michigan	4-4-78	21
Irvine, California	4-5-78	20
Charleroi Centre, Belgium	4-6-78	20
Sevierville, Tennessee	4-6-78	22
Truth Or Consequences, New Mexico	4-6-78	24
Sangre Grande, Trinidad	4-6-78	20
Wartenberg Basel, Switzerland	4-7-78	20
Figueira da Foz, Portugal	4-8-78	22
West Macon, Georgia	4-10-78	20
Kenowa, Grandville, Michigan	4-11-78	20
The San Pedro Valley, Benson, Arizona	4-11-78	21
Prairie View, Texas	4-11-78	21
Nicosia, Italy	4-12-78	26
Germantown, Wisconsin	4-12-78	21
Lancaster, South Carolina	4-13-78	24
Grand Mound Rochester, Washington	4-13-78	24
Georgetown, Ontario	4-14-78	25
Terril, Iowa	4-17-78	30
Grand Junction, Two Rivers, Colorado	4-18-78	21
Melbourne-Mid City, Australia	4-18-78	30
Rouses Point-Champlain, New York	4-18-78	24
Breckenridge, Texas	4-20-78	22
	TOTAL	2,302

c. Change of Kiwanis club names:

From Kiwanis Club of:

Chabot, Oakland-San Leandro, Cal.
Golden K, Elgin, Ill.
Great Neck-N.E. Queens, N. Y.
Indianapolis, Northwest, Ind.
Midvale, Utah
Moorestown, N. J.
North Saint Louis, Mo.
Springdale-Mobile, Ala.
Spenard, Alaska
Val d'Or-Bourlamaque, Quebec

To Kiwanis Club of:

Chabot-East Oakland, Cal.
Elgin, Golden K, Ill.
Great Neck North, N. Y.
Northwest Indianapolis, Ind.
Jordan Valley, Midvale, Utah
Moorestown-Mount Laurel, N. J.
Jennings-North St. Louis, Mo.
Airport-Regency-Mobile, Ala.
University, Anchorage, Alaska
Val d'Or, Quebec

d. Club Incorporations completed:

Barnesville, Ohio
Bennett's Valley, Weedville, Pa.
Catawba Valley Golden K, Hickory, N. C.
Chisholm, Minn.
Colebrook, N. H.
The Colorado River, Bullhead City, Ariz.
Connersville Sundowners, Ind.
Darmstadt, Ind.
Edgewater, Cleveland, Ohio
Ellsworth, Me.
Esquimalt, B. C.
Flagler, Palm Coast, Fla.
Golden K, Fayetteville, N. C.
Golden K, Williamsport, Pa.
Greater Vidor, Tex.
Islington, Ontario
Mamaroneck, N. Y.
Marion, Ind.
The Mastics, N. Y.
Mingo Junction, Ohio
Monroe City, Ind.
Monticello, Ky.
Montgomery City, Mo.
Moses Lake-Sunrise, Wash.
Mt. Blue Area, Farmington, Me.
Mtn. Empire-Campo, Cal.
Murphysboro, Ill.
Neosho, Mo.
Nevada, Ia.
Newington, Conn.
North Denver, Colo.
Northwest Houston, Tex.
Northwest Indianapolis, Ind.
Ocean Springs, Miss.
Olde Towne, Hampton, Va.
Opelika, Ala.
Orlando International Airport, Fla.
Otter-Risers, Fergus Falls, Minn.
Paris, Ky.
Patapsco Valley, Md.
Peabody, Mass.
The Pecan Valley, Early, Tex.
Pierre, S. D.
The Playground Area, Fort Walton Beach, Fla.
Pointe Coupee, New Roads, La.
Port City, Wilmington, N. C.

Port Clinton, Ohio
Pottsville, Pa.
Reynolds, Ga.
Rockingham, N. C.
Romeo Area, Mich.
Round Lake Area, Ill.
Saint Clair, Mo.
Saint Clair, Schuylkill
County, Pa.
Saint George, Utah
Saint Marys, Ga.
San Luis Obispo De Tolosa, Cal.
The Santa Ritas, Green Valley,
Ariz.
Sarasota Keys, Fla.
Scott's Plains, Peterborough,
Ontario
Selma, Ala.
Seneca, Mo.
The Severn, Annapolis, Md.
Sioux Falls West, S. D.
Sir Walter, Raleigh, N. C.
Snyder-Sunrisers, Tex.
South Boston, Mass.
South Knoxville, Tenn.
South Lexington, Ky.
Spartanburg, S. C.
Spencer, Golden K, Ia.
St. Albert, Alberta
St. Andrews, Columbia, S. C.
Statesville, N. C.
Steelville, Mo.
Tierrasanta, Cal.
Urbana, Ohio
Utica-Breakfast, N. Y.
Val d'Or, Quebec
Victoriaville, Quebec
Wading River-Shoreham, N. Y.
Wakeeney, Kans.
Watseka, Ill.
Weiser, Idaho
Western Allegany, Cumberland
Md.
Whitehall, Ohio
Williamstown, Ky.

e. Circle K clubs completed:

CIRCLE K CLUB

University Hospital of the West Indies
Training School

Los Angeles Southwest Junior College

Carleton University

Chipola Junior College

Saint Lawrence College

Guilford Technical Institute

Broward Community College South

University of Kansas

Iowa Central Community College

Cuyahoga Community College, West

Drake University

University of Arkansas, Little Rock

Sangamon State University

Central Virginia Community College

Albany College of Pharmacy

Church Teachers' College

John C. Calhoun Community College

Methodist College

Gannon College

Marian College

Gateway Technical Institute

University of Wisconsin, Milwaukee

KIWANIS SPONSOR

North Saint Andrew, Jamaica

Southwest Los Angeles, CA

Ottawa, ON

Marianna, FL
Bonifay, FL
Chipley, FL

Cornwall, ON

High Point, NC

Hollywood, FL

Lawrence, Jayhawk, KS

Webster City, IA
Main Street, U.S.A., Webster City

Parma Heights, OH

Des Moines, IA

Little Rock, AR

Springfield-Downtown, IL

Fort Hill, Lynchburg, VA

Albany, NY

Mandeville, Jamaica

Decatur, AL

Cumberland-Fayetteville, NC
Fayetteville, NC

Erie, PA

Lawrence, IN

Kenosha, WI

North Shore, Milwaukee, WI

CIRCLE K CLUB

Western Piedmont Community College
SUNY College at Cortland
Hofstra University
University of Portland
Marymount College
Concord College
Somerset County College
South Carolina University
Mississippi University for Women
Marywood College
Union College
University of Pennsylvania
Hamline University
Memphis State University
Saint Martin's College
Western Kentucky University
Hopkinsville Community College
Roane State Community College
Vernon Regional Junior College
Pennsylvania State University Berks Campus
University of Wisconsin, Eau Claire

KIWANIS SPONSOR

Morganton, NC
Cortland, NY
Hempstead, NY
Portland, OR
North Tarrytown-Tarrytown, NY
Princeton-Athens, WV
Bernards Township, NJ
Columbia, SC
Columbus, MS
Scranton, PA
Schenectady, NY
Philadelphia, PA
Midway Saint Paul, MN
Germantown, TN
North Thurston, WA
Bowling Green, KY
Hopkinsville, KY
Harriman, TN
Vernon, TX
Reading, PA
Eau Claire, WI

f. Key Clubs completed:

Institute of American Indian Arts
Santa Ana H.S.
Deer Park H.S.
Chattooga County H.S.
Pittsburg H.S.
Hillsboro Senior H.S.
Lakewood H.S.
Heritage H.S.
East Bay H.S.
Portage Lakes Joint Vocational School
Riverdale Senior H.S.
North Valley H.S.
St. Jeromes H.S.
Secundaria Federal Licenciada Y General Juan Jose
Brookhaven Academy
Clinton County H.S.
James Madison H.S.
Rancho Cotate Senior H.S.
Catholic High of Pointe Coupee
West Fargo H.S.
St. Michaels H.S.
Carthage Central H.S.
Scottsboro H.S.
William Penn H.S.
Springer H.S.
Franklin H.S.
Miles Macdonnell Collegiate
Marana H.S.
Pioneer Valley Regional School
Waiakea H.S.
Wauwatosa West H.S.
Hibriten H.S.
Marymount H.S.
Charlotte Latin School
Wheeling Central Catholic H.S.
Van Gilder Occupational Training Center
Martin Luther King H.S.
Charles F. Kettering H.S.
Lincoln H.S.
Seneca H.S.
West Geauga H S.
Sam Houston H.S.
Whitehall-Coplay H.S.
Colonia Senior H.S.
Watchung Hills Regional H.S.
McGill-Toolen H.S.
Denbigh H.S.
Mohawk Trail Regional H.S.
Exeter Union H.S.
Cedric Titus Secondary School
Athens H.S.
Norway H.S.
Newtown H.S.
Piscataway Township H.S.
St. Edmund's H.S.

KIWANIS SPONSOR

Santa Fe, NM
Santa Ana, CA
Deer Park, WA
Metropolitan Rome, GA
Pittsburg, CA
Hillsboro, OR
Lakewood, OH
Rockdale County, Conyers, GA
Sun City Center, FL
Green-Akron, OH
Riverdale, GA
Grants Pass, OR
Twin Cities, Kitchener, ON., Can
Matamoros, Mexico
Brookhave, MS
Albany, KY
San Antonio-Olmos, TX
Redwood Empire, Santa Rosa, CA
Pointe Coupee, New Roads, LA
Fargo Rough Riders, ND
Coronado, Santa Fe, NM
Black River, NY
Scottsboro, AL
New Castle Hundred, DE
Springer, NM
East Stockton, CA
East Kildonan, Manitoba, Can.
Desert Tucson, AZ
Northfield, MA
East Hawaii, HI
Suburban Wauwatosa, WI
Lenoir, NC
St. Mary, Jamaica
Charlotte-Hornet Nest, NC
Wheeling, WV
Norwood, Knoxville, TN
Detroit-Lafayette Park, MI
Detroit-Lafayette Park, MI
Port Arthur, TX
Seneca, MO
West Geauga, OH
Calcasieu, Lake Charles, LA
Whitehall, PA
Woodbridge, NJ
Scotch Plains-Fanwood, NJ
Mobile, AL
Denbigh, Newport News, VA
Shelburne Falls, MA
Exeter, CA
Falmouth, Jamaica
Princeton-Athens, WV
Dickinson County, Norway, MI
Newtown, CT
Piscataway, NJ
Eunice, LA

KIWANIS SPONSOR

John Hirschi H.S.
Hanceville H.S.
Our Lady of Good Counsel H.S.
North Pole Junior Senior H.S.
The Queens School
Holy Childhood H.S.
Corbin H.S.
McCook H.S.
Cathedral Christian H.S.
Aviation H.S.
North Kitsap H.S.
Ocean View H.S.

Wichita Falls, TX
Cullman, AL
Wheaton, MD
Fairbanks, AK
North St. Andrew, Jamaica
North St. Andres, Jamaica
Corbin, KY
McCook, NE
Center Point, Birmingham, AL
La Guardia Airport, NY
Greater Poulsbo, WA
Huntington Beach, CA

g. Incorporation of Kiwanis Club Foundations:

none

h. Cancelled meetings

Indiana

December, 1977

NORTHWEST DIVISION
Lowell - December 6

LAND OF LAKES DIVISION
Wawasee - December 10.

JOHNNY APPLESEED DIVISION
Auburn - December 5.
New Haven - December 6.
Northwest Fort Wayne - December 5.

ARROWHEAD DIVISION
Monticello - December 5.
Peru - December 5.

WABASH VALLEY DIVISION
Bluffton - December 8.
Gas City - December 5.
Hartford City - December 5.
Portland - December 6.
Warren - December 5.

SAGAMORE DIVISION
Covington - December 7.
Lebanon - December 8.
Rossville - December 6 and 13.
Tecumseh - December 5.
Thorntown - December 8.

CIRCLE CITY DIVISION
Greenwood - December 6.

ROSE DIVISION
Greenfield - December 6.
Laurel - November 28.

COLLEGIATE DIVISION
Bloomington Golden Age -
December 1 and 19 and 26.
Greater Terre Haute - December 6

HEARTLAND DIVISION
Franklin - December 6.
Greater Whiteland - December 8.

BUFFALO TRACE DIVISION
Winslow - December 6.

SYCAMORE DIVISION
Alexandria - December 6.
Burlington - December 10.
Kokomo - December 8.
Kokomo Sunrisers - December 6.
Metro Kokomo - December 5.
Zionsville - December 6.

WAPAHANI DIVISION
Delaware Muncie - December 6.
Muncie - December 7.
South Muncie - December 8.
Winchester - December 6.

Ohio

December, 1977

Elmore December 7.

January, 1978

Georgia

North Springs, Atlanta January 12.

Indiana

WABASH VALLEY DIVISION

Bluffton - January 26.
Hartford City - January 30.
Huntington - January 26.
Huntington-Metro - January 30.
Montpelier - January 26.
Warren - January 30.

SAGAMORE DIVISION

Crawfordsville - January 26.
Lafayette - January 26.
Lebanon - January 26.
Rossville - January 17 and 31.
Thorntown - January 26.

SYCAMORE DIVISION

Alexandria - January 17.
Burlington - January 28.
Cicero - January 26.
Elwood - January 26.
Kokomo - January 27.
Kokomo Sunrisers - January 31.
Zionsville - January 17.

WAPAHANI DIVISION

Mounds, Anderson - January 17 and 24.
South Muncie - January 26.
Winchester - January 17 and 31.

CAPITOL DIVISION

Broad Ripple - January 31.
Indianapolis - January 27.
Indianapolis, Northwest - January 26.
Meridian, Indianapolis - January 27.

CIRCLE CITY DIVISION

Greenwood - January 17.
Indy Airport - January 26.
Mooresville - January 17.

COLLEGIATE DIVISION

Bloomington Golden Age -
January 19 and 26.
Greencastle - January 26.
Martinsville - January 17.
Martinsville Early Edition -
January 17.
Terre Haute. - January 26.

HEARTLAND DIVISION

Aurora - January 17.
Batesville - January 17.
Columbus - January 17.
Columbus-Meridian - January 26.
Franklin - January 17.
Greater Whiteland - January 26.
Lawrenceburg - January 17.
Seymour - January 26.
Seymour Breakfast - January 17.
Westport - January 26.

BUFFALO TRACE DIVISION

Bedford - January 17.
Mitchell-Grissom - January 17.
Monroe City - January 28.
Orleans - January 12 and 26.
Owensville - January 16 and 29.
Paoli - January 28.
Vincennes - January 26.

SCENIC HILLS DIVISION

Floyd - January 17.
Historic New Albany - January 20
and
Madison - January 26.
New Albany - January 12, 19 and
Rivertown - January 10 and 17.
Scottsburg - January 26.

ROSE DIVISION

Cambridge City - January 17 and 31.
Connersville Sundowners - January 17.
Eastern Gateway - January 26.
New Castle - January 17.
Richmond - January 27.
Rushville - January 17.
Shelbyville - January 17.

LINCOLN DIVISION

Boonville - January 17.
Cannelton - January 17.
Chandler - January 26.
Elberfeld - January 26.
Holland - January 16.
Tell City - January 26.
Dale - January 9 and 16.

NORTHWEST DIVISION

Hobart - January 26.
Merri-Glen - January 26.

EXPLORER DIVISION

La Porte - January 26.
Michigan City - January 26.
Mishawaka - January 31.
Scottsdale - January 26.
South Bend - January 26.

LAND OF LAKES DIVISION

Lakeland - January 30.
Lakeside - January 30.

Kentucky

Blue Grass(The), Lexington	January 19 and 26
Cynthiana	January 12, 19 and 26
East Frankfort	January 10 and 17
Frankfort	January 19
Jessamine County, Nicholasville	January 5, 12, 19 and 26
West Frankfort	January 5, 12, 19 and 26
Gardenside, Lexington	January 18
London	January 19 and 26
Paris	January 2, 9 and 16
South Lexington	January 26

Michigan

Bay City	January 26
Grand Traverse Bay, Traverse City	January 10

SOUTHWIND DIVISION

Darmstadt - January 17 and 31.
East Evansville - January 26.
Evansville - January 19 and 26.
Fort Branch - January 23.
Green River - January 18.
Mount Vernon - January 26. ~~have~~
Newburgh - January 24.
New Harmony - January 16.
North Park Evansville -
January 17.
Northside Evansville -
January 17.
Poseyville - January 18 and 25.

LAND OF LAKES DIVISION CONT.

Middlebury - January 26.
Nappanee II - January 30.
Warsaw - January 26.
Wawasee - January 28.

JOHNNY APPLESEED DIVISION

Angola - January 26.
Auburn - January 30.
Kendallville - January 31.

ARROWHEAD DIVISION

Peru - January 23.

New York

Warsaw

January 9

Ohio

Hilltop

January 26

Lindenwald, Hamilton

January 26

Middletown

January 26

Middletown East

January 17

Piqua

January 18

February, 1978

Indiana

SYCAMORE DIVISION

Fishers - February 13.

Kokomo Sunrisers - February 14.

Metro Kokomo - February 13.

COLLEGIATE DIVISION

Bloomington Golden Age - February 2.

LINCOLN DIVISION

Holland - February 13.

EXPLORER DIVISION

Potawatomi - February 1.

JOHNNY APPLESEED DIVISION

Angola - February 2.

ARROWHEAD DIVISION

Peru - February 13th

WABASH VALLEY DIVISION

Gas City - February 13.

SAGAMORE DIVISION

Rossville - February 14.

Pennsylvania

Carlisle

February 7

Chambersburg

January 17

Feasterville

January 17

Fox Chapel Area

January 10 and 17

Old York Road

January 17, February 7

Southampton

February 6

Tennessee

Springfield

February 21

i. District Bylaw Amendments

New Zealand - adopted new set of bylaws (adopted Standard Form for District Bylaws)

REPORT OF BOARD COMMITTEE ON ADMINISTRATION AND STRUCTURE
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 29 - May 2, 1978

Date of Committee Meeting: April 30, 1978

Place of Committee Meeting: General Office

Present: Members - Carl F. Miller, John T. Roberts

Chairman - Mark A. Smith, Jr.

Staff Members - Fay H. McDonald, R. P. Merridew, L. A. Hapgood,
Richard A. Misch

Criteria for Distinguished Governor

The Committee is currently conducting a study of item #1 on membership growth in the Criteria for Distinguished Governor. This study involves the possibility of changing item #1 on membership growth from a net 1% growth in membership to a new member add goal to be achieved. This would give the governor a tangible goal upon which to work rather than just the hope that the certified membership figure at the end of his administrative year when compared with the certified membership figure at the beginning of his administrative year would reveal that his district had a net 1% gain in membership. This matter is being retained for further study.

Report of International Committee on Achievement

The minutes of the 1977-78 International Committee on Achievement, held on April 7-9, 1978, are attached as Exhibit A. The minutes of the Achievement Committee contain the names of the winners and honorable mentions in the District Award for Administrative Excellence Program. The names of the winners and honorable mentions in the Kiwanis International Honor Club Program are contained in Exhibit 1 of the minutes of the Achievement Committee. Your Committee commends the International Committee on Achievement for its excellent report.

The International Committee on Achievement presented a recommendation requesting that item #3 on membership increase of the Grading Plan for the District Award for Administrative Excellence be computed on the basis of club membership in the district at the end of the administrative year less the organizational membership of new clubs built during the administrative year. Your Committee believes that the change, made by this Board, to the computation of membership increase on the basis of club membership in the district at the end of the administrative year, including the membership in established clubs as well as the organizational membership of new clubs, was a sound decision.

Ballot for Office of Trustee

At the Miami Beach Convention this year, the Western Canada District will present a candidate for office above the level of Trustee. Further, there will be

a nominee for the office of Trustee presented by Kiwanis International-Europe, who will be declared elected by the President as provided in the International Bylaws. Therefore, there will be either five or four Trustees to be elected by the delegate body depending on whether or not the candidate presented by the Western Canada District is elected to the office above the level of Trustee for which he is a candidate. Your Committee believes that there will be less confusion upon the part of the delegate body if the ballot book contains two alternative ballots for the office of Trustee.

Recommendation #1:

The Committee recommends that the ballot book for Wednesday, June 28, 1978, for the Miami Beach Convention contain two alternative ballots for the office of Trustee printed on separate colored stock of colors different than any other ballot, and that one of the ballots for the office of Trustee be identified as "BALLOT A" and the other as "BALLOT B", and further, that Ballot A contain five spaces for writing in the names of five Trustee candidates and that Ballot B contain four spaces for writing in the names of four Trustee candidates.

I move that recommendation 1 be adopted.

(adopted)

Administrative Resolution Referrals

The Committee reviewed a resolution from the Kiwanis Club of Scott's Plains, Peterborough, Ontario requesting a change in the procedures on leave of absence, a changing of the attendance tab to designate years of membership rather than perfect attendance, and the identification of the key number of a club composed of all retired men with the letter "R". As for the changes in leave of absence procedures, no change was considered as what the club is requesting is already provided for. The Committee does not concur in the other two parts of the request.

The Committee reviewed a resolution from the Kiwanis Club of Pasco, Washington requesting a change in time for holding the annual meeting and election of officers of a club to not earlier than the last meeting in June and not later than the last meeting in July. The Committee does not concur in the request because the present time period for the annual meeting of a club - not earlier than the first meeting in April and not later than the second meeting in May - is most logical in terms of the current administrative year and for sending officer-designates to an International Convention.

International Convention Quota Request

The Committee reviewed the request of the Governor of the Eastern Canada and the Caribbean District to have the quota on registration at the Miami Beach Convention reduced. The Committee does not concur in the request and reaffirms its belief that since the quota for registration at an International Convention comes under the category of electives in the Distinguished Governor

Criteria, that there should be no adjustment made in such quota for any district making such a request.

Study of Other Possible Areas for Specified Representation on the International Board

The Committee believes that a study should be initiated on the matter of other possible areas for specified representation on the International Board. This is timely because we have already received a resolution adopted by the Philippine Luzon District requesting such consideration. This matter will be retained by the Committee for further study.

Management Manual

By action of the Board at its last meeting, the staff was requested to prepare in consultation with this Committee a Management Manual for the General Office. The Committee commends the staff for having completed a first draft for review. This manual subject to adjustments from time to time should prove to be a valuable administrative tool.

Salary Structure and Grade Definition Plan

At the request of the Committee, the staff has initiated a study of salary structure and the development of a grade definition plan. A preliminary draft was given to the Committee and the study will continue.

Organizational Chart

The Secretary presented an organizational chart delineating the functional responsibilities of the General Office. This is attached as Exhibit B. A transition to this plan is already underway. Full implementation is anticipated by August of this year.

Recommendation #2:

The Committee recommends that the Organization Chart of Functional Responsibilities, attached as Exhibit B of this report, be approved.

I move that recommendation 2 be adopted.

(adopted)

It was pointed out that a change has been made in the 1977-78 Kiwanis International Convention program, placing resolutions on the Wednesday morning House of Delegates agenda and amendments on the Tuesday morning session. This has a direct effect on Recommendation #3 of the Administration and Structure committee report at the September 28 - October 4, 1977 meeting of this Board. The following recommendation is made to revise that approved action in order to fit the indicated agenda change.

Recommendation #3:

The committee recommends that the order of business at the house of delegate session on Wednesday morning at the Miami Beach Convention be as follows:

- a. Report of the Committee on Credentials
- b. Report of the Conference on Nominations (reporting only on the nominations for offices above the level of Trustee)
- c. Election for offices above the level of Trustee
- d. Report of Committee on Resolutions
- e. Interim report of results of election
- f. Second report of Conference on Nominations (reporting on the office of Trustee)
- g. Election of Trustees
- h. Adjournment

I move that recommendation 3 be adopted.

(adopted)

Respectfully submitted,

CARL F. MILLER

JOHN T. ROBERTS

MARK A. SMITH, JR., Chairman

MINUTES OF THE MEETING OF THE 1977-78 INTERNATIONAL COMMITTEE ON ACHIEVEMENT

CHICAGO, ILLINOIS

April 7-9, 1978

The 1978 meeting of the International Committee on Achievement convened on Friday evening, April 7, at approximately 9:00 p.m., in Room 2509 of the Sheraton Plaza Hotel. Present were: Chairman, Anthony M. Mettler, Thad Farr, Ralph O. Howard, Robert L. Mason and Gerry E. Seider.

Chairman Tony and the Committee previewed the agenda to be covered on Saturday and Sunday, and agreed upon procedures for final grading to select International Annual Club Report Honor Clubs and Honorable Mentions.

The Friday evening session adjourned at 10:15 p.m.

The second session of the Committee began at 8:30 a.m., April 8 in the Past Presidents' Room of the General Office.

The Committee first considered the grading and selection of the winning Districts in Achievement for 1976-77. The points for determining the winning Districts and Honorable Mentions were computed in the General Office previous to the Committee meeting. The score sheets were reviewed by the Committee and explanatory comments were offered by William A. Brown.

Since two Districts had the same point score in the Gold Group, the committee therefore designated three districts as "Honorable Mention" in the Gold Group.

The winners and honorable mentions (the latter listed in alphabetical order) are as follows:

Gold Group

(251 clubs or more)

-Winner: Florida

Honorable Mention: Illinois-Eastern Iowa
Pacific Northwest
Texas-OklahomaSilver Group

(201 to 250 clubs)

-Winner: Eastern Canada and The Caribbean

Honorable Mention: Capital
Missouri-ArkansasOrange Group

(126 to 200 clubs)

-Winner: Indiana

Honorable Mention: Nebraska-Iowa
Wisconsin-Upper MichiganBlue Group

(125 clubs and fewer)

-Winner: Alabama

Honorable Mention: New Zealand
Rocky Mountain

The committee then selected Honor Clubs and Honorable Mention Clubs for Multiple Service and Single Service, Diamond, Ruby, Emerald and Coral Sections. It was agreed to continue the procedure of naming three Honor Clubs and Honorable Mention Clubs in each category and section. It was also agreed to follow past procedures by listing each of the Honor Clubs and Honorable Mention Clubs in alphabetical order by club name, and that this procedure be read and followed when presenting the awards at the Miami Beach Convention.

The Honor Clubs and Honorable Mention Clubs in each category and section, in alphabetical order by club name, are attached as Exhibit 1.

The Committee adjourned for lunch at 1:00 p.m.

The third session of the Committee began at 2:00 p.m.

The Committee discussed the presentation of the Awards at the Miami Beach Convention.

The Committee agreed that presentation of the awards at an Awards Luncheon along with a listing of the Award winners in the convention program, and an appropriate display at the Achievement Clinic Booth listing award winners, would give sufficient recognition to the winners.

Each International Committeeman was asked to man the Club Clinic Booth on Achievement at the Miami Beach International Convention. Members of the 1978-79 International Committee on Achievement and representatives from the winning Service Honor Awards Clubs will be asked to assist.

The Committee discussed their responsibilities for the remainder of this Administrative Year and with the 1978-79 Committee Chairman, Neil R. Gerhart. It was decided to do the following:

1. The 1977-78 Chairman of the Committee on Achievement will write to each District Governor to ask them to include the 1977-78 Annual Club Report on the agenda of their last 1977-78 Board of Trustees meeting.
2. The 1978-79 Chairman of the Committee on Achievement will write to each Governor-elect and ask that the Annual Club Report be on the agenda for the District Training Conferences.
3. Each Committee member would write congratulatory letters to the winners of the Annual Club Report Awards in their zone. The letters to be personalized, by reference being made to the specific project or projects as stated in the Annual Club Report.

The Committee strongly felt that additional training in the specifics of the Annual Club Report, its purpose and importance, is needed on all leadership levels of Kiwanis in order to improve reporting and increase the number of clubs which submit reports by the deadline date for grading eligibility.

The third session adjourned at 6:00 p.m.

The fourth session of the Committee began at 8:30 p.m., April 8, in room 2509 at the Sheraton Plaza Hotel.

A number of technical changes in the Annual Club Report and Administrative Bulletin #5 "Guidelines for Preparing the Annual Club Report" were reviewed with Staff, who will implement such changes.

The Committee directed Staff to develop good sample narratives to be included in Administrative Bulletin #5.

Also the Committee directed Staff to review the printed instructions attached to the Annual Club Report for readability.

The fifth session of the committee began at 9:00 a.m., April 9, in room 2509 at the Sheraton Plaza.

The committee reviewed and discussed the Grading Plan for the District Award for Administrative Excellence.

The Committee adopted a motion thanking the 1978-79 Committee Chairman on Achievement, Neil R. Gerhart, for his valuable contribution to the meeting and re-emphasized the value of having the incoming chairmen at this meeting.

A motion was adopted by the Committee commending Staffman William A. Brown for his assistance.

Members of the Committee and the Staff representative expressed their appreciation to Chairman Mettler for the outstanding leadership he has provided as Chairman of the committee.

Chairman Mettler closed by thanking all Committee members and the Staff representative for their contributions thus far during the Administrative year and for a most productive Committee meeting, and all present pledged to continue their efforts.

The final session adjourned on Sunday, April 9 at 10:30 a.m.

RECOMMENDATIONS TO THE INTERNATIONAL BOARD OF TRUSTEES

Comment:

The Committee reviewed the Grading Plan for the District Award for Administrative Excellence. After full discussion, it is the belief of this committee that item #3 "Membership Increase" should be based on the increase for the year in established clubs of the district and should not include the organizational membership of "New Clubs."

Recommendation:

The Committee recommends that in computing points for membership increase, only the total active, privileged and senior members, in established clubs be considered. A club is recognized as an established club after the organization date, and the organizational membership of a new club is not to be included when computing membership increase. However, additions or deletions of members in new clubs after the date of organization are to be included.

Respectfully submitted

Thad Farr
Ralph O. Howard
Robert L. Mason
Gerry E. Seider
Anthony M. Mettler, Chairman

KIWANIS INTERNATIONAL MULTIPLE SERVICE HONOR AWARDS 1976-77

Diamond Section (76 or more members)

HONOR CLUBS: Ann Arbor, Michigan
Cheyenne, Wyoming
Fayetteville, North Carolina

HONORABLE MENTION: Baton Rouge, Louisiana
Salt Lake City, Utah
South West Peoria, Illinois

Ruby Section (46 to 75 members)

HONOR CLUBS: Laconia, New Hampshire
Middlesex, London, Ontario
Oak Bay, Victoria, British Columbia

HONORABLE MENTION: Brecksville, Ohio
Coral Springs, Florida
Geneseo, New York

Emerald Section (26 to 45 members)

HONOR CLUBS: Golden K, Elgin, Illinois
Hillsboro, Kansas
Taneytown, Maryland

HONORABLE MENTION: Hannibal, Missouri
Shepparton, Australia
Uptown Las Vegas, Nevada

Coral Section (25 members or less)

HONOR CLUBS: Forest Glen-Mayfair, Chicago, Illinois
Maysville, Oklahoma
Riverside-Arlington, California

HONORABLE MENTION: Cary, North Carolina
Oakville, Ontario
Terrific Tigard, Oregon

KIWANIS INTERNATIONAL SINGLE SERVICE HONOR AWARDS 1976-77

Diamond Section (76 or more members)

HONOR CLUBS: Beloit, Wisconsin
Cleveland, Ohio
Evansville, Indiana

HONORABLE MENTION: Chattanooga, Tennessee
Rockford, Illinois
Wheeling, West Virginia

Ruby Section (46 to 75 members)

HONOR CLUBS: Andalusia, Alabama
Anderson Hills, Cincinnati, Ohio
Penticton, British Columbia

HONORABLE MENTION: Downtown Kingston, Jamaica
Kishwaukee-DeKalb, Illinois
South Lake Charles, Louisiana

Emerald Section (25 to 45 members)

HONOR CLUBS: Greensboro-Nat Greene, North Carolina
Melvindale, Michigan
Port Vila, New Hebrides

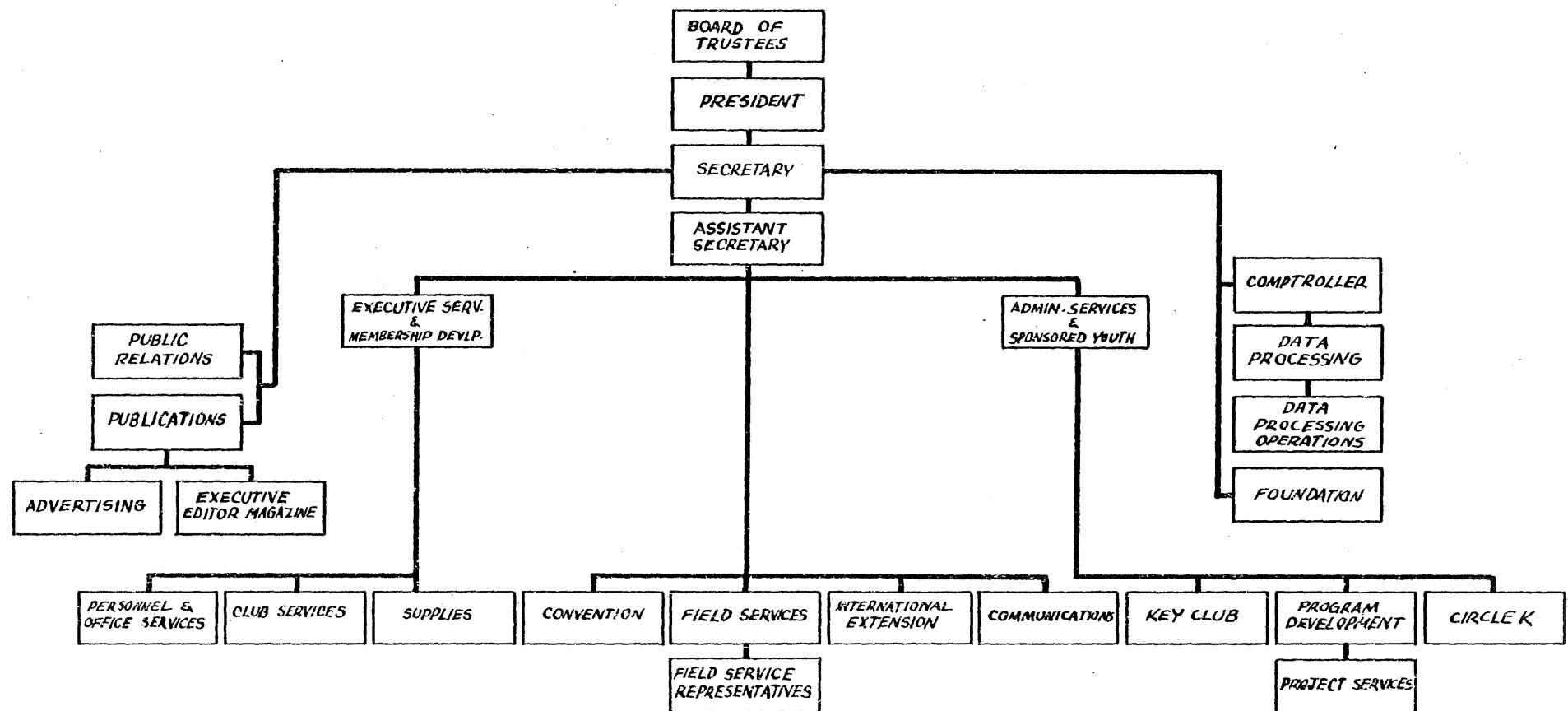
HONORABLE MENTION: Franklin Park, Illinois
Madras, Oregon
North DeKalb, Georgia

Coral Section (25 members or less)

HONOR CLUBS: Arroyo Grande Valley, California
Edgewater, Cleveland, Ohio
Glen Cove, New York

HONORABLE MENTION: Kaeo, New Zealand
New Plymouth, Idaho
Viroqua, Wisconsin

ORGANIZATIONAL CHART OF FUNCTIONAL RESPONSIBILITIES



REPORT OF THE BOARD COMMITTEE ON CIRCLE K
TO THE MEETING OF THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

April 29 - May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office

Present: Members - Warren H. Edwards, John T. Roberts
 Chairman - C. E. "Pete" Thurston, Jr.
 Staff members - Carl R. Pounds, William H. Jepson

The Committee reviewed the statistics of Circle K International and noted the comparative year-to-date increases in the areas of new club building, membership, and Sponsorship Fee payments over those of the last administrative year. The following figures represent this comparison:

	1978	1977	NET
TOTAL CHARTERS	671	646	+ 25
TOTAL ACTIVE	607	601	+ 6
TOTAL NON-MEETING	64	45	+ 19
TOTAL NEW CLUBS	70	52	+ 18
MEMBERSHIP	11,533	10,972	+ 561
SPONSORSHIP FEES	\$64,440	\$59,980	+ 4,460

The Board Committee also discussed the method by which the Circle K International Sponsorship Fee is collected. We believe that a more effective method would be to bill the Kiwanis club at the beginning of the year in the same manner that it is billed for other financial obligations. The Committee is also concerned with some legal questions; such as the effect of the Kiwanis club's financial standing with Kiwanis International if the Circle K club's Sponsorship Fee becomes delinquent.

Recommendation #1:

That the Board Committee on Laws and Policies be requested to review the legal aspects of billing Kiwanis clubs for the Circle K International Sponsorship Fee and the effect non-payment would have on the Kiwanis club's status with Kiwanis International.

I move that recommendation 1 be adopted.

(adopted)

CIRCLE K CLUB CHARTER DATES

The Committee discussed the need of a guideline which the Circle K Department could refer to in determining the charter date of a Circle K club at the end of the administrative year. The Committee refers to a similar guideline that the Board Committee on Key Clubs established at its January 29, 1978 meeting in this regard, and urges that "in order for a Circle K club to be considered organized during a specific year, the charter application and Sponsorship Fee payment must be mailed to the General Office and postmarked no later than midnight, September 30, of that year."

SPECIAL ASSESSMENTS BY CIRCLE K DISTRICTS

The Committee reviewed the question of special assessments for Circle K Districts and discussed the references to this topic in the Standard Form for Circle K District Bylaws, the Standard Form for Key Club District Bylaws, and the current Kiwanis Board Policies relating to Circle K functioning. It is the opinion of the Committee that the procedure established in the Standard Form for Key Club District Bylaws is a more clearly defined procedure, and one which Circle K International Board should consider.

The subject of special assessments for Circle K districts, as incorporated in Article IX, Section 2, of the Standard Form for Circle K District Bylaws is to be reviewed by the Circle K International Board and compared to the wording of Article X, Section 3 of the Standard Form for Key Club District Bylaws. The matter has been deleted from Kiwanis Board Policy under recommendation #2.

KIWANIS BOARD POLICIES

The Committee reviewed revisions to the Kiwanis Board Policies as it pertains to the functioning of Circle K.

Recommendation #2:

That the policies attached as Exhibit A, as revised and amended, be approved and referred to the Board Committee on Laws and Policies for editing and insertion.

I move that recommendation 2 be adopted.

(adopted)

REGIONAL TRAINING CONFERENCES

The Committee reviewed the agenda for the forthcoming Regional Training Conferences for Circle K district administrators and Circle K district governors. The Committee also discussed the purpose of the regional conference and alternatives to its current structure. As such, the Committee requests that staff research: a) the costs relative to district travel and Kiwanis International in conducting one central conference, two regional conferences, and three regional conferences; and b) the concept of training district administrators and Kiwanis governors-elect by the Kiwanis staff and training Circle K governors by the Circle K International Board and staff at the Circle K International Convention.

The Committee discussed the problem of the split year for Circle K district administrators during the course of the Kiwanis administrative year. The Committee acknowledged the problems which can arise during a Kiwanis administrative year in this regard. The Committee notes, however, that the Circle K district administrative year runs from district convention to district convention and realizes the need for continuous management therein.

The Committee also discussed the travel of Circle K International and district officers. The Committee reviewed a listing of typical itineraries that Circle K officers might follow during the course of a year. In the case of excessive travel by Circle K district officers, the Committee was of the opinion that such travel can be controlled by the Circle K district administrator and/or the Kiwanis district board. In the case of travel by Circle K International officers, the Committee is of the opinion that this subject should be discussed with the leadership of Circle K International before more specific policies are adopted.

The Committee reviewed the problem of the Circle K International Board to remove one of its members because of the vagueness of the Circle K International Constitution. In light of the Circle K International Board's attempt to clearly define a procedure (for further rather than immediate reference), the Committee suggests that it refer to the appropriate articles and sections of the Kiwanis International Standard Form for District Bylaws and the Kiwanis International Constitution.

RESPECTFULLY SUBMITTED,

WARREN H. EDWARDS

JOHN T. ROBERTS

C. E. "PETE" THURSTON, JR., CHAIRMAN

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 for funds will be made by Circle K International officers to any Kiwanis/Circle K district or to any Kiwanis/Circle K club to be used for the execution of his duties.

- 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.

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 conventions of his counseling Circle K districts.

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. If possible, the Kiwanis International President and/or President-elect shall attend the annual convention of Circle K International.
- h. 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 Board of Trustees of Kiwanis International will receive and consider petitions for the formation of Circle K clubs in areas outside the United States and Canada where such areas are a part of the territorial limits of an established district of Kiwanis International and provided all requirements for the establishment of Circle K clubs have been fulfilled.
- d. 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.
- e. 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.
- f. 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.
- g. 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.

- h. All Circle K club officers handling funds shall be bonded.
- i. Fund-raising policy approved by the Board of Trustees of Kiwanis International:
 - (1) As required by the International Bylaws, no club shall sponsor or employ a lottery, raffle, drawing or game of chance in any fund-raising activity. Nor shall any club engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Kiwanis or Circle K.
 - (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.

REPORT OF BOARD COMMITTEE ON CONVENTIONTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESApril 29 - May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office

Present: Members - Hilmar "Bill" Solberg, Allen M. Duffield
Chairman - John T. Roberts
Staff Members - James L. Lynn, R. P. Merridew, Nancy Segall
Others - Maurice Gladman, V. C. Shaul

I. Miami Beach Convention - 1978

A. Program

The convention program was reviewed, and some adjustments were made.

- . Regarding the Sunday Night introductions, we will still plan to use the academic procession down the center aisle, but the names of individuals will be read. This method will work best for the logistics of the Program Participants Dinner.
- . The presentation of the Governors and their wives will take place as they come across the stage and walk down to their seats, rather than remaining on stage. They will all remain standing until the end of the introductions. The light will shine on them at their seats and then applause. The Governors will be invited to attend the Program Participants Dinner and then go backstage.
- . Total cost of the Program Participants Dinner will be \$11.68. The Committee agrees that ticket price should be \$9.00 per person, and that Kiwanis will subsidize the remaining amount, as in prior years.
- . Boy Scouts will present the flags of the Kiwanis nations. The colors will be posted by the Naval Reserve Center.
- . Recognition of Legion of Honor members will be made by seating those who have served in Kiwanis 60 years or more on stage by prior arrangement. Others will be recognized from the audience by standing.
- . Regarding the Kiwanis Decency Award, Arnold Palmer and Bart Starr have both indicated conflicts that will preclude their attendance in Miami. Therefore, the Committee has agreed that the Kiwanis Decency Award will be left off the program. If someone is selected at a later date, an announcement by flyer will be made and the award will be presented on Tuesday morning prior to recessing the House of Delegates.
- . Prior to the introduction of Tony Bennett on Monday evening, there will be entertainment from 7:45-8:15 p.m. for those who arrive early. A calypso group from the Caribbean will probably be used for this half hour.

- . Chairman of the Past President's Committee, Roy Davis, will be asked to nominate a Past President to preside at the Legion of Honor Luncheon on Tuesday.
- . The Committee approved the use of the City of Miami Beach Youth Center for the Youth Dance on Tuesday evening. This would not be exclusive to Kiwanis, but the building is seldom used by the community, so there will probably be few outsiders in attendance. The Center is located three to four blocks from the Convention Center. We will provide chaperones who will supplement the staff already in the building. In addition, we will provide for uniformed security. The cost to Kiwanis for use of the building will be \$590, which is less than we have paid in the past to hotels. The Center contains an ice skating rink, bowling alleys, gymnasium, swimming pool, etc., for the use of our Junior Guests.

B. Shuttle Bus

The Convention Manager foresees the shuttle bus costs to be between \$47,000 and \$50,000. If it came in at \$48,000, this would be a \$16,000 increase over Dallas. We are budgeted at \$45,000, so it appears that it will be impossible to meet the budget, even with minimum acceptable service. Miami Beach has a \$25 per hour charge plus a five hour minimum, with no major block of downtown hotels within walking distance of the Convention Center. This compares with Dallas at \$22 per hour plus a four hour minimum. In addition, Miami Beach uses motor coaches which have fewer seats and less room for standees than the transit buses used in Dallas.

C. Registration

A promotion flyer is going out to all clubs that have not registered anybody to date. A letter from President Gladman and other promotional material will accompany the promotion flyer. There are, at present, five 100% registered clubs; however, it is unlikely that the host district will come close to meeting its registration quota. While we do not think we have a panic situation, we are beginning to take additional steps to stimulate registration for the Miami Beach Convention. Trustee Allen Duffield is sending out a promotion letter to Governors and On-to-Convention Chairmen.

D. Survey of Registrants

The Convention Questionnaire provided by the Chairman was quickly reviewed. The Committee will review the Questionnaire further and send comments to the Chairman by May 7, along with suggestions on the method of distribution. The Committee reaffirmed its intention to use some form of Questionnaire to obtain information from registrants at the 1978 Convention.

E. Motor Home Parking

The City of Miami Beach has agreed to allow parking of motor homes at two locations within the City, but policing of this parking would be the responsibility of Kiwanis. The Committee agrees that these facilities are very inadequate and that motor homes should park only in regular motor home parks.

F. The Photo Poster Place

America's Purchasing Service would like to sell posters, made from photographs, in the Convention Center. The price would be \$7.95, with 10% of the gross sales being contributed to Kiwanis International. The Committee Agreed that this was not a proper activity for the Convention and declined to accept this proposal.

II. Toronto Planning Conference - 1978

The dates for the Conference were changed to August 4-6, 1978, to avoid conflicts in hotel space.

III. Minneapolis Convention - 1982

The contracts to be completed by the hotels have been received from the printer and have been forwarded to the Convention Bureau in Minneapolis.

IV. Europe - 1983

The Committee agreed to postpone further discussion until the next meeting, when more information will be available from Rotary and the American Society of Association Executives.

V. Convention Site Selection - 1984

After discussion and thorough review of the three sites (San Francisco, Phoenix, and Vancouver) that were surveyed by the Convention Manager for the 1984 Convention, the following recommendation was made:

Recommendation #1:

The committee recommends that the 1984 Kiwanis International Convention be held in Phoenix.

I move that recommendation #1 be adopted.
(adopted)

VI. Convention Site - 1985

The Committee agreed that the 1985 convention should be held in the East, and that Atlanta and Montreal should be considered.

VII. In-Depth Study of Future Conventions

The preliminary study reports submitted by individual committee members were distributed. These will be reviewed and critiqued, with comments being mailed to the Chairman by mid-May. Further discussion will be held at the next committee meeting in Miami.

Respectfully submitted,

ALLEN R. DUFFIELD
HILMAR L. SOLBERG
JOHN T. ROBERTS, CHAIRMAN

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

April 29 - May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office

Present: Members - E. B. "Mac" McKittrick, Hilmar L. "Bill" Solberg
Chairman - Carl F. Miller
Staff members - Fay H. McDonald, L. A. Hapgood,
R. P. Merridew

Policy Referral

The policy adopted by the Board at the January 29 - February 2, 1978, Board meeting re contests and awards proposed by International Committees having to be first approved by the International Board before implementation was referred to this committee for insertion into policies.

Recommendation #1:

The Committee recommends that the policy on awards and contests which might be proposed by an International Committee be inserted as a new paragraph 4 on Page A-2 under the heading "Contests and/or Awards" and that the text of the policy read: "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." (The succeeding paragraphs will be re-numbered accordingly)

I move that recommendation 1 be adopted.

(adopted)

Clarification re Honorary Membership

The committee has determined that Article II, Section 4a, of the International Bylaws with respect to eligibility for honorary membership is not in harmony with Article V, Section 4c, of the International Constitution. Neither is the wording in Article II, Section 4a, of the International Bylaws in harmony with the Standard Form for Club Bylaws and the long-standing tradition that a member of one Kiwanis club could be elected an honorary member of another Kiwanis club. Therefore, the committee is proposing a housekeeping amendment to be presented at the Miami Beach Convention and this proposed amendment will be covered under the section later in this report on Amendments for the Miami Beach Convention.

Clarification of Standard Form for District Bylaws re Organization of
Past Governors Committee

To clarify ambiguities existing in the text of the second paragraph of Article VII, Section 3, of the Standard Form for District Bylaws re composition and appointment of district committees, the committee makes the following recommendation.

Recommendation #2:

The Committee recommends that the second paragraph of Article VII, Section 3, of the Standard Form for District Bylaws be amended by deleting the entire present second paragraph and substituting new paragraphs as delineated in Exhibit A.

I move that recommendation 2 be adopted.

(adopted)

Amendments for presentation to the Miami Beach Convention

The draft of the proposed amendments sponsored by the Board as well as the three amendments submitted by the Pacific Northwest District Board, the Nebraska-Iowa District, and the Eastern Canada and Caribbean District Board, respectively have been prepared in the manner in which they would be printed. These are found in Exhibit B attached to this report.

Proposed amendment #1 amends Article XII, Section 2, of the International Constitution to increase the annual per capita International dues from \$6.00 to \$8.00.

Recommendation #3:

The Committee recommends the adoption of the wording of the amendment to Article XII, Section 2, of the International Constitution as delineated in proposed amendment #1 in Exhibit B., for presentation to the delegates in Miami Beach.

I move that recommendation 3 be adopted.

(adopted)

Proposed amendment #4 to be submitted by this Board is a housekeeping amendment which will bring Article II, Section 4a, of the International Bylaws into harmony with Article V, Section 4c, of the International Constitution with respect to eligibility for honorary membership.

Recommendation #4:

The Committee recommends the adoption of the wording of the amendment to Article II, Section 4a, of the International Bylaws, as delineated in proposed amendment #4 in Exhibit B, for presentation to the delegates in Miami Beach.

I move that recommendation 4 be adopted.

(adopted)

Proposed amendment #2 in Exhibit B has been duly submitted by the Board of Trustees of the Pacific Northwest District. It proposes to provide that chairmen of current District Committees (as certified by the district governor, with such number not to exceed twenty) be delegates-at-large at International Conventions.

Proposed amendment #3 submitted by the Nebraska-Iowa District proposes to change the scheduling of district conventions.

Proposed amendment #5 submitted by the Board of Trustees of the Eastern Canada and Caribbean District proposes to increase from \$10.00 to \$12.00 the maximum amount which districts may collect per member per annum for all district charges other than registration fees for district conventions and conferences.

Respectfully submitted,

E. B. "MAC" McKITRICK
HILMAR L. "BILL" SOLBERG
CARL F. MILLER, Chairman

EXHIBIT A

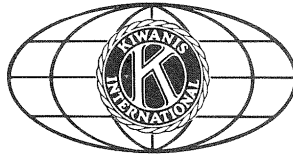
Revision of Second Paragraph of
Article VII, Section 3, of the Standard Form for District Bylaws

The Committee on Resolutions shall be appointed by the Governor-elect prior to October 1. The membership of this committee shall consist of at least two past district officers, one of whom shall be a Past District Governor. This committee shall serve at the pleasure of the District Governor.

The Committee of Past District Governors shall be composed of Past District Governors who are active, privileged, or senior members of clubs within the district and a quorum of the committee shall be a majority thereof. This committee shall determine the method of selecting its chairman who shall serve at the pleasure of the committee. The committee shall submit the name of the chairman so selected to the Governor-elect prior to October 1.

The Committees on Key Clubs and Circle K Clubs shall be appointed by the Governor-elect prior to the Sponsored Youth conventions so as to comply with the first paragraph of Section 3. Any action taken by these committees between the date of appointment and October 1 shall be subject to the approval of the District Governor and the district Board of Trustees. Should there be a vacancy in these committees between the date of appointment and October 1, such vacancy shall be filled by the Governor-elect. Between the period of October 1 and the succeeding Sponsored Youth conventions, these committees shall serve at the pleasure of the District Governor.

All other committees shall be appointed by the Governor-elect prior to October 1 and shall serve at the pleasure of the District Governor.



PROPOSED AMENDMENTS

to the Constitution and Bylaws of Kiwanis International

Submitted to the Sixty-third Annual Convention

Miami Beach, Florida, June 25-28, 1978

May 19, 1978

To All Kiwanis Clubs:

The following proposed amendments to the Constitution and Bylaws of Kiwanis International will be officially presented for action at the Annual Convention in Miami Beach, Florida, on June 27, 1978.

This copy of the proposed amendments is being sent to the secretary of each chartered club in accordance with the provisions of Articles XVI and XVII of the Constitution. You will note that in the column parallel to the proposed amendments are included the sections and articles of the present Constitution and Bylaws referred to in the proposed amendments.

A handwritten signature in cursive script, appearing to read 'R. P. Merridew'.

R. P. MERRIDEW
Secretary

PROPOSED AMENDMENT NO. 1 TO THE INTERNATIONAL CONSTITUTION

Submitted by the Board of Trustees of Kiwanis International.

In order to provide the resources to meet the impact of an average inflation of 6½% per year, to provide to clubs and districts the needed assistance to assure continued growth, to provide additional support of our sponsored youth programs, and to provide additional automated services to clubs and districts, this amendment proposes to amend the Constitution of Kiwanis International to increase the annual per capita International dues from six dollars (\$6.00) to eight dollars (\$8.00).

Amend Article XII, Section 2, of the Constitution of Kiwanis International by deleting the entire first sentence and substituting a new sentence, as follows:

Each member club shall pay to Kiwanis International for each and every member, with the exception of those holding life member status and honorary members, the sum of eight dollars (\$8.00) per annum in semi-annual installments, due on the first day of the first and seventh months of the administrative year, and payable not later than sixty (60) days thereafter.

PRESENT PROVISIONS CONSTITUTION

First sentence of Article XII, Section 2

Each member club shall pay to Kiwanis International for each and every member, with the exception of those holding life member status and honorary members, the sum of six dollars (\$6.00) per annum in semi-annual installments, due on the first day of the first and seventh months of the administrative year, and payable not later than sixty (60) days thereafter.

PROPOSED AMENDMENT NO. 2 TO THE INTERNATIONAL CONSTITUTION

Submitted by the Board of Trustees of the Pacific Northwest District.

This amendment proposes to amend the Constitution of Kiwanis International to provide that chairmen of current district committees (as certified by the district governor, with such number not to exceed twenty) be delegates-at-large at International Conventions.

Amend Article X, Section 4, of the Constitution of Kiwanis International by deleting the entire present Section 4, and substituting a new Section 4, as follows:

Section 4. Elective officers, Past Presidents, Chairmen of current Standing and Special Committees of Kiwanis International, Governors-elect, District Treasurers, District Secretaries, Lieutenant Governors, Chairmen of current District Committees, and Past District Governors who are active, privileged, or senior members shall be delegates-at-large to all conventions. Chairmen of district committees shall be as certified by the District Governor, the number so certified not to exceed twenty (20).

PRESENT PROVISIONS CONSTITUTION

Article X, Section 4

Section 4. Elective officers, Past Presidents, Chairmen of current Standing and Special Committees of Kiwanis International, Governors-elect, District Treasurers, District Secretaries, Lieutenant Governors, and Past District Governors who are active, privileged, or senior members shall be delegates-at-large to all conventions.

**PROPOSED AMENDMENT NO. 3
TO THE INTERNATIONAL BYLAWS**

Submitted by the Nebraska-Iowa District.

This amendment proposes to amend the Bylaws of Kiwanis International to change the scheduling of district conventions.

Amend Article V, Section 7, of the Bylaws of Kiwanis International by deleting the entire first sentence and substituting a new sentence, as follows:

The annual convention of each district shall be held at such place and upon such dates as shall be fixed by the board of trustees of the district and approved by the Board of Trustees of Kiwanis International, except that no district shall schedule its convention to be held within the period of thirty (30) days prior to, during, or thirty (30) days following the convention of Kiwanis International.

**PRESENT PROVISIONS
BYLAWS**

First sentence of Article V, Section 7

The annual convention of each district shall be held at such place and upon such dates between the first day of August and the fifteenth day of September as shall be fixed by the Board of Trustees of the district and approved by the Board of Trustees of Kiwanis International.

**PROPOSED AMENDMENT NO. 4
TO THE INTERNATIONAL BYLAWS**

Submitted by the Board of Trustees of Kiwanis International.

This is a housekeeping amendment which proposes to bring Article II, Section 4a, of the International Bylaws into harmony with Article V, Section 4c, of the International Constitution with respect to eligibility for honorary membership.

Amend Article II, Section 4a, of the Bylaws of Kiwanis International by deleting the entire present Section 4a, and substituting a new Section 4a, as follows:

Section 4. Honorary Membership

a. Any man who has performed some distinguished public service may be elected an honorary member of a Kiwanis club (of which he is not an active, privileged, or senior member) for a period of one (1) year and thereafter may be re-elected annually.

**PRESENT PROVISIONS
BYLAWS**

Article II, Section 4a

Section 4. Honorary Membership

a. Any man who has performed some distinguished public service and who is not an active, privileged, or senior member of a chartered club may be elected as an honorary member of said club for the period of one (1) year and thereafter may be re-elected from year to year.

**PROPOSED AMENDMENT NO. 5
TO THE INTERNATIONAL CONSTITUTION**

Submitted by the Board of Trustees of the Eastern Canada and Caribbean District.

This amendment proposes to amend the Constitution of Kiwanis International to increase from ten dollars (\$10.00) to twelve dollars (\$12.00), the maximum amount which districts may collect per member per annum for all district charges other than registration fees for district conventions and conferences.

Amend Article XII, Section 3, of the Constitution of Kiwanis International by deleting the entire first sentence and substituting a new sentence, as follows:

Each member club shall pay to the district with which it is affiliated, for each and every member, with the exception of honorary members, a sum of at least one dollar (\$1.00) and not exceeding twelve dollars (\$12.00) per annum, such amount to include all district charges other than registration fees paid by those in attendance at district conventions or conferences; and which shall be payable annually or semi-annually as fixed by the district bylaws.

**PRESENT PROVISIONS
CONSTITUTION**

First sentence of Article XII, Section 3

Each member club shall pay to the district with which it is affiliated, for each and every member, with the exception of honorary members, a sum of at least one dollar (\$1.00) and not exceeding ten dollars (\$10.00) per annum, such amount to include all district charges other than registration fees paid by those in attendance at district conventions or conferences; and which shall be payable annually or semi-annually as fixed by the district bylaws.

REPORT OF THE BOARD COMMITTEE ON KEY CLUBS
TO THE MEETING OF THE INTERNATIONAL
BOARD OF TRUSTEES

Exhibit #8

April 29-May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office

Present - Members: Jack P. Delf, E. B. "Mac" McKittrick

Chairman: Hilmar L. "Bill" Solberg

Staff Members: William H. Jepson, James P. "Pete" Tinsley and
Gary R. McCord

REVIEW OF DUES COLLECTION AND DEPARTMENTAL BUDGET

The Committee reviewed a recent report on the collection of Key Club International dues and was pleased to note that some 4% more Key Clubs had paid dues compared to the previous year and that dues collection had already surpassed the Key Club Department's budget allocation by close to \$6,000. The Committee was particularly pleased to note that 100% International dues collection had been reached by the Utah-Idaho, Indiana, West Virginia and Western Canada Districts of Key Club and wished to commend those districts for this very fine effort. The Committee requested the Chairman and President-elect to personally write a letter of congratulation to the Key Club District Governors and Administrators of those above mentioned districts. Staff was urged by the Committee to assist the Key Club International Board in developing an incentive program for Key Club Lieutenant Governors in both the area of new club building and 100% dues payment in their divisions.

The Committee also reviewed the Statement of Key Club Departmental Expenses for March and found it to be in generally good order.

REPORT ON FEBRUARY KEY CLUB INTERNATIONAL BOARD MEETING

The Chairman reported on his attendance at the recent Key Club International Board Meeting held here in Chicago. He reported that he had called to the Key Club International Board's attention the problem of the large number of clubs that may be revoked in July and felt that they were very much aware of this problem and they agreed to get personally involved.

The Chairman particularly noted that the young men of the Key Club International Board had gained in maturity since their last meeting in October. He noted also the tremendous amount of pride and dedication displayed by the Board members in what they were doing and wished to commend President Michael Mills and his Board for their excellent work. He also commended the Staff of the Key Club Department for their guidance and counselling to the Key Club Board during the meeting.

KEY CLUB TRAINING CONFERENCE AND BOARD MEETING

At their meeting in February, 1978, the Committee noted that it has been customary for the Key Club International Board to hold an "unofficial" meeting during the Annual Key Club International Leadership Seminar at Valley Forge, and that some of the Kiwanis District Governors had complained about having to pay the travel costs for Key Club Board members to attend this "unofficial" Board Meeting. The Committee was informed that the staff believes that there is a need for the Key Club International Board to hold a formal meeting during the Freedom Leadership Seminar in early September each year; that this meeting would be devoted to initiating incentive programs on International dues collection and new club building; that this meeting would give the Key Club Board the opportunity to organize its committees and to begin the necessary preliminary planning for the Board Meeting held at the end of October; and that this meeting would be used to begin work on the selection of the Annual Theme and Emphasis Program for the organization. Otherwise, the Key Club Board cannot begin to function and be properly organized until its first regular meeting in October.

The staff pointed out to the Committee that the extra day of housing and meals is now provided from the Key Club Department budget and that it was anticipated that the revenue generated by collection of 1977-78 International dues is sufficient to cover the travel costs of the Key Club Board members to attend this meeting during the Annual Freedom Leadership Seminar.

Recommendation #1:

The Committee recommends that the Key Club International Board be allowed to hold an official meeting during the Annual Freedom Leadership Seminar; that the cost of travel for Key Club Board members be provided from the 1977-78 budget of the Key Club Department; and that an adjustment of \$3,500, to come from funds already collected from Key Club International dues in excess of budget, be made in the 1977-78 Key Club Department budget. The Committee further recommends that an official representative of the Kiwanis International Board be assigned to this September, 1978 Key Club Board meeting. In addition, the Committee recommends that this be referred to the Board Committee on Finance.

I move recommendation #1 be adopted.
(adopted)

ITEMS ARISING OUT OF THE KEY CLUB INTERNATIONAL BOARD MEETING

The Committee then reviewed the Tentative Budget for the 35th Annual Key Club International Convention and found it to be in good order.

Recommendation #2:

The Committee recommends that the Budget for the 1978-79 Key Club International Convention (attached exhibit A) be approved.

I move recommendation #2 be adopted.
(adopted)

- II. The Committee then reviewed the one amendment to be presented to the House of Delegates of the 35th Annual Convention of Key Club International. The Committee noted that the same amendment had been presented to last year's convention and had no concerns as to its wording, etc.
- III. The Committee reviewed the dates for the 1978-79 Key Club International Board Meetings and K-Family Weekend and found them to be in good order.

Recommendation #3

The Committee recommends that the following dates be approved:

1. Key Club International Training Conference-Board Meeting - August 31 - September 1, 1978.
2. Fall Board Meeting - October 28-30, 1978.
3. Spring Board Meeting - February 24-26, 1979.
4. K-Family Weekend - Any weekend during the month of February.

I move recommendation #3 be adopted.
(adopted)

REVIEW OF KIWANIS INTERNATIONAL BOARD POLICIES CONCERNING THE FUNCTIONING OF KEY CLUBS

The Committee then carried out an intensive review of the above mentioned policies as revised by staff.

Recommendation #4

The Committee recommends the approval of the revised International Board Policies Concerning the Functioning of Key Clubs as attached as Exhibit B.

I move recommendation #4 be adopted.
(adopted)

REVIEW OF KEY CLUB DISTRICT FISCAL YEAR

The Committee reviewed a letter from Don M. Miller, Governor of the Illinois-Eastern Iowa District requesting a change of the present Key Club District Fiscal Year of July 1 to June 30 to October 1 - September 30. After a careful study of the matter, it was felt that the present fiscal year was designed to match the Key Club District Administrative year and felt that no change should be made at this time.

REVIEW OF KEY CLUB INTERNATIONAL BOARD TRAVEL

The Committee reviewed reports on the travel of the Key Club International Board and found the travel to conform to present Board Policies.

OTHER ITEMS

The Committee then reviewed another letter from Don M. Miller, Governor of the Illinois-Eastern Iowa District requesting that all information and correspondence that is sent out from the Key Club General Office have a copy sent to the Kiwanis

Lieutenant Governors. The Committee noted that whenever possible the Key Club Department presently does this, but that in some instances this is difficult due to the present records of the Key Club Department. The Committee felt that the suggestion of Governor Don had some merit and asked the staff to pursue the matter further with the idea of setting up a system in their records to allow them to do as Governor Don requested.

Respectfully submitted,

Jack P. Delf
E. B. "Mac" McKitrick
Hilmar L. "Bill" Solberg, Chairman

TENTATIVE BUDGET
KEY CLUB INTERNATIONAL CONVENTION
MIAMI BEACH, FLORIDA
JULY 2-5, 1978

INCOME:1978 Budget

Registration	(2300 @ \$28.00)	\$64,400.00
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EXPENSES:

1. Kickoff Brunch (2300 @ \$5.60)	12,880.00
2. Farewell Luncheon (2200 @ \$8.00)	17,600.00
3. Board Dinner (40 @ \$9.00)	360.00
4. Board Lunch (25 @ \$8.00)	200.00
5. Awards & Program	5,500.00
6. Entertainment	2,000.00
7. Board & Governors Reception	600.00
8. Staff Expenses	6,000.00
9. Forms & Badges	4,000.00
10. Printed Program	1,700.00
11. Hotel Charges	3,000.00
12. Postage & Express	2,000.00
13. Theme & Objectives	3,500.00
14. Office Supplies	900.00
15. Telephone & Telegraph	350.00
16. Host Expenses	500.00
17. Temporary Help & Overtime	3,000.00
18. Unclassified	<u>310.00</u>

Total	\$64,400.00
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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 four times annually: once at Valley Forge for a combined Training Conference and Board Meeting, once in October, once in February, and at the time of the Key Club International Convention.
- 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.

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 Counsellor 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.

- 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.

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.

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

April 29 - May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office

Present: Members - Drew M. Petersen, M.D.; Mark A. Smith, Jr.
Chairman - Merald T. Enstad
Staff - L. A. Hapgood, Percy H. Shue

Evaluation of March 1978 Conference for Governors-elect

The Committee regards the March 29-31 Conference for Governors-elect as having been highly successful. All governors-elect except the Governor-elects of the Japan and Alabama Districts were in attendance, as was Bo Enstroem, President-elect of Kiwanis International-Europe.

The primary recommendations from those who attended the conference, both governors-elect and faculty, have been that the 1979 conference be extended by a day, that more opportunities be built into the program for small-group discussions, and that more time be available for association and fellowship. Our Committee accepts these as valid comments and as worthy objectives for next year.

The Committee is prepared to recommend dates for the 1979 and 1980 conferences. The dates we are recommending provide for one full additional day, starting on Wednesday evening and ending on Saturday afternoon, and assume a pre-conference orientation session of governors-elect from Extension Districts during the day on Wednesday, as has been done the past two years.

Recommendation #1:

The Committee recommends that the first 1979 Conference for Governors-elect be held at the Sheraton Plaza Hotel, March 28-31, 1979.

I move that recommendation 1 be adopted.
(adopted)

Recommendation #2:

The Committee recommends that the first 1980 Conference for Governors-elect be held March 26-29, 1980.

I move that recommendation 2 be adopted.
(adopted)

Council Meeting at the Miami Beach Convention

The Council Breakfast and Meeting in Miami Beach will be held on Sunday morning and follow the same basic agenda used for the past several years.

Status Report on Leadership Education Materials

Staff reported that the development and distribution of 1978-79 leadership education materials is on schedule. For the information of the Board, several editions of the President's Leadership Education Package have been developed to accommodate the need for selected basic materials in French and Spanish for clubs in those areas where French and Spanish are the dominant languages.

The attention of each Board member is called to the blue-covered compilation of materials which you are receiving at this Board meeting. It includes the materials which were distributed to the governors-elect in March, and it should prove a valuable reference volume for each of us. Up-to-date exhibits of 1978-79 leadership education materials appear in the Training section of that Workbook.

1978 Fall Council Meeting

The dates for the fall meeting of the Council are September 29-October 1. The Council opens early Friday afternoon and concludes by noon on Sunday.

The Committee anticipates that the preliminary agenda provided to the Board at Miami Beach will indicate a program following, in most respects, the one used the past several years, focusing upon motivation, communication, and problem-solving. The Committee is agreed, however, that the small receptions prior to the Sunday evening program have not been satisfactory and will not be continued at this year's Council. While the Committee strongly favors the inclusion of governors-elect and wives from Extension Districts at Council as soon as possible, it cannot, at this point, because of the uncertainty of available funds, make such a recommendation with regard to the 1978 meeting.

Dates for 1979 Fall Council Meeting

The Committee favors the continuation of the plan for a Friday noon to Sunday noon Council for at least a second year.

Recommendation # 3:

The Committee recommends that the fall Council meeting in 1979 open on Friday, September 28, and adjourn on Sunday, September 30.

I move that recommendation 3 be adopted.

(adopted)

Conference for Governors-elect at Miami Beach

The Committee will coordinate the second Conference for Governors-elect on June 24, the Saturday before the Convention opens. With some modifications,

the format will be the same as that used last year, namely, workshop sessions throughout with Board and staff chairing small-group discussions.

Report of the Special Committee on Leadership Education

At its meeting in December 1977, the Special Committee on Leadership Education made thirteen recommendations. At its meeting, our Committee reviewed each of these one by one, and we herewith convey to the Board our reactions.

1. "That the Board thoroughly pursue the development and testing of a leadership education plan which would establish communications expertise as the priority criterion for the selection of faculty at every leadership education conference."

The Committee is uncertain that communications expertise is "the priority criterion" in faculty selection, but it is in agreement that attention to communications expertise needs greater stress in counseling governors-elect and lieutenant governors-designate in faculty selection and recommends that increased attention be given to this in future conferences.

2. "That it be a policy of Kiwanis International that, at an International Convention, no leadership education conference or forum regarded as an indispensable step in leadership education (or, in effect, requiring the attendance of a specified group) be scheduled, and that districts be encouraged to adopt the same policy with regard to district convention conferences and forums."

The Committee believes that the schedule of district conferences must be left in the hands of district leadership and that the Board should not adopt any policy or mandate which would suggest what some districts must necessarily regard as an impractical plan. Nevertheless, the Committee does support the recommendation in principle and believes that the ideal leadership education conference is one detached from a larger meeting.

3. "That, in any Board study of International and district committee structure, consideration be given to the establishment of a Committee on Leadership Education."

The Committee does not oppose Board consideration of any revision of international committee structure, but at this point there is no strong feeling that an International Committee on Leadership Education could function in a practical manner as outlined in the body of the Special Committee's report. Again, however, the Special Committee's desire that Kiwanis International make greater use of Kiwanians who have special expertise in educational and training programs is a desire with which our Committee concurs. We think that our first effort should be the identification of Kiwanians who should be able to counsel us and then the development of at least an informal plan for obtaining input from such Kiwanians so identified.

4. /That the Conference for Governors-elect in March be extended one day. /

The Committee concurs in this recommendation, effective March 1979, and has so recommended in this report.

5. /That the March Conference agenda provide for a session on how to teach others to teach. /

The Committee concurs in this recommendation and suggests that it be implemented by the 1978-79 Board Committee on Leadership Education for the 1979 conference.

6. /That all governors-elect (and the President of Kiwanis International-Europe) be invited to attend the Council meeting and be reimbursed on an equal basis. /

The Committee supports this completely in principle as already covered in this report.

7. /That the January Planning Conference be discontinued. /

The Committee supports this recommendation to the extent that it relates to the recommendation of Major Emphasis Programs. At this point, the Committee does not wish to make a recommendation that the entire January conference be abolished but will hold this for further recommendation.

8. /That there be no change in the present plan of inviting all governors-elect to attend the Conference for Governors-elect at Convention (and the governors to attend the Council meeting at Convention) at their own expense. /

The Committee concurs.

9. /That current International Committee Chairmen constitute the primary faculty at the Conference for Governors-elect held at Convention. /

The Committee has appreciable reservations and wishes to hold it for further study.

10. /That attendance at Council be limited to Council members, staff, and wives. /

The Committee wishes to hold this also for further study.

11. /That Council be scheduled for the period of September 15-21. /

The Committee does not so recommend. The heavy schedule of district conventions for Board representatives to district conventions in September, plus the fact that district conventions continue to be scheduled around September 15 (some even later), suggests that there needs to be some free time between the end of the district convention schedule and the meeting of the Council.

12. /That the name of the fall Council be changed to World Leadership Assembly. /

The Committee does not so recommend.

13. /That the Constitution be amended to remove the legislative function of the fall meeting of the Council. /

The Committee does not so recommend. It is desirable to retain this provision for interim action (amendment of Bylaws), regardless of whether it has been appreciably used in the past.

Respectfully submitted,

DREW M. PETERSEN, M.D.

MARK A. SMITH, JR.

MERALD T. ENSTAD, Chairman

REPORT OF BOARD COMMITTEE ON MEMBERSHIP GROWTH & EDUCATION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 29 - May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office - Past Presidents Room

Present: Members - Paul Chandler, Allen M. Duffield, Egon Kuzmany
Chairman - Douglas Wasson
Staff Member - Richard A. Misch

Review of Membership Statistics

The Board Committee reviewed the Trend Membership Figures and New Member Add Reports for the first six months of this administrative year. These membership statistics were included in the Report of the Secretaries but are attached as Exhibits #1 and #2 for more detailed information.

Recognition Programs for Growth

A. Circle of Distinction Award Replacement

As members of the International Board will recall at the last meeting, the Board Committee on Membership Growth and Education recommended to replace the Circle of Distinction Award with a rhodium lapel pin in recognition of members sponsoring one new member into Kiwanis. At that time the International Board returned this subject to the Committee on Membership Growth and Education for further study. After considerable discussion the Board Committee is still of the opinion that the basic concept is correct. But now they are of the opinion that the Circle of Distinction Award be replaced with a wallet size card as the form of recognition to be supplied by Kiwanis International at no charge. This card would be designed showing the obligations the sponsor has to the new member on the reverse side. The rhodium lapel pin would be made available to clubs who wish to purchase same for additional recognition of members sponsoring one new member into Kiwanis.

The Board Committee concurred that this program would stimulate growth through the promotional materials used and that clubs would purchase the rhodium lapel pin as they are looking for new programs to stimulate member involvement in growth.

Recommendation #1:

The Board Committee on Membership Growth and Education recommends that the Circle of Distinction Award be discontinued and replaced with a program having two options. One option is a wallet size card available to all clubs free of charge from Kiwanis International.

The second option would be the purchase of a rhodium lapel pin by clubs to augment this recognition. The Board Committee recommends that necessary promotional material be developed to introduce this program in the training of Governors-elect at the Miami Convention for the 1978-79 administrative year.

I move that recommendation #1 be adopted.
(adopted)

B. Program for Clubs Under 30 Members

The Committee received a report on the number of clubs with a membership of 30 or less. At the present time there are 3,248 clubs in this category and are broken down as follows:

<u>Members</u>	<u>Clubs</u>
1 - 5	13
6 - 10	156
11 - 15	461
16 - 20	842
21 - 25	961
26 - 30	815

This breakdown indicates a need for a specific growth program for these clubs. The Board Committee realizes that the average number of clubs under 30 members in a district can be as high as 45% of the total clubs. This only stresses the need for a program that would have continuity from year to year and cannot continue such programs as 28/78. The Committee agreed that a program entitled "Target 30" utilizing the same basic awards as in the 28/78 program (global tie tac and banner patches) would be more effective. They suggest that each district be encouraged to appoint a special district chairman to promote the "Target 30" program and work with clubs having 30 or less members.

Recommendation #2

The Committee recommends that the "Target 30" program be developed as outlined and be included in the training of Governors-elect at Convention.

I move that recommendation #2 be adopted.
(adopted)

Visual Aid for Retention and Growth and Kiwanis Education

The Board Committee considered these two agenda items as one. The Committee discussed the need for a visual aid in the form of either a film strip or slides to build pride of membership, aid retention and augment Kiwanis

Education. At the present time there is no visual aid available to clubs since the filmstrip "The Man Who Wears the K" had been discontinued due to being obsolete. The Committee is aware that the Public Relations Committee has been considering this same subject, recognizes the need for a visual aid and encourages the production of it as soon as possible. The Committee requests the Staff to continue work on this and report at the next meeting.

The Committee discussed the need for Kiwanis Education and the materials that are available to clubs. It was the opinion of members of the Committee that our total program of member education should be reviewed to assure that basic information is available to clubs. The Committee requests the staff to study this subject and report at the next meeting.

Presidential Letters to New Members

The Committee agreed that the basic idea of a letter, over the signature of the International President, welcoming new members to Kiwanis was an excellent program. But due to the escalating postal rates, it also becomes cost prohibitive when there are in excess of 50,000 new member adds per year. The Committee wishes to suggest that a letter of this type might appear in the KIWANIS magazine semi-annually since this is the only publication that reaches every member. This could be done under a heading of "The International President welcomes the 25,000 new Kiwanians that have joined clubs in the last four months". The Committee suggests that this be referred to the Board Committee on Publications and Advertising.

Membership Retention

The Board Committee received a report on the material available to clubs on membership retention. The Committee reviewed Operation S.A.M. (attached as Exhibit #3) regarding content and application in the clubs. The members of the Committee agreed that the program was excellent and needed continued promotion and education in its use throughout Kiwanis International.

District Chairmen's Semi-Annual Reports

The Committee reviewed the Semi-Annual Reports received from District Chairmen of the Committee on Membership Growth and Education; noting the comments that show the lack of or excellent training these Chairmen receive. The role of the district chairman if properly conducted can be a vital link in the success of a district in any committee activity, but it requires adequate training and goal orientation to be successful. It was the feeling of the Committee if other district chairmen of other committees were filing similar reports there was a need to look at the overall role of the district chairman and the training he receives.

Recommendation #3

The Committee recommends that a study be made to evaluate the role of the district chairman, his training and function as it relates to the overall operation of a district.

I move that recommendation #3 be adopted.
(adopted)

The Board Committee recognizes the excellent growth accorded in the first six months of this administrative year under the leadership of President Maury. The Committee also recognizes that the period from now until September 30 is critical to the success of the 1977-78 administrative year. We wish to urge each member of the Board to promote growth at every possible opportunity in the remaining time. Our goal of 300,000 members is not just a dream but a real possibility if each of us will give a little extra between now and September 30, 1978.

I move this report be received.

Respectfully submitted,

PAUL CHANDLER

ALLEN M. DUFFIELD

EGON KUZMANY

DOUGLAS WASSON, Chairman

REPORT OF CLUBS AND MEMBERSHIP

EXHIBIT #1

FOR MONTH OF: MARCH, 1978

DISTRICT	ACTIVE CHARTERS	INACTIVE CHARTERS	TOTAL CHARTERS	APS. MBR. TOTAL	HONORARY	TOTAL MEMBERSHIP
ALABAMA	107	2	109	5,191	46	5,237
ANDEAN	39		39	840	7	847
AUSTRALIA	34	2	36	750	5	755
***CAL-NEV-HAWAII	590	19	609	23,378	475	23,853
CAPITAL	213	1	214	9,069	150	9,219
CAROLINAS	181	3	184	9,627	89	9,716
*E.CANADA-CARIBBEAN	253	2	255	9,519	144	9,663
FLORIDA	300	2	302	14,736	147	14,883
GEORGIA	146	7	153	7,501	81	7,582
ILL-EASTERN IOWA	290	3	293	11,770	155	11,925
INDIANA	194	2	196	9,319	78	9,397
JAPAN	10		10	869		869
KANSAS	119	2	121	4,501	28	4,529
KENTUCKY-TENNESSEE	184	3	187	8,508	119	8,627
LA-MISS-WEST TENNESSEE	152	5	157	6,723	52	6,775
MICHIGAN	213	2	215	8,641	127	8,768
MINNESOTA-DAKOTAS	149	2	151	7,595	79	7,674
MISSOURI-ARKANSAS	231	10	241	9,072	86	9,158
MONTANA	55	3	58	2,312	12	2,324
NEBRASKA-IOWA	183	6	189	8,031	63	8,094
NEW ENGLAND	250	4	254	10,605	244	10,849
NEW JERSEY	180	4	184	6,226	155	6,381
NEW YORK	350		350	13,198	255	13,453
NEW ZEALAND	48		48	1,370	5	1,375
OHIO	358	5	363	16,835	249	17,084
**PACIFIC NORTHWEST	396	13	409	15,048	167	15,215
PENNSYLVANIA	255	6	261	9,892	140	10,032
PHILIPPINE LUZON	74		74	1,763	4	1,767
PHILIPPINE SOUTH	104	3	107	2,173		2,173
REP. OF CHINA	15		15	450		450
ROCKY MOUNTAIN	110	5	115	4,781	33	4,814
SOUTHWEST	136	7	143	5,178	58	5,236
***TEXAS-OKLAHOMA	447	34	481	17,532	151	17,683
UTAH-IDAHO	74	4	78	3,302	19	3,321
WESTERN CANADA	66	4	70	2,363	46	2,409
WEST VIRGINIA	61	2	63	2,347	35	2,382
WISCONSIN-UPPER MICHIGAN	185	2	187	8,485	53	8,538
OVERSEAS EXTENSION	55	1	56	1,257	8	1,265
KIWANIS INT.-EUROPE	330		330	9,489		9,489
TOTALS	7,137	170	7,307	290,246	3,565	293,811

*INCLUDING 51 CLUBS CARIBBEAN: 13 - BAHAMAS, 1 - BARBADOS, 1 - GRAND CAYMAN ISLAND, 1 - GUADELOUPE, 22- JAMAICA, 1 - MARTINIQUE, 1 - SURINAM, 8 - TRINIDAD, 3 - NETHERLANDS ANTILLES; ** 61 CLUB CANADA: *** CLUBS MEXICO: 2 - CALIFORNIA-NEVADA-HAWAII, 2 - TEXAS-OKLAHOMA.

NEW MEMBER ADD REPORT FOR WORLDWIDE WEST

PERIOD COVERED: MARCH, 1978

DISTRICT	1977-78 NEW MEMBER ADD GOAL	NEW MEMBER ADD GOAL TO DATE	NEW MEMBER ADDS	PREVIOUS ADD TOTALS	TOTAL ADDS	*NEW CLUBS	TOTAL NEW CLUBS TO DATE
ANDEAN	101	50	84	264	348	3	11
AUSTRALIA	228	114	21	79	100	-	1
CAL-NEVADA-HAWAII	7,133	3,566	337	1,960	2,297	-	6
ILLINOIS-E. IOWA	3,335	1,667	253	920	1,173	2	7
JAPAN	250	125	7	61	68	-	-
KANSAS	1,298	649	43	400	443	-	2
LA-MISS-W. TENNESSEE	1,951	975	123	573	696	2	5
MINNESOTA-DAKOTAS	2,201	1,100	109	603	712	1	2
MISSOURI-ARKANSAS	2,593	1,296	154	840	994	1	7
MONTANA	687	343	37	252	289	-	2
NEBRASKA-IOWA	2,297	1,148	99	684	783	-	1
NEW ZEALAND	344	172	92	131	223	3	4
PACIFIC NORTHWEST	4,309	2,154	286	1,531	1,817	1	8
PHILIPPINE LUZON	345	172	30	181	211	1	5
PHILIPPINE SOUTH	438	219	96	361	457	1	12
REPUBLIC OF CHINA	115	57	-	110	110	-	2
ROCKY MOUNTAIN	1,374	687	75	449	524	-	2
SOUTHWEST	1,544	772	94	561	655	1	4
TEXAS-OKLAHOMA	5,212	2,606	325	1,662	1,987	1	12
UTAH-IDAHO	965	482	52	336	388	-	3
WESTERN CANADA	750	375	35	143	178	-	1
WISCONSIN-UPPER MICH.	2,359	1,179	130	767	897	-	7
EXTENSION	323	161	23	93	116	-	-
TOTALS	40,152	20,069	2,505	12,961	15,466	17	104
NEW MEMBER ADDS - WORLDWIDE EAST	43,382	21,688	2,176	11,439	13,615	17	87
GRAND TOTAL	83,534	41,757	4,681	24,400	29,081	34	191

NEW MEMBER ADD REPORT FOR WORLDWIDE EAST

PERIOD COVERED: MARCH, 1978

DISTRICT	1977-78 NEW MEMBER ADD GOAL	NEW MEMBER ADD GOAL TO DATE	NEW MEMBER ADDS	PREVIOUS ADD TOTALS	TOTAL ADDS	*NEW CLUBS	TOTAL NEW CLUBS TO DATE
ALABAMA	1,409	704	108	527	635	2	6
CAPITAL	2,688	1,344	126	578	704	1	4
CAROLINAS	2,832	1,416	140	721	861	1	6
E. CANADA-CARIBBEAN	2,776	1,388	134	781	915	1	2
FLORIDA	4,055	2,027	289	1,634	1,923	2	16
GEORGIA	2,228	1,114	168	600	768	1	4
INDIANA	2,621	1,310	111	769	880	-	5
KENTUCKY-TENNESSEE	2,474	1,237	98	674	772	-	2
MICHIGAN	2,551	1,275	105	623	728	-	2
NEW ENGLAND	3,085	1,542	151	861	1,012	2	7
NEW JERSEY	1,888	944	96	394	490	1	3
NEW YORK	3,959	1,980	166	880	1,046	-	5
OHIO	4,942	2,471	215	1,096	1,311	1	4
PENNSYLVANIA	2,818	1,409	183	971	1,154	3	11
WEST VIRGINIA	683	341	32	182	214	-	1
EUROPEAN FEDERATION	2,373	1,186	54	148	202	2	9
TOTALS	43,382	21,688	2,176	11,439	13,615	17	87
NEW MEMBER ADDS - WORLDWIDE WEST	40,152	20,069	2,505	12,961	15,466	17	104
GRAND TOTAL	83,534	41,757	4,681	24,400	29,081	34	191

*MEMBERSHIP IN NEW CLUBS BUILT DURING PERIOD COVERED INCLUDED IN DISTRICT ADD FIGURE

OPERATION S. A. M.STIMULATEACTIVATEMEMBERS

Much emphasis has been placed on growth, and rightfully so. But how many clubs are concerned about the member's growth and activity in Kiwanis? The ~~IMAGE~~ the club projects in the community and to the member. The value of each member to the club.

Here are the most common problems in clubs today that are responsible for member deletions - LISTEN to what deleted club members had to say about their club:

- Did not get anything from attending
- Did not listen to fresh ideas
- Did not like meeting place or meals
- Did not think club officers were responsive
- Did not care if they attended meetings
- Did not receive information on how the club functions
- Did not have an induction ceremony
- Did not meet other members or get a warm greeting
- Did not get assigned to an active committee
- Did not know what the club does or how it is involved in the community
- Did not take an interest in the member, his business or family

In other words these men did not know what Kiwanis is or does in their communities

Is this happening in your club?

Mr. President - You, as the number one Kiwanian in your club can help prevent member deletions.

How? Communicate with each member of your club - know their thoughts and interests - use their abilities and available time.

USE OPERATION S. A. M.STIMULATEACTIVATEMEMBERS

Appoint a member of your club as the key man of Operation S. A. M. to assist you in your year of leadership.

Explain to him that your desire is to have your club project the best possible image not only in the community, but to each member. That effective public relations within your club places equal attention on every member.

In order for a club to be able to retain manpower, all members must continue to be inspired by Kiwanis, knowledgeable in Kiwanis, and involved in service; otherwise, they become potential deletions.

- 2 -

Here is how to stimulate and activate members:

You, as club president through your key man of Operation S. A. M. should make certain that your club will: .

Have good, diversified service projects and programs throughout the year. Listen to fresh new ideas, invite each member to be a guest at a Board meeting.

Make sure that the meeting place lends stature to the club and that the membership receives the best possible meal for the cost.

Assure that club officers and directors are properly trained, knowledgeable in Kiwanis and responsive to club members.

Contact a member by phone or by an attendance reminder card when he misses more than one meeting.

Instruct each new member on club procedures and functions and have continuing Kiwanis education for all members.

Give each new member an induction ceremony that is warm, friendly, but, above all, impressive.

Have a reception committee that greets all members, prospective members and guests warmly, introduces them and sees that they are seated for the meeting.

See that each committee is active, and each member involved in a committee of his prime interest which brought him into Kiwanis.

Report to the membership once each month on what the club is doing and how the funds are expended in community service work - informed members can take pride in what the club is doing.

Know every member's ability - his business or professional background and family - use every member's ability - his business or professional background might make him an excellent program for your club - have ladies nights, family picnics and outings so that all members and their families get to know each other.

A Kiwanian will be enthusiastic about his club if his experience as a member has been good for him.

Operation S. A. M. is a basic outline for you, as club president and for your key man to work with, it can be augmented in any way that would benefit your club. Have your chairman take a survey of the membership of your club based on the points listed above. Know what your membership is thinking and their desires for their club and community.

The Kiwanian who becomes active does so because he feels that he belongs, that he is welcome, that other members like him and is recognized by his club for his contribution to his community.

USE OPERATION S. A. M. STIMULATE - ACTIVATE - MEMBERS ! !

REPORT OF BOARD COMMITTEE ON NEW CLUB BUILDING

April 29 - May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office

Present: Members ----- Raymond W. Lansford, Carl F. Miller
C. E. "Pete" Thurston, Jr.
Chairman ----- Drew M. Petersen, M.D.
Staff Members - Robert M. Detloff, Alonzo J. Bryan

1. REVOCATION OF CHARTERS

The committee reviewed information provided by the Staff relating to the proposed revocation of charters and the following forty-six charters are recommended to the Board for revocation:

CLUB

ORGANIZATION DATE

Wayne, New Jersey	September 25, 1946
Laurel, Montana	May 15, 1947
*Detroit-Northfield, Michigan	February 22, 1950
Fairfield, New Jersey	February 7, 1951
*Dayton View, Dayton, Ohio	November 8, 1951
Fair Lawn-Elmwood Park, New Jersey	May 12, 1952
Castro Valley, California	September 30, 1954
Radville, Saskatchewan	May 29, 1958
Baer Field, Fort Wayne, Indiana	March 14, 1960
*Parkway, Fort Walton Beach, Florida	January 4, 1961
Stanley Park, Vancouver, British Columbia	April 13, 1961
Castroville, California	May 20, 1964
*Torrey Pines, La Jolla, California	September 3, 1964
Woodville, Texas	April 13, 1965
Digos, Philippines	May 5, 1968
Brisbane, Australia	March 3, 1970
Dixon, California	June 11, 1970
Humacao, Puerto Rico	July 17, 1971
Medicine Park, Oklahoma	May 25, 1972
Duncanville, Texas	July 13, 1972
Newton, British Columbia	May 29, 1973
Mission Valley, San Diego, California	September 21, 1973
Brookings Breakfast, South Dakota	December 3, 1973
Calgary Centre East, Alberta	March 7, 1974
Gingong City, Philippines	March 24, 1974
Sparta, Tennessee	May 7, 1974
Smelter City, Anaconda, Montana	August 13, 1974
Mission Hills-Sepulveda, California	September 25, 1974

CLUB

ORGANIZATION DATE

Logan Valley, Altoona, Pennsylvania	February 27, 1975
Golden K, Attleboro, Massachusetts	March 4, 1975
Stanton, Missouri	August 18, 1975
Fraser, Allen Dee, Golden K, Michigan	August 25, 1975
Cantilan, Surigao Del Sur, Philippines	August 31, 1975
The First Capitol, West Columbia, Texas	September 15, 1975
Golden K, Greater Woonsocket, Rhode Island	November 4, 1975
Sheridan, Arkansas	November 25, 1975
Golden K, Iowa Veterans Home, Marshalltown, Iowa	February 5, 1976
Mount Vernon, Texas	March 16, 1976
Ozark, Missouri	March 31, 1976
Roma Tevere, Italy	April 30, 1976
Bunawan, Agusan Del Sur, Philippines	May 3, 1976
Temple, Oklahoma	July 8, 1976
Rush County, Kansas	July 20, 1976
LaBelle, Missouri	July 22, 1976
Coppell, Texas	September 11, 1976
Lafayette County, Mayo, Florida	October 26, 1977

*Members joined other Kiwanis clubs.

Recommendation #1:

The committee recommends that the charters of the forty-six listed clubs be revoked.

I move that recommendation #1 be adopted.

(adopted)

2. NEW CLUB BUILDING STATISTICS

The committee reviewed the outstanding record of new Kiwanis clubs organized during this administrative year and was pleased to note that the total number is thirty-seven ahead of 1976-77 as of this date. From all indications, we are heading for another record breaking year.

The committee wishes to congratulate Erwin "Chic" Greenberg, Chairman, Worldwide East, and Mort Freedman, Chairman, Worldwide West, and members of their committee on this excellent record to date. They are encouraged to continue the race, get in gear with fewer pit stops, and to concentrate on the districts that are lagging behind.

3. NEW CLUB BUILDING PROMOTION 1977-78

At the last meeting of this Board action was taken to recognize during the convention in Miami Beach, all lieutenant governors who have received, or will be eligible to receive as of May 31, 1978, the GLADMAN 500 Award. This recog-

nition is to be a "blow up" of the GLADMAN 500 TROPHY flashed on the screen, and also an attractive brochure highlighting the GLADMAN 500 TROPHY and listing the names of those to be recognized.

After consideration, it is recommended that the club presidents, district governors, and district chairmen on New Club Building who are eligible be included in this recognition, and that President Maury introduce the recipients by groups.

Recommendation #2:

The committee recommends that the club presidents, district governors, and district chairmen on New Club Building who are eligible to receive the GLADMAN 500 Award be included in the recognition during the Miami Beach Convention.

I move that recommendation #2 be adopted.

(adopted)

In order to help assure a good, strong finish in the GLADMAN 500 RACE, Co-chairmen Chic and Mort have suggested special promotion for the last ninety days of the administrative year. July 1 through September 30, 1978 is to be designated as the "Winners' Circle" period. All district governors and districts that meet, or exceed, their New Club Building quotas as originally assigned would become members of the "GLADMAN 500 WINNERS' CIRCLE CLUB." A trophy is to be made available for presentation to the governors who meet their quota. The committee reviewed this proposal and the Co-chairmen are to be advised to proceed with this special promotion.

The committee reviewed the Progress Reports of the Co-chairmen which were very complete and detailed. Appreciation is expressed not only to Chic and Mort but also to the members of their respective committees for the efforts made to promote the building of new Kiwanis clubs worldwide.

4. NEW CLUB BUILDING PROMOTION 1978-79

Several suggestions were made by John P. Bradin, Jr., and Donald G. Wilson, Chairmen respectively for Worldwide East and Worldwide West for the 1978-79 administrative year.

The Co-chairmen feel that if Kiwanis is to grow in service there must be a steady and continuous growth in manpower. This manpower can only be achieved through a healthymembership growth program both in membership development and in the building of new clubs. To accomplish this it is important to orient the thinking of governors, lieutenant governors, district chairmen, and club officers to utilize New Club Building as an integral part of Kiwanis growth.

To help create a greater acceptance of the importance of growth through the building of new Kiwanis clubs it is suggested that the title of the Manual on New Club Building be changed to read: "Manual for Kiwanis Growth Through New Club Building."

The committee is in agreement with the thinking of the Co-chairmen on the change of the name of the manual. Realizing that all the leadership training materials refer to the current title of "Manual on the Sponsorship, Organization and Development of New Kiwanis Clubs," the committee advises that a change not be made until it could be coordinated throughout the several areas which are involved either directly or indirectly. The committee would suggest that the Board Committee on Leadership and Council keep this under advisement.

Recommendation #3:

The committee recommends that the name of the manual on New Club Building be changed to read "Manual for Kiwanis Growth Through New Club Building" as soon as the time is appropriate so as to coordinate the change with the preparation of materials used in the leadership training programs.

I move that recommendation #3 be adopted.

(adopted)

The Co-chairmen suggested that an appropriate award be created for presentation to clubs sponsoring new Kiwanis clubs. This new award will be presented at the time the charter is presented. The current award, which is a felt patch for attachment to the club banner, should not be presented until after the sponsor or co-sponsors have fulfilled the obligations to the new club over a designated period of time and until the new club has developed into a healthy organization.

The committee does not feel that a new Kiwanis club is built for a patch alone. Though the committee recognizes the need for strengthening the follow-up by the sponsoring club it is not felt that the withholding of the patch would accomplish the desired results.

Suggestions were made by John and Don to change the criteria for the New Club Building recognition awards in 1978-79. After considerable discussion, the committee is of the opinion that the current criteria is producing successful results and that this is not the time to make drastic changes.

5. REIMBURSEMENT FOR CHARTER PRESENTATIONS

The committee reviewed the current policy relating to the presentation of a charter to a new Kiwanis club. After discussion the following is recommended as a change to C3-6 of the current policies in keeping with the change suggested by the Committee on International Extension.

Recommendation #4:

The committee recommends that 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 actual expenses for such presentations shall be reimbursed by Kiwanis International not to exceed a maximum of \$100 U.S.

I move that recommendation #4 be adopted.

(adopted)

6. CRITERIA FOR CLUBS TO RETAIN OFFICIAL CHARTER

The committee reviewed the list of criteria having to do with the necessary functions of a Kiwanis club which will permit it to retain its official charter as approved by the Board at its April 25-28, 1967 meeting.

The committee is of the opinion that much of this material is either covered in the Standard Form for Club Bylaws and/or is not applicable today. It is directed that all copies be withdrawn from circulation and destroyed.

Recommendation #5:

The committee recommends the list of criteria having to do with the necessary functions of a Kiwanis club which will permit it to retain its official charter as approved by the Board at its April 25-28, 1967 meeting be withdrawn.

I move that recommendation #5 be adopted.

(adopted)

7. REVIEW OF COMMITTEE ON SPECIAL CLUB SERVICES

The committee reviewed the work of the District Committees on Special Club Services and feel that they are not being too effective in most districts.

The committee is of the opinion that further promotion is needed through the Board Committee on Membership Growth and Education to improve the effectiveness of these committees. Several well conceived and well developed programs are being successful in some districts.

Recommendation #6:

The committee recommends that the subject and promotion of the District Chairmen on Special Club Services be referred to the appropriate Committee for further promotion to improve the effectiveness of these District Committees on Special Club Services.

I move that recommendation #6 be adopted.

(adopted)

I move that this report be adopted.

Respectfully submitted,

RAYMOND W. LANSFORD

CARL F. MILLER

C. E. "PETE" THURSTON, JR.

DREW M. PETERSEN, M.D., Chairman

REPORT OF BOARD COMMITTEE ON OVERSEAS EXTENSION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

APRIL 29 - MAY 2, 1978

Date of Committee Meeting: April 30, 1978
Place of Committee Meeting: Past-Presidents Room, General Office

Present: Members - Merald T. Enstad, Drew M. Petersen, M.D.
Douglas Wasson
Chairman - Stanley Schneider
Staff Members - R.P. Merridew, Alonzo J. Bryan, R. M. Detloff

The committee first reviewed Policies on Overseas Extension and in order to update them decided on the changes as shown in Exhibit A.

Recommendation #1:

The committee recommends that the Policies on Overseas Extension be modified as shown in Exhibit A and that they be referred to Laws and Policies to be placed in Policy Guides for International Extension.

I move that recommendation #1 be adopted.
(adopted)

The committee wishes to point out that no provision appears in the section of Policy on International Extension for training of the District Governors-elect and the President-elect of Kiwanis International-Europe.

Recommendation #2:

The committee recommends that the Board Committee on Leadership and Council provide for the training of the Governors-elect and Kiwanis International-Europe President-elect in the policies on Leadership Education on page A-7 of Policies.

I move that recommendation #2 be adopted.
(adopted)

The committee then considered a plan for potential future Kiwanis Districts as prepared by the Director of Extension Services. This proposes the possible organization of these districts to serve clubs in the countries or areas listed:

Page two

Report of Board Committee on Overseas Extension

May 1, 1978

- Central America District - Mexico, Guatemala, El Salvador, Belize, Honduras, Nicaragua, Costa Rica and Panama
- Caribbean Hispanic District - Puerto Rico, Dominican Republic and the Virgin Islands
- Caribbean District - All of the clubs currently in the Caribbean area of the E.C. & C. District plus Haiti
- Brazil - Brazil
- South American Hispanico District - Peru, Bolivia, Paraguay, Chile Uruguay and Argentina
- South China Sea District - Hong Kong, Macao, Thailand, Malaysia, Singapore and Indonesia
- India - India
- Africa District - Kenya, Nigeria, Cameroon, Ghana, Ivory Coast and Liberia

There is a possibility that many of these could be organized during the next five years. The proper names of districts and makeup of member countries would be subject to change on the recommendations of the clubs in those areas. The committee suggests that this grouping be kept for further study.

The committee next discussed a possible attachment of the recently organized Kiwanis Club of Oaxaca, Mexico, to the California - Nevada - Hawaii District. The committee noted that the club is located in Mexico some 1800 miles from the California border. Although this club was sponsored by the Kiwanis Club of Palo Alto, California, a letter from the secretary of the California - Nevada - Hawaii District indicates that the District does not want to have the club attached to it unless the District would receive reimbursement for expenses from Kiwanis International. The committee therefore suggests that the Oaxaca Club continue to be served directly from the General Office.

The committee then reviewed a report by Robert Detloff regarding his field trip to Zurich, Israel, Iran, India, Kenya, Nigeria, Ghana, and Liberia during the period of February 7 to March 10, 1978. As a result of the trip a second club has already been organized in India in New Delhi and work is progressing on clubs in Lod, Israel; Tehran, Iran; Nairobi, Kenya; and in several cities in Nigeria and Ghana. The committee also was pleased to hear that all the existing clubs visited are functioning well.

Page three

Report of Board Committee on Overseas Extension
May 1, 1978

The committee then heard a report on the preparations being made for the Fourth Asia Pacific Conference which will be held in Guam from July 19-22, 1978. The conference schedule has been prepared and the proposed conference budget shows a small surplus.

The committee noted a motion passed at the 1977 Asia Pacific Conference in Manila relative to their desire for future guaranteed representation on the Kiwanis International Board of Trustees from the Asia Pacific area.

The committee reviewed the travel plans of President Maurice Gladman and President-elect Bill Solberg. President Maury will attend the Asia-Pacific Conference and make official visits to the Districts and non-districted countries and of the Asia-Pacific area. President-elect Bill will attend the conventions of the Australia and New Zealand Districts.

The committee considered a request received from James Malvern Clopton of the Kiwanis Club of Birmingham, Alabama, that Bangladesh be approved for Kiwanis extension. The committee felt that this should be deferred until the clubs in India are better established and able to assist in extension into Bangladesh and until Kiwanis International has more experience in extension into this area of the world.

I move that this report be received.

Respectfully submitted,

MERALD T. ENSTAD
DREW M. PETERSEN, M.D.
DOUGLAS WASSON
STANLEY E. SCHNEIDER, Chairman

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 of \$100. 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: coordination 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.
-

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.

REPORT OF THE BOARD COMMITTEE ON PROGRAM DEVELOPMENT
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 29 - May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office

Present: Members - Dwight F. Gallivan, Egon Kuzmany, Douglas Wasson
Chairman - Jack P. Delf
Staff Members - Gerald R. Jindra, A. G. Terry Shaffer

I. Progress on 1978-79 Major Emphasis Program Materials

The Committee reviewed progress in the production of materials relating to the 1978-79 Major Emphasis Program and expressed its general approval; however, in studying the 1978-79 Theme folder, the Committee felt that in future years, wording of the Objectives (or "Targets," as they are known for 1978-79) should be less lengthy. In addition, it was felt that careful consideration should be given to the phrasing of the Theme statement in the folder so that every attempt is made to assure that the statement will be acceptable to Kiwanians throughout the world.

The Committee studied a finished copy of the RIGHTSTART - THE FORMATIVE YEARS brochure which will be distributed in Miami Beach, at district conventions, and included in the President's Leadership Education Packet. A slide and cassette package, based upon the President-designate's Presentation of the 1978-79 Theme, Objectives, and Major Emphasis Program in Miami Beach, will also be produced. The RIGHTSTART Project Guide and other support materials are expected to be produced by mid-August.

II. Status Report: Current Major Emphasis Program

The Committee reviewed the status of the current SAFEGUARD AGAINST CRIME-II Major Emphasis Program and feels that a major percentage of clubs are now involved in service projects related thereto.

Sales of MEP-related items reflects increasing use of these materials. Sales of the new "LET'S TAKE ACTION AGAINST CRIME" book, introduced in January, now total 5,266. The Committee requested staff to develop a new publication, geared toward children, on the subject of drugs.

III. Possible Award for Sponsorship of Kiwanis Club, Circle K Club, Key Club, Builders Club (New Club Building in Four Areas)

The Committee studied the possibility of giving some type of recognition to a lieutenant governor in whose division a new Kiwanis club, Circle K club, Key Club, and Builders Club are formed within an administrative year. After considerable discussion, it was decided that the award would be impractical.

IV. Sponsored Youth as Possible Focus for Future Major Emphasis Program

The Committee studied the area of Sponsored Youth (Key Clubs and Circle K clubs) as a possible focus for a future Major Emphasis Program. Because sponsorship of these two members of the tri-K family is not possible in every community, world-wide, it was felt that the MEP would not be applicable everywhere; however, it was suggested that a Major Emphasis Program in the immediate future should stress involvement with youth with emphasis on providing leadership.

Recommendation #1:

It is recommended that serious study be given to the formulation of a Major Emphasis Program in the immediate future on the subject of youth with an emphasis upon Sponsored Youth, where applicable.

I move that Recommendation 1 be adopted.

(adopted)

V. Continuing Study on Establishing International Relations as a Standing Club Committee

At its January, 1978 meeting, the Committee requested Staff to investigate and report on the ramifications of either adding International Relations to the list of standing club committees or maintaining the present structure of International Relations under Citizenship Services. After study, the Committee agreed that an increased promotion of International Relations projects, the availability of literature, and the local club option of establishing International Relations as a special committee would be more practical than adding an additional committee. The Committee concluded that no change in present structure should be recommended at this time.

VI. Builders Club Program - Status Report

The Committee carefully examined current statistics regarding the Builders Club program. It was reported that 212 charters have been issued, and that 171 of these represent active clubs with a total membership of about 4400. Those listed as "inactive" included Builders Clubs which had ceased functioning and 24 others dropped because of their sponsoring Kiwanis club's failure to pay the 1977-78 Sponsorship Fee.

The Committee considered a proposal from the Kiwanis Club of Winston-Salem, North Carolina to waive the requirement prohibiting a Builders Club from existing above the ninth grade level. The club requested an exception as their school system was only one of two in existence to have a separate school for only grades nine and ten, and that within two years it may become a school for children in grades seven through nine. In view of these extenuating circumstances, the Committee authorized Staff to issue a charter for this particular Builders Club.

VII. Report of Participation in 1976-77 Major Emphasis Program

The Committee reviewed statistics, as excerpted from Annual Club Reports, relative to club participation in the 1976-77 Major Emphasis Program, SAFEGUARD AGAINST CRIME. The Committee found those statistics most impressive, especially because these activities represent a tremendous number of man-hours as well as persons benefitted as recipients of Kiwanis services. These statistics are attached as Exhibit A.

VIII. "Stop Drugs At The Source" Program Proposal from Kiwanis Club of Executive Park, Atlanta, Georgia

The Committee studied a proposal from the Kiwanis Club of Executive Park, Atlanta, Georgia that Kiwanis International assist the "Stop Drugs At The Source" Program by urging financial contributions by Kiwanis clubs. The Committee agreed that the philosophy of the movement is a laudable one; however, Staff was requested to inform the Kiwanis Club of Executive Park, Atlanta that Board Policy prohibits Kiwanis International from responding to any request for an appeal from clubs to contribute funds to other organizations.

The Chairman concluded by thanking all Committee Members and staff for their assistance and contributions during this Board Committee Meeting and throughout the 1977-78 administrative year.

Respectfully submitted,

DWIGHT F. GALLIVAN

EGON KUZMANY

DOUGLAS WASSON

JACK P. DELF, Chairman

IN SERVICE PROJECTS RELATED TO1976-77 MAJOR EMPHASIS PROGRAM - "SAFEGUARD AGAINST CRIME"

During the Kiwanis Administrative Year beginning October 1, 1976 through September 30, 1977, Kiwanis International had as its Major Emphasis Program SAFEGUARD AGAINST CRIME, a program designed to motivate and assist the public to gain a better understanding of crimes against persons and property and to establish safeguards against the hazards of crime. Below is a summary of the service project areas in which clubs were most active, although it is by no means an exhaustive tabulation of all club projects in the Major Emphasis area:

\$ 940,555 was expended by clubs on behalf of SAFEGUARD AGAINST CRIME

20,087 Kiwanis club meeting programs were on the subject of SAFEGUARD AGAINST CRIME

10,070 service projects directly related to SAFEGUARD AGAINST CRIME were performed during the year

2,548 clubs honored local law enforcement officers, police departments, or citizens for involvement in safeguarding against crime

1,910 clubs secured editorials or articles in local newspapers on SAFEGUARD AGAINST CRIME

1,738 clubs held "Project Identification" or similar programs for marking personal property in their communities

1,669 clubs distributed literature related to safeguarding against crime

1,428 clubs distributed Home Safeguard Checklists to local citizens

1,398 clubs conducted community forums on SAFEGUARD AGAINST CRIME

1,131 clubs involved Key Club, Circle K, and/or other sponsored youth groups in SAFEGUARD AGAINST CRIME projects

1,083 clubs made slide presentations or films on crime available in community

998 clubs distributed "You and the Law" booklets in local schools

947 clubs received television or radio time for SAFEGUARD AGAINST CRIME announcements

842 clubs organized or participated in neighborhood watch projects

694 clubs distributed "Are Your Locks Safe?" informational door hangers in their communities

631 clubs distributed brochures on the SAFEGUARD AGAINST CRIME Kiwanis program

452 clubs distributed telephone stickers for emergency phone number to citizens

REPORT OF BOARD COMMITTEE ON PROPERTY AND SUPPLIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 29 - May 2, 1978

Date of Committee Meeting: April 30, 1978

Place of Meeting: General Office

Present: Members: C. E. Thurston, Jr., Warren H. Edwards
Chairman: E. B. McKittrick
Staff Members: R. G. Kavanagh, R. A. Misch
Frank Schwerthoffer

SUPPLIES:

Financial statements for the first half of the 1977-78 year were reviewed. Although Gross Profit on sales is currently running behind last year's record setting pace, at this time it does reflect that 1977-78 net profit will exceed budget expectations by at least \$50,000.00.

In reviewing the cost of sales analysis the Committee recommends that staff further classify inventory into gift items and service items, so that costs and sales will better reflect our profit centers. The Committee suggested also that a change in administrative policy be initiated to more adequately reflect the true value of obsolete stock.

The Committee requested that the staff proceed with a pilot project to engrave plaques in house, so that delays in shipping can be reduced and income potential increase. The staff will also review the possibility of ordering club banners on production runs without lettering for club name and location. A second local vendor or part-time employee could then complete each banner locally, again reducing shipping delays.

A proposal to establish a uniform pricing structure in the supplies catalog applicable to Canadian prices was discussed, which will in effect set Canadian prices on an equitable basis to United States prices.

The Committee urges that consideration in the reorganization of the General Office staff be given to the hiring of a marketing manager to enhance product development, catalog layout and merchandising techniques.

Several new items were reviewed and approved for sale in the catalog, and at the Miami Beach Convention. They included:

<u>ITEM</u>	<u>SELLING PRICE</u>
License Plate Frame	\$ 5.00
Stick Pin	3.50
Spoon, individual	4.95
set of six	24.95
Revere Bowl, 4"	7.50
6"	9.75
8"	13.95
10"	17.50
Oneida Silver Plate Trays	
5"	5.00
7"	6.50
10"	11.50
12"	14.50
Tie	8.00

PROPERTY:

The Board Committee reviewed the Operating Statement for the General Office property for the period ending March 31, 1978. The Committee noted that in the first six months of this administrative year the operation and maintenance of the property was within budget.

The Committee received a report on the projected refurbishing and maintenance of the General Office Building. The Committee was informed that in recent months there has been leaking through the roof on the upper level of the building. The leaks have been repaired. A thorough inspection of the roof revealed cracking and valleying due to the age of the roof, it is twenty years old. The Board Committee was advised that bids had been received from three firms. The building architect, L. Lattin Smith, was contacted regarding his advice on specifications and materials to be used in the application of a new roof.

The Board Committee was of the opinion that a contract for a new roof should be awarded as soon as possible to avoid the possibility of any serious damage to the General Office building.

Recommendation #1:

The Committee recommends that a contract be awarded to the lowest and best bidder based on the architect's approval of specifications and materials to be used and that the necessary funds for this contract be allocated from the Reserve Fund, Building Expansion Account.

I move that recommendation #1 be adopted and referred to the Board Committee on Finance.

(adopted)

The Board Committee received a report about the State Street storage area and the increasing need for additional space. At the present time a large amount of the space of the lower level of the General Office building is allocated to storage of material and the State Street site is at maximum capacity.

It was the opinion of the members of the Committee that an immediate study should be made to free-up space in the General Office building to provide for further expansion and efficient operation.

The Committee requests the staff to investigate space adequate to house the Supplies stock room operation (shipping and receiving), storage facilities and space for a production area, and the related cost factors and report at the next meeting.

I move that this report be received.

Respectfully submitted,

C. E. THURSTON, JR.

WARREN H. EDWARDS

E. B. MCKITRICK, Chairman

REPORT OF THE BOARD COMMITTEE ON PUBLICATIONS AND ADVERTISING

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 30 to May 2, 1978

Date of Committee Meeting: May 1, 1978

Place of Committee Meeting: General Office

Present: Members - Dwight Gallivan, Paul Chandler

Chairman - Egon Kuzmany

Staff Members - Nick Geannopulos, Dave Williams,
Betty Nakanishi, Burt Harris, Scott Pemberton

Finance

The committee carefully reviewed the financial statement of the magazine and found that the Profit and Loss Statement looks healthy. Both subscriptions and advertising revenues are running higher than last year. Expenses for the first half are greater than they were for the previous year, but no more than anticipated at this time. The outlook for the remainder of the fiscal year is still cloudy insofar as paper and postage increases are concerned. Whatever the outcome, however, the magazine is expected to show a bottom-line surplus because of the strong increase in advertising revenues.

Editorial Content

The committee was pleased to learn that KIWANIS magazine, for the third consecutive year, has been honored with an Award of Merit by the Society of Publication Designers in New York. The award is for our January 1977 cover, which was among the small number of magazine covers selected from thousands of entries for recognition in this prestigious competition. The staff also reported that the number of requests for permission to reprint articles from our pages is increasing. At least one article from each of the past four issues has reached thousands of additional readers.

Two areas of current editorial emphasis are International Convention promotion and the Major Emphasis Program. The complete convention promotion package has included six featured articles, five in color, spanning the February to May issues. Safeguard Against Crime features have been published in the February, March, May and June/July issues. Following the conclusion of the current Major Emphasis in September, the magazine will publish a round-up article surveying Kiwanis efforts over the two-year span of this program, an overview that has not been provided for any previous Major Emphasis Program and that will underline the impressive dimensions of Kiwanis achievements.

The Kiwanis Nation series was continued in the April issue with articles on the Bahamas and Jamaica. Articles on Bermuda and Iceland are currently on the schedule. Messages from Kiwanians in several of the nations covered recently have been very appreciative. The committee noted that

Kiwanis Nation reports are most effective when they are produced by writers who have a special knowledge of Kiwanis, and the staff agreed to use such an approach whenever economically possible.

The staff next outlined a list of Kiwanis education topics that are currently being developed for use in future issues. The committee endorsed the value of such items and called special attention to the March issue, with an article on "Guest Speaker Protocol" and a featurette on monthly club reports, as an excellent example of how useful Kiwanis education items can be blended with general-interest articles and activity reports while maintaining high readability of the magazine.

Advertising

In reviewing the advertising picture, the committee found that advertising billings for the first five issues of the 1977-78 administrative year - - the half-way mark - - were 30 percent more than for the same period in 1976-77. Prospects for the year's remaining issues are expected to be as good or better. In fact, advertising lineage and billings for 1977-78 could match or exceed those for the magazine's record years. The committee noted that this is a significant recovery from the previous year's downturn.

The staff continues to pursue top-quality advertising. The June/July issue includes several such advertisers--Mobil Oil Company, Caterpillar, Pitney-Bowes, Eastern Steamship Lines.

The Committee expressed concern that increased advertising might alter the current desirable ratio of advertising to editorial space and detract from the editorial content. The committee requests the staff to monitor this ratio carefully so that the magazine's current high level of readability is not lessened.

Overseas Distribution of KIWANIS Magazine

Starting with the January 1978 issue, KIWANIS magazine has been sent to club presidents and subscribers in Europe and Iceland via KLM Royal Dutch Airlines. These magazines are being distributed on the basis of \$8.00 per yearly subscription, which includes \$5.00 to cover the cost of air freight, postage, and handling. The actual extra cost has risen to \$6.80 due to devaluation of the American dollar, rise in postal rates in Holland, and heavier magazines than when the program was launched. This cost remains the same up to 499 subscriptions. Should we exceed this number, the cost will be \$5.54 per subscription up to 899. At the 900 point, the cost decreases to \$4.23.

To send KIWANIS magazine to the Far East via KLM, the same rates as to Europe apply as long as surface mail is used. It would take from 25 to 40 days to deliver the magazine in this manner. The alternative is to send the magazine at special air mail rates, which the committee considered exorbitant.

The committee requests the staff to look into the Overseas Courier Service of Japan Air Lines as an alternative to the Far East Service of KLM.

Bulk Shipments to Overseas Clubs

Currently, 281 subscriptions to KIWANIS magazine, divided into 10 shipments, are being shipped in bulk to areas other than Europe. An overseas subscription rate of \$4.00 is charged for both single and bulk deliveries. The additional dollar to the \$3.00 subscription rate is charged to cover postage and handling. The dollar is the average amount determined some six or seven years ago. Bulk shipments are requested by the clubs to personalize and ensure delivery.

There are no bulk shipments of magazines to Europe. All of the magazines sent to Europe now go via KLM. At the present time, our data processing system cannot support bulk billing for European clubs. However, it is anticipated that the capability will change when the new data processing system is in operation early in 1979, at which time the committee requests the staff to reexamine the feasibility of bulk shipments to Europe.

Miscellaneous

The committee reviewed a promotional flyer and other materials that have been prepared to help boost subscriptions of KIWANIS magazine to hospitals, schools, libraries, and guest speakers. This material is being directed to club presidents and secretaries, governors, lieutenant governors, and district public relations chairmen. In addition to these efforts, the staff plans to design the Magazine booth at the upcoming Miami Beach convention so that it will also focus on the general theme of "Image Building" through wider distribution of the magazine.

The staff then reported on the promotion of Magazine Week, May 7-13. The Magazine Week kit was updated and emphasizes the public relations value of gift subscriptions. Articles in KIWANIS magazine and the Bulletin for Kiwanis Officers also emphasized non-member gift subscriptions.

Requests for Magazine Week kits increased slightly from 1,025 in 1977 to 1,050 in 1978. Since 1975, when a more vigorous promotion of Magazine Week was initiated, the number of kits requested each year increased significantly from 600 in 1974. The staff is exploring additional ways to encourage club participation in Magazine Week.

The committee reviewed the request by the Board Committee on Program Development for consideration of magazine coverage of the Montana District's Highway Safety Program. The staff reported that some project material had been received and that additional information had been requested from the district.

The committee noted the request by the Board Committee on Circle K for increased coverage of Circle K activities in the magazine. The difficulty of obtaining information and photos on such activities was discussed, and it was decided that a special letter from the Executive Editor be sent to each district administrator for Circle K reminding them to keep the magazine abreast of appropriate Circle K activities for use as possible story material.

Respectfully submitted,

PAUL CHANDLER

DWIGHT GALLIVAN

EGON KUZMANY, Chairman

REPORT OF THE BOARD COMMITTEE ON PUBLIC RELATIONS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 29 - May 2, 1978

Date of Committee Meeting: April 30, 1978

Place of Committee Meeting: Kiwanis International Building
Chicago, Illinois

Present: Members - Merald T. Enstad, Raymond W. Lansford
Chairman - Dwight F. Gallivan
Other - Maurice Gladman
Staff Member - John L. McGehee

The Committee heard a report from the Staff Director of Public Relations covering the highlights of departmental effort since the last meeting of the Committee.

- A. In the program to honor former Board members leaving the Board without going through the presidency, all but eight plaques will have been presented by the end of President Gladman's official visitation program. Eight plaques and citations will then remain to be presented.
- B. Currently, nearly 225 Safeguard Against Crime slide sets have been sent to clubs upon their direct request.
- C. The department is assisting in final convention attendance promotion. A speech was prepared for the possible use of all lieutenant governors in the host district to help these men increase registration.
- D. The department has produced copy for a Public Relations Manual for Circle K International.
- E. The department is cooperating with Dr. Norman Vincent Peale and his producer in furnishing "Kiwanis stories" for use in Dr. Peale's weekly five-minute network radio show, "The American Character." On April 6 the story of Connolly Medal winner William Scott, who rescued a potential victim from a burning house, was aired via 97 stations in the U.S. Other Connolly Medal winners will be so honored in the future, and there will be stories on Kiwanis community service programs aired, as well.
- F. Judging in the District Bulletin Contest will take place on Wednesday, May 3, with winners notified privately immediately thereafter, and honored later at Miami Beach.

In discussion following the report, it was decided, with concurrence of President Gladman who was in attendance, that the remaining eight former Board members to receive plaques should be so honored at appropriate district conventions this summer, with the presentations made by the President's Official Representative.

The Committee next considered Connelly Medal nominations received since the last meeting of the Board. The first was for Louis Poisinello, Jr. of Rensselaer, New York, who risked his life to save a man who had fallen through thin ice into a pond.

Recommendation #1:

The Committee recommends that a Robert P. Connelly Medal be awarded to Louis Poisinello, Jr. of Rensselaer, New York, who risked his life to save a man who had fallen through thin ice into a pond.

I move that recommendation #1 be adopted.
(adopted)

The Committee next considered the nomination of Kenneth Leibee, Catlettsburg, Kentucky, aged 50, who entered a smoke and flame filled house to rescue a neighbor.

Recommendation #2:

The Committee recommends that a Robert P. Connelly Medal be awarded to Kenneth Leibee, Catlettsburg, Kentucky, who risked his life to save the life of a neighbor trapped in a burning smoke-filled house.

I move that recommendation #2 be adopted.
(adopted)

Finally, the Committee considered the nomination of Waldo "Bo" Moberly of Great Falls, Montana, aged 53, who forced entry into a neighbor's burning home to carry out the semi-conscious occupant.

Recommendation #3:

The Committee recommends that a Robert P. Connelly Medal be awarded to Waldo "Bo" Moberly of Great Falls, Montana who risked his life to save the life of a neighbor trapped in a burning home.

I move that recommendation #3 be adopted.
(adopted)

The Committee then turned to consideration of a recommended Connelly Medal recipient to be honored before convention goes at the Miami Beach convention this June. After careful consideration it was determined that an invitation to attend the convention and to receive his medal on the stage should be extended to Patrick Bennison, age 16, of Albany, New York, who risked his life to remove a girl from an overturned and burning automobile which later exploded.

Recommendation #4:

The Committee recommends that an invitation be extended to Patrick C. Bennison who risked his life to save the life of a girl trapped in a burning automobile, to come to Miami Beach to have his Connelly Medal re-presented to him from the convention stage.

I move that recommendation #4 be adopted.

(adopted)

The Committee next heard a report on progress in the selection of a Kiwanis Decency Award winner to be honored at Miami Beach. The project has not yet been completed, but it is hoped that a final report can be given prior to the adjournment of this meeting of the Board.

The Committee then considered the possibility of having the pictures of U.S. state governors and Canadian provincial premiers who are Kiwanis members displayed near the public relations booth in the club clinic area at the Miami Beach convention. It was felt that more study should be given to the idea of expanding the list of Kiwanians in both higher and lower echelons of government whose pictures should be displayed at the annual international convention, due to increasing internationalism of Kiwanis and the potential necessity of including leaders from all 62 countries in such displays. It was felt that, because it is traditional, the parliamentary leaders of the U. S. and Canada ... the Kiwanis "mother countries" ... should continue to be pictured at the convention, however.

Under "new business," the Committee considered two more items. The first was the possibility of making the Silver Bell Public Relations Competition more general in nature. It is currently based on the publicity and promotion of local major emphasis programs. The Committee felt that the present way of conducting the competition should be retained as it makes possible a uniformity of the public relations effort to be considered, rather than widespread and potentially hard-to-compare effort.

The other item the Committee considered was the increasing need for a motion picture which could be used both as a membership developer and a public relations and morale piece on Kiwanis.

After considerable discussion it was decided that the Board Committee on Membership Growth and Education should be asked to work with the Board Committee on Public Relations on the project, and that the Staff Director of Public Relations and the Staff Director of Membership Development and Personnel should be directed to secure a proposition for such a film and a statement of the financing that would be required.

I move this report be received.

Respectfully,

MERALD T. ENSTAD

RAYMOND W. LANSFORD

DWIGHT F. GALLIVAN, Chairman

REPORT OF THE TREASURER
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
April 29 - May 2, 1978

The financial position of Kiwanis International at March 31, 1978 reflects total current assets of \$822,539, which is \$109,781 less than at this same date last year. The principal reason for this decrease in current assets is the decline in our current cash position. Less available cash of \$232,135, is partially off-set by an increase in Accounts Receivables, Inventories, and Pre-paid expense.

Current Liabilities of \$278,520 have increased approximately \$64,809. This is due primarily to an increase in deferred income which reflects the processing and use of second half 1977-78 dues and magazine income during March 1978.

Other assets indicate only a minimal decrease, and the overall Unrestricted Fund balance reflects a drop of \$175,825 compared to last year. This is in line with current year operations which are experiencing a similar decrease.

Reserve Funds continue to show a steady increase. Funded Reserves are up \$22,194 over last March 31st and the Building Expansion Reserve shows increase of \$11,034 compared with this same date last year.

Total Net Assets, including Kiwanis International Building with a carrying value of \$1.00, totaled \$1,192,613 at March 31, 1978. This is a decrease of \$142,597, compared with March 31, 1977.

Respectfully submitted,

MARK A. SMITH, JR.
Treasurer

KIWANIS INTERNATIONAL
 STATEMENT OF FINANCIAL POSITION
 MARCH 31, 1978

UNRESTRICTED FUNDS:	<u>1 9 7 8</u>	<u>1 9 7 7</u>
CURRENT ASSETS:		
Cash	\$ 8,310	\$ 240,445
Short Term Investments	-0-	- 0 -
Accounts Receivable	328,298	291,493
Inventories	374,134	321,687
Prepaid Expenses	64,484	33,953
Unexpired Insurance	10,913	9,342
Deferred Compensation	<u>36,400</u>	<u>35,400</u>
Total Current Assets	<u>822,539</u>	<u>932,320</u>
CURRENT LIABILITIES:		
Accounts Payable	119,568	113,200
Accruals	60,567	42,424
Amount Due Reserve	7,448	11,230
Deferred Income	54,537	11,457
Deferred Compensation	<u>36,400</u>	<u>35,400</u>
Total Current Liabilities	<u>278,520</u>	<u>213,711</u>
Working Capital	<u>544,019</u>	<u>718,609</u>
OTHER ASSETS:		
Deposits	40,614	36,950
Advances	14,920	19,819
	<u>55,534</u>	<u>56,769</u>
Total--Unrestricted Funds	<u>599,553</u>	<u>775,378</u>
RESERVED FUNDS:		
Funded	335,951	313,757
Building Expansion	257,108	246,074
Kiwanis International Bldg.	<u>1</u>	<u>1</u>
Total--All Funds (Net Assets)	<u>\$ 1,192,613</u>	<u>\$ 1,335,210</u>

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

April 29 - May 2, 1978

Date of Committee Meeting: April 29, 1978

Place of Meeting: General Office

Present: Members: Mark A. Smith, Jr., Jack P. Delf
Chairman: Paul Chandler
Staff Members: Robert G. Kavanagh, R. P. Merridew
L. A. Hapgood

The financial statements for the first six months of the current year were reviewed. Attached to this report is a summary statement of Budget and Actual Income and Expense for the period ending March 31, 1978 and 1977. At the end of the first half year we are running \$90,600 behind our six month budgeted surplus.

Income is \$86,386 ahead of last year at this time, but is \$2,200 less than budgeted for this period. Some positive income results are in the areas of Magazine Advertising, which is currently running \$21,400 ahead of last year, and Charter Fees which are up about \$6,400 over last year at this six month point.

Convention registrations are down by 700 as of March 31st compared with last year; the income comparison looks favorable only because of the \$10.00 hike in registration fees. Gross Profit on supplies is currently trailing last year at this time. However it is yet too early to project the outcome in this area as the peak selling period comes in the final quarter of the year.

Expenses in total are running \$240,543 ahead of last year, and about \$88,400 beyond what was anticipated in the Budget for the period ending March 31st. Nearly every departmental budget is currently exceeding budget on a six month basis despite the efforts of all department heads to hold the line. This again highlights the vital necessity of the dues increase being accepted by the delegate body in Miami Beach.

The contingent expense reports for the Secretary and Associate Secretary were reviewed, found in order, and approved.

The 1977-78 second quarter statement of Income and Expense for Key Club and Circle K were reviewed and approved.

Key Club income at March 31, 1978 is up \$17,000 over the same period last year. Although collection of dues payments have improved, an increase of 5,000 to 6,000 paid members is now becoming evident. Key Club expenses have increased by \$5,000, which translates to a \$12,000 improvement in the excess of income over expenses compared to last year at March 31st.

Circle K income has increased \$7,300 compared with this same period last year. This increase can be credited mostly to improved collections of the sponsorship fees. The Circle K expenses are up over last year by \$1,200. Excess of income over expense has improved \$6,100 compared to the end of the second quarter a year ago.

The Committee, with concurrence of the Secretaries, requested Staff to transfer the Key Club and Circle K funds from the Northern Trust Company to the Continental Illinois National Bank in order to take advantage of greater investment earning potential.

At the January 1978 Board Meeting, charters of the clubs listed on Exhibit A were revoked. A review of club accounts indicated that these clubs had outstanding balances due Kiwanis International of \$5,930.61, consisting of \$3,505.22 in Dues, \$1,712.00 in Magazine Subscriptions, \$142.39 for Supplies, \$128.00 for Processing Fees, and \$443.00 in Liability Insurance.

Recommendation #1

The Committee recommends that the accounts receivable balance for the clubs listed, totaling \$5,930.61 be written off.

I move that recommendation #1 be adopted.

(adopted)

H. C. Evans, Jr., Governor of the Carolinas District, has formally requested the Board to grant financial relief to the Kiwanis Club of Greater Winston, North Carolina. This club seemed inactive when Governor Evans began his year and thanks to the new Lt. Governor, the club now has an excellent chance of being revived. The Carolinas District requests that the Board forgive the clubs past obligation of \$247.80, consisting of \$144.00 in Dues, \$72.00 for Magazine Subscriptions, \$20.80 for Supplies, \$5.00 in Processing Fees, and \$6.00 for Liability Insurance.

Recommendation #2

The Committee recommends that the past due accounts receivable balance of \$247.80 due from the Kiwanis Club of Greater Winston, North Carolina be written off.

I move that recommendation #2 be adopted.

(adopted)

The Committee has requested Staff to consider a procedure that will allow for the identification of non-meeting clubs earlier than in the past. If, for example, dues are not paid after a second billing period, an immediate follow up on the active status of the clubs should be made.

A review of forty-five clubs mentioned for charter revocation for non payment of dues, at the January Board Meeting, was made and the Committee reconfirmed the recommendation that these charters be revoked at the end of the 90-day grace period.

The Committee reviewed a draft of the proposed 1978-79 Budget compiled by the Staff. The Committee has requested that Staff forward to each member of the Board a copy of the complete proposed 1978-79 Budget within the next few weeks. We ask that you share with us any questions and recommendations that you may have pertaining to the Budget, prior to our next meeting in Miami Beach. We will submit the 1978-79 Budget for your approval at the Miami Beach Board Meeting.

The Committee reviewed a recommendation from the Committee of Past Presidents made at their June 30, 1977 meeting, concerning the separate accounting of Dues for Overseas Extension. The Committee would like to make further study of this recommendation.

The Committee approves the recommendation of the Board Committee on Property and Supplies to take the necessary funds from the Building Expansion Reserve Fund, to cover the cost of the proposed new roof for the General Office Building.

Respectfully submitted,

MARK A. SMITH, JR.
JACK P. DELF
PAUL CHANDLER, Chairman

KIWANIS INTERNATIONAL

SUMMARY STATEMENT OF INCOME AND EXPENSES

PERIOD ENDED MARCH 31 1978 & 1977

	<u>1978</u>	<u>1977</u>	<u>Variance Favorable (Unfavorable)</u>
INCOME:			
Dues - General	\$ 678,405	\$ 636,885	\$ 41,520
Dues - Overseas Extension	136,500	136,205	295
Charter Fees	21,210	14,800	6,410
Interest	21,588	20,064	1,524
Liability Insurance (net)	22,256	2,351	19,905
Life Membership	45,133	38,744	6,389
Processing Fees	118,461	116,692	1,769
Magazine Subscriptions	409,343	406,293	3,050
Magazine Advertising	111,791	90,355	21,436
Gross Profit on Sale of Supplies	351,284	370,938	(19,654)
Convention Registration Fees	180,471	164,270	16,201
Convention Dues	-0-	36,308	(36,308)
Convention Ticket Sales	23,435	245	23,190
Mailers	5,581	6,307	(726)
Other	3,429	2,044	1,385
Total Income	2,128,887	<u>2,042,501</u>	86,386
EXPENSES:			
Board, Council & Comm. Adm.	235,370	188,133	(47,237)
Executive	120,266	116,784	(3,482)
Office Management	58,678	42,616	(16,062)
Public Relations	43,115	39,567	(3,548)
Overseas Extension	118,495	123,212	4,717
Field Service	204,839	184,212	(20,627)
Records & Data Processing	87,392	70,005	(17,387)
Program Development & Club Serv.	127,458	118,159	(9,299)
Circle K	27,543	25,188	(2,355)
Key Clubs	58,053	43,094	(14,959)
Bureau of Accounts	41,305	32,955	(8,350)
Publications	79,975	60,071	(19,904)
Magazine	507,300	469,758	(37,542)
Supplies	240,947	217,488	(23,459)
Convention	77,530	56,481	(21,049)
Total Expenses	<u>2,028,266</u>	<u>1,787,723</u>	<u>(240,543)</u>
EXCESS OF INCOME OVER EXPENSES	\$ <u>100,621</u>	\$ <u>254,778</u>	\$ <u>(154,157)</u>

WRITE-OFF ACCOUNTS RECEIVABLEJANUARY 31, 1978

<u>KIWANIS CLUB OF:</u>	<u>AMOUNT</u>
Chatsworth, Los Angeles, California	\$ 17.50
El Toro, California	95.00
Nipomo, California	95.00
Pine Valley, California	47.00
Roseville-Suburban, California	399.17
South Bay, Hermosa Beach, California	80.75
Union City, California	308.70
Winnsboro, South Carolina	178.47
Bowmanville, Ontario	104.20
Riverside, Ontario	57.00
Trois Rivieres Quest, Quebec	306.00
Bloomington, Illinois	181.47
Hazel Crest, Illinois	47.50
Elkhorn City, Kentucky	76.00
McKenzie, Tennessee	76.00
Jenison, Michigan	71.25
Wayne, Allen Dee Golden K, Michigan	295.25
Fort Lenoard Wood, Missouri	85.60
Metro-Magnolia, Arkansas	214.20
Milford, Nebraska	57.00
Bethpage, New York	18.00
Golden K, Wakefield, Bronx, New York	512.65
Golden K, Yaphand, New York	753.60
Golden K, Yonkers, New York	120.00
Hauppauge, New York	102.60
Van Rensselaer Manor, Golden K, New York	90.50
Whiteface Mountain, New York	111.50
Madisonville, Ohio	299.00
River Road, Eugene, Oregon	118.75
The Pennridge Area, Sellersville, Pennsylvania	47.50
Coolidge, Arizona	27.20
Logan, New Mexico	28.50
Baytown-East, Texas	111.00
Mercedes, Texas	111.00
North Brownsville, Texas	71.25
Roma, Texas	188.75
Valley View-Dallas, Texas	43.00
Bixby, Oklahoma	33.25
Lake-of-the-Woods, Kenora, Ontario (W. Canada)	243.75
Rio Area, Wisconsin	<u>105.75</u>
 TOTAL	 <u>\$5,930.61</u>

Charters were revoked at the January 31, 1978 Meeting
of the International Board of Trustees.

SPECIAL MEETING OF THE BOARD OF TRUSTEES ON SPONSORED YOUTH ORGANIZATIONS

On Sunday, April 30, 1978, 4:00 p.m., the Board of Trustees held a special session to discuss the Sponsored Youth Organizations of Kiwanis International, President Gladman presided.

(1) EXTENSION OF CIRCLE K AND KEY CLUBS:

Prior to this session of the Board, the Board Committees on Key Clubs and Circle K Clubs met to discuss the extension of Circle K and Key Clubs to areas outside of North American districts. President Gladman called upon President-elect Solberg to present the report of this joint Board Committee meeting (See Exhibit A)

The Board was informed that the special study called for a report from the staff to the Board at the September, 1978 meeting, as there is not adequate time for such an item at the June 1978 meeting. It was also pointed out that Kiwanis International-Europe was not included in the study because schools in Europe do not allow organizations like Circle K and Key Club, but that information on the current Junior Circle Program could be included as a part of this special staff study.

The Board voted to amend Recommendation #1 of the Report of the Board Committees on Circle K and Key Clubs, second paragraph, first sentence to read: "Based on the information obtained by the General Office staff, the Committees, at a joint meeting during the September, 1978 Board meeting, will determine the feasibility of, and seek Board approval for, sending a member of the General Office staff overseas to obtain additional information for presentation at the January, 1979 meeting of the Board."

The Board voted to accept the Report of the Board Committees on Circle K and Key Club and instructed the General Office staff to proceed with the special study as specified in the report.

(2) STATUS OF SPONSORED YOUTH ORGANIZATIONS:

Charts provided by the General Office staff indicate that the rate of charter revocations is higher than the rate of new club building for both Circle K and Key Club International.

It was noted that the best Key Clubs had active Faculty Advisors, but that many Kiwanis Clubs were experiencing problems in securing Faculty Advisors for their sponsored Key Clubs. It has been suggested that, in cooperation with school administrations, suitable non-faculty members may serve in this capacity, and this could eliminate the problem in some areas where Faculty Advisors want to be paid for their services to Key Clubs. Members of the staff indicated that Faculty Advisors are not required by the Key Club International Constitution and that Faculty

Advisors are not a major factor in the Circle K program. In addition, staff indicated that they are sure that the collection of 1977-78 Key Club International dues was more successful because copies of the mailings had been sent by the General Office to Key Club Faculty Advisors.

It was agreed that lack of proper Kiwanis sponsorship was a major factor in the decline in both Circle K and Key Club and that the Circle K and Key Club sponsorship Awards programs had been designed to improve local sponsorship. It was noted that emphasis needed to be placed on growth in clubs and membership, similar to efforts being made by Kiwanis International; that new club building by Kiwanis Clubs needed greater emphasis and that Circle K and Key Clubs needed encouragement in their local membership development programs. It was also noted that lack of continuity in Circle K and Key Club was a factor in growth.

Long-time Key Club District Administrators indicated that Faculty Advisors are a key to successful Key Club functioning and that there is a correlation between Kiwanis support of Faculty Advisors and the success of the Key Clubs they work with. It was agreed that Faculty Advisors should be invited to Kiwanis Club meetings and important Kiwanis functions and that Kiwanis membership should be offered to them.

Statistics indicate that a decline in both Circle K and Key Club began in 1969. School consolidations, unpopular school busing programs, and the Viet Nam War were contributing factors and that in the early 1970's, organizations like Circle K and Key Club were not popular with young people.

Comments were made that members of Sponsored Youth Organizations could do more to build new clubs and that consideration should be given to the initiation of recognition programs for Circle K and Key Club members who excel in new club building efforts and in membership development.

The current Distinguished Governor and Lieutenant Governor programs have helped Kiwanis grow, and it was suggested that the criterion for these two programs place greater emphasis on the growth of Sponsored Youth Organizations. There is a need to have the Kiwanis Lieutenant Governors give more attention to Circle K and Key Club when contacting the Kiwanis Clubs in their divisions and that training conferences, at all levels, should place increased stress on Sponsored Youth. It was suggested that an award for Kiwanis Lieutenant Governors that participate in Sponsored Youth new club building be considered.

Joint Kiwanis, Circle K, and Key Club meetings are programs which encourage better relationships and improve sponsorship at all levels. K-family relations are improving and need greater emphasis from Kiwanis International.

The Board agreed that the General Office staff should develop some specific suggestions for the Circle K and Key Club Board Committees to consider in the following areas: (1) awards for Kiwanians and Sponsored Youth members related to new club building and membership development, (2) ways for Kiwanis International to emphasize proper sponsorship to Kiwanis Clubs, and (3) ways to provide better training and motivation for Kiwanis district leaders on Sponsored Youth programs.

(3) MAY REGIONAL CONFERENCES:

The current May Regional Conference program for Circle K and Key Club District Administrators and Sponsored Youth Governors was explained, and it was noted that the original conferences were held at the General Office for the District Administrators only. Currently, Kiwanis International provides for all of the expenses for the May Regional Conferences, with the exception of travel which is the responsibility of the districts.

The General Office staff explained that these conferences are scheduled in May because the Circle K and Key Club District Governors and District Administrators are not confirmed until early May; that they must be held before schools begin to close at the end of May; and that the Circle K International Board meeting, the Kiwanis International Convention, and the Key Club International Convention restricts planning for the month of June. The staff agreed that conferences should not be scheduled over a holiday weekend, such as Mothers' Day, which is the case for one of the 1978 conferences.

There are possibilities for two conferences instead of three, and it was noted that one conference at Kiwanis International could be too costly for some districts. Also, there is a concern as to whether or not the Kiwanis Governors-elect should be included in these conferences, and it was noted that Governors-elect are currently encouraged to attend.

The Board agreed that the purpose and goals of these annual training conferences should be evaluated for future planning and that the Board Committees on Circle K and Key Club should review the results of these conferences annually.

(4) OFF-CAMPUS CIRCLE K AND KEY CLUBS:

It was noted that Kiwanis Clubs in Kiwanis International-Europe currently sponsor youth groups which are off-campus and which are highly successful. These Junior Circle clubs in Europe are organized similar to Circle K, but membership is open to all young people in a community. A name change for Junior Circle is anticipated in the near future.

It was agreed by the Board that the General Office staff and the Board Committees on Circle K and Key Clubs would study off-campus youth organizations to see if there are possibilities for similar sponsorship by Kiwanis Clubs. This study will include information on youth organizations sponsored by other service organizations, Junior Circle Clubs in Europe, and the ramifications involved if Circle K and Key Clubs are organized without a direct campus affiliation.

REPORT OF THE BOARD COMMITTEES ON CIRCLE K AND KEY CLUBS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

Date of Meeting: April 30, 1978

Place of Meeting: General Office

Present: Committee on Key Clubs: Hilmar L. "Bill" Solberg, Jack P. Delf,
E. B. "Mac" McKitrick.
Committee on Circle K Clubs: C. E. "Pete" Thurston, John T.
Roberts, Warren H. Edwards
Staff members: L. A. Hapgood, William H. Jepson, Carl R.
Pounds, Gary R. McCord, James Tinsley

This joint meeting of the Board Committees on Circle K and Key Clubs was called to discuss the extension of Circle K and Key Clubs outside of North American districts. The Committees agree that Kiwanians outside of North American districts have indicated that they want the following for the Circle K and Key Clubs they sponsor: (1) to have them chartered and to use the official emblems of Circle K and Key Club International, and (2) to have proper services provided to their Sponsored Youth Organizations by Kiwanis International, including official supplies.

The Committees noted that the current policy of the Kiwanis International Board related to Circle K and Key Clubs outside of North American districts states: "That Kiwanis Clubs outside of the United States and Canada be allowed to establish a Key Club and/or a Circle K Club and such club or clubs be the sole responsibility of the local club (and not chartered by Key Club International or Circle K International)."

It was noted that the current Bylaws of Kiwanis International do not refer to either Circle K or Key Club International, but only to the establishment of local Circle K and Key Clubs by Kiwanis Clubs and the role of the International committees for both groups. The Circle K and Key Club International organizations were created by action of the Kiwanis International Board to administer these two programs in North American districts.

The cost of maintaining a worldwide organization for Circle K and Key Clubs was discussed, and it was noted that the General Office staff had studied the postage charges involved in mailing Sponsored Youth publications overseas; that the staff suggests that a service fee of \$75. to \$100. may be necessary to charge overseas sponsoring Kiwanis Clubs to provide necessary services; and that there was a need to set forth specific requirements, particularly on membership, for the establishment of Circle K and Key Clubs outside of North American districts.

Both Committees expressed their concern for the need to provide adequate supervision over Circle K and Key Clubs established anywhere in the world and the cost which can be anticipated to provide necessary services and controls.

The youth organizations sponsored by Lions International and Rotary International were discussed. Compared to Kiwanis' youth organizations, both of these other major service organizations place control and supervision in the hands of local sponsoring clubs.

Limited services from their International offices are provided to the sponsors and the youth organizations, for a \$50 annual fee for Lions Clubs, and for no charge to sponsoring Rotary clubs. Both Rotary and Lions International have district structures for their youth organizations, but not as formalized as those of Kiwanis.

The Committees agreed that it is difficult to recommend a specific organizational plan with the limited facts they currently have on the operation and future operation of Circle K and Key Clubs outside of North American districts. In addition, the Committees lack detailed information on the school structures in other countries, student age levels and grades, and whether or not current Circle K and Key Club membership standards can be applied to clubs outside of the North American districts.

Recommendation #1:

The Committees recommend that an in-depth study of Circle K and Key Clubs outside of North American districts be made by the General Office staff prior to the September, 1978 meeting of the Board. This study, through correspondence, will gather information from New Zealand, Australia, Hong Kong, and the Philippines on the following items:

- (a) types of school systems, school regulations and management. Established grades and age levels, and duration of school terms.
- (b) composition of current Circle K and Key Clubs
- (c) capabilities of sponsoring Kiwanis Clubs, possible supervision of youth organizations, and financial capabilities to provide adequate sponsorship.
- (d) services necessary and requested by overseas Kiwanis sponsors and their youth organizations and related costs to Kiwanis International.
- (e) determination if District Administrators need to be appointed in overseas districts to help administer and supervise youth programs.

Based on the information obtained by the General Office staff, the Committees, at a joint meeting during the September, 1978 Board meeting, will determine the feasibility of, and seek Board approval for, sending a member of the General Office staff overseas to obtain additional information for presentation at the January, 1979

meeting of the Board. If it is determined that a member of the General Office staff, designated by the International Secretary, should conduct an overseas survey trip, the Kiwanis International Foundation will be asked to consider providing the necessary funds.

We move that Recommendation #1 be adopted.

(adopted)

Respectfully submitted,

Hilmar L. "Bill" Solberg, Chairman
Board Committee on Key Clubs

C. E. "Pete" Thurston, Chairman
Board Committee on Circle K Clubs