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OF THE MEETING OF

KIWANIS INTERNATIONAL BOARD OF TRUSTEES

October 5-7 and October 11-14, 1987

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KIWANIS INTERNATIONAL SUBSIDIARY, INC.
October 13, 1987

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MINUTES

OF THE MEETING OF

THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

OCTOBER 5-7 and 11-14, 1987

A meeting of the Board of Trustees of Kiwanis International was held at the International Office in Indianapolis, Indiana, October 5-7 and 11-14, 1987. Those present: Anton J. Kaiser, President; Gene R. Overholt, President-elect; Frank J. DiNoto, Immediate Past President; W. J. "Wil" Blechman, M.D. and Kurt K. Huber, M.D., Vice-Presidents; Noris A. Lusche, Treasurer; Kevin W. Krepinevich, Secretary; Morton O. Alper, D.D.S., A. S. "Buddy" Ammar, C.A. Dillon, Jr., W. Donald Goodfellow, Q.C., William L. Lieber, Robert L. McCurley, Jr., Don Miles, John D. Morton, Sr., Ian Perdriau, Kenneth W. Smith, D.C., Arthur D. Swanberg, Robert A. Wagner, Trustees.

Also present were: Donald R. Collins, Assistant Secretary for Finance and Management Information Services; Larry J. Horney, Assistant Secretary for Communications; John E. Merski, Jr., Assistant Secretary for Human Resources; W. Thomas Nelson, Jr., Assistant Secretary for Membership; A. G. Terry Shaffer, Assistant Secretary for Special Services; Andrew C. Tinker, Assistant Secretary for Operations; James P. "Pete" Tinsley, Assistant Secretary for Sponsored Programs.

The meeting was called to order by President Anton J. Kaiser on Monday, October 5, at 2:30 p.m. The invocation was given by Trustee Dillon.

The Message of the President was presented by Anton J. Kaiser and is attached as "Exhibit 1."

The Report on Europe was presented by Kurt K. Huber, M.D., Vice-President, and is attached as "Exhibit 2."

The Report on the Andean and Central America District was presented by W. Donald Goodfellow, Q.C., Trustee, and is attached as "Exhibit 3."

The Report on Asia-Pacific was presented by Ian Perdriau, Trustee, and is attached as "Exhibit 4."

The Report on Eastern Canada and the Caribbean and Western Canada Districts was presented by Kenneth W. Smith, D.C., Trustee, and is attached as "Exhibit 5."

The meeting recessed at 5:16 p.m. on October 5 until Sunday, October 11.

The meeting reconvened on Sunday, October 11, at 2 p.m. The invocation was given by Trustee Swanberg.

The Message of the President of Kiwanis International-Europe was presented by Hannes Payrich and is attached as "Exhibit 6."

The Message of the President-elect was presented by Gene R. Overholt, and is attached as "Exhibit 7."

The Report of the Secretary was presented by Kevin W. Krepinevich and is attached as "Exhibit 8."

The Report of the Past International Presidents was presented by Raymond W. Lansford, Chairman. It is attached as "Exhibit 9."

The Report of the Kiwanis International Foundation was presented by A. M. "Andy" Waters, President, and is attached as "Exhibit 10."

Secretary Krepinevich presented the minutes of the Meeting of the Kiwanis International Board of Trustees held in Washington, D.C., June 30-July 4 and 9, 1987. On "Exhibit 20" of the Report of the Board Committee on Member Services, a notation should be made that a proposed letter (Exhibit F) from Frank DiNoto to all club presidents was not sent.

**MESSAGE OF
PRESIDENT**

**REPORT ON
EUROPE**

**REPORT ON
ANDEAN AND
CENTRAL
AMERICA**

**REPORT ON
ASIA-PACIFIC**

**REPORT ON
EC&C AND
WESTERN
CANADA
DISTRICTS**

**MESSAGE OF
KI-E PRESIDENT**

**MESSAGE OF
PRESIDENT-
ELECT**

**REPORT OF
SECRETARY**

**REPORT OF
PAST PRESI-
DENTS**

**REPORT OF
FOUNDATION**

It was moved by Trustee Goodfellow, supported by Trustee Morton, and duly carried as follows:

RESOLVED, That the minutes of the Board Meeting of June 30-July 4 and 9, 1987, be and hereby are approved as corrected.

It was moved by Trustee Morton, supported by Trustee Lieber, and duly carried as follows:

RESOLVED, That the minutes of the Executive Committee Special Meeting held by conference call on Thursday, August 6, 1987, be and hereby are approved. (See "Exhibit 11.")

The meeting recessed at 5:15 p.m. on October 11, until Monday, October 12.

The meeting reconvened on Monday, October 12, at 8:06 a.m. The invocation was given by Trustee Ammar.

The Report of the Board Committee on Education and Leadership Development, C. A. Dillon, Jr., Chairman, was presented. (See "Exhibit 12.") The report was received.

It was moved by Trustee Lieber, supported by Trustee Smith, and duly carried as follows:

RESOLVED, That Stanley R. Morgan, 1987/88 Governor of the Utah-Idaho District, be given credit for attending Council October 8-11, 1987. (Stanley fell and broke his hip on arrival at the Radisson Hotel in Indianapolis and was hospitalized immediately.)

The Report of the Board Committee on Communications and Conventions, Morton O. Alper, D.D.S., Chairman, was presented. (See "Exhibit 13.")

It was moved by the Committee and duly carried as follows:

RESOLVED, That the following Action Statement, and funding for same for Public Relations be deferred to 1988/89 for implementation:

Operating Objective #14, Action Strategy I, Action Statement 3

Commission a professionally designed survey to document public awareness of and attitudes toward Kiwanis, to provide basis for assessing public relations activities according to measured needs and opportunities. \$14,000

APPROVAL
OF JUNE 30-
JULY 4 AND
9, 1987,
MINUTES

APPROVAL
OF AUGUST
6, 1987,
MINUTES

EDUCATION
AND LEADER-
SHIP DEVELOP-
MENT

STANLEY MORGAN
GIVEN CREDIT
FOR ATTEND-
ING COUNCIL

COMMUNICA-
TIONS AND
CONVENTIONS

PUBLIC RELA-
TIONS LONG
RANGE PLAN
OPERATING
OBJECTIVE #14
ACTION
STRATEGY I,
ACTION
STATEMENT 3,
DEFERRED TO
1988/89
FOR IMPLEMEN-
TATION

It was moved by the Committee and duly carried as follows:

RESOLVED, That the Standing Rules for the House of Delegates at an International Convention be adopted and incorporated into Policies and Procedures. (See "Exhibit 14.")

(Referred to Board Committee on Policies, Procedures, and Structures.)

APPROVAL OF
STANDING
RULES FOR
HOUSE OF
DELEGATES
AT INTER-
NATIONAL
CONVENTION

It was moved by the Committee that staff approach donors, entities, and/or corporations to assist in providing funding for convention events in Seattle such as speakers, professional entertainment, receptions, and publications. Each proposed donation or sponsorship shall be presented to the Board of Trustees for approval.

DEFEAT OF
MOTION FOR
FUNDING
EVENTS IN
SEATTLE

This motion was defeated.

It was moved by the Committee and duly carried as follows:

RESOLVED, That the registration fee for Seattle for spouse/guest be set at \$30 before May 1, 1988, and \$35 after May 1, 1988.

REGISTRATION
FEE FOR
SEATTLE

AND BE IT FURTHER RESOLVED, That the registration fee for Seattle for a Kiwanian be set at \$75 before May 1, 1988, and \$85 after May 1, 1988.

It was moved by the committee and duly carried as follows:

RESOLVED, That the price for Superstar tickets in Seattle, Washington, be set at \$20 and that staff attempt some type of reserved seating system.

PRICE OF
SUPERSTAR
TICKETS IN
SEATTLE

It was moved by the Committee and duly carried as follows:

RESOLVED, That Procedure #155(f)(1) be amended as follows:
(Changes are underlined.)

PROCEDURE
155(f)(1)
AMENDED --
PROHIBITED
ACTIVITIES
AT INTER-
NATIONAL
CONVENTIONS

Prohibited activities shall be solicitation or acceptance of financial gifts or pledges, or the selling or taking of orders for goods or services by exhibitors, individuals, Kiwanis districts or clubs, at or within the exhibit hall and/or convention center, with the exception of the Kiwanis International Foundation and the Kiwanis International Supplies Department, provided, however, that this procedure shall not preclude exhibitors who provide fund raising ideas for Kiwanis clubs from taking the names of such Kiwanis clubs or from taking orders for goods or services from clubs expressing an interest in such fund raising activities.

(Referred to Board Committee on Policies, Procedures, and Structures for insertion in Procedures.)

It was moved by the Committee and duly carried as follows:

RESOLVED, That the proposed Sessions Agenda for Seattle be accepted.
(See "Exhibit 15.")

APPROVAL OF
PROPOSED
SESSIONS
AGENDA FOR
SEATTLE

This completed the action on the recommendations of the Board Committee on Communications and Conventions and the report was received.

The Board reviewed the report of Administrative Action taken by staff since the last Board Meeting, a copy of which is attached as "Exhibit 16." Upon motion duly made, supported, and carried, it was:

APPROVAL
OF ADMINIS-
TRATIVE
ACTION

RESOLVED, That the Administrative Action taken by staff since the last Board Meeting be and hereby is approved.

The Report of the Board Committee on Member Services, John D. Morton, Sr., Chairman, was presented. (See "Exhibit 17.")

MEMBER
SERVICES

It was moved by the Committee and duly carried as follows:

RESOLVED, That the following Action Statements and funding for same be deferred to 1988/89 for review since these items are anticipated to be completed within the 1987/88 budget with no additional funding.

MEMBER
SERVICES
LONG RANGE
PLAN, OPERAT-
ING OBJECTIVI
#1, ACTION
STRATEGY II,
ACTION
STATEMENTS
2, 4, AND
5 DEFERRED
TO 1988/89
FOR REVIEW

Operating Objective #1, Action Strategy II

Action Statement 2 - Flagship Clubs

The Director of Member Services will select ten large cities in the U.S. and Canada for a pilot program to rebuild the size of the "flagship club" in each city to an appropriate membership level. The assigned field service representative will provide supervisory assistance to appropriate local volunteers, which may include the lieutenant governor, KIAR, and/or past lieutenant governor(s), to implement and monitor the progress of the program in the various cities. \$5,000

Action Statement 4 - Recruitment of Retirees

Individuals who are retired from their careers usually possess time and experience; those who are not able to apply their available time and experience towards useful and satisfying purposes often have difficulty adjusting to retirement. Under the supervision of the Director of Member Services, a pilot

program will be developed to recruit retirees, or those about to retire, into existing clubs or to form new Golden K clubs. The program will seek the cooperation of corporate personnel offices to gain access to these individuals, and will include any new visual aids and handouts necessary for an appropriate presentation. While monitoring the pilot program, the field service representatives will help determine the roles of local volunteers to assure broader implementation throughout their districts. \$8,000

Action Statement 5 - Charter II Program

The Director of Member Services will completely revitalize and distribute this program and appropriate materials to all clubs below charter strength. This will include a Charter II President's Certificate and a Charter II club banner patch which will be given to clubs reaching charter strength. Prior to and following receipt of Charter II program materials, assistance will be given to these clubs by KIARS (\$100 per club - see Board procedures), lieutenant governors, and field service representatives. They will also attempt to organize an under-utilized resource by tapping past Lieutenant Governors to form councils that should provide the expertise and knowledge necessary to re-build a healthy, well-functioning Kiwanis club. \$2,000

It was moved by the Committee and duly carried as follows:

RESOLVED, That the charters of 119 clubs be revoked and the amounts of the accounts receivable be charged against the reserve for bad debts in the amount of \$22,595.20. (See "Exhibit 18.")

REVOCATION
OF 119
CHARTERS

It was moved by the Committee and duly carried as follows:

RESOLVED, That the 1986/87 criteria for the "Distinguished Club Officers Award" and "Club Officers Merit Awards" follow the point system grading criteria developed for 1987/88. (See "Exhibit 19.")

1986/87
CRITERIA FOR
DISTINGUISHED
CLUB OFFICERS
AWARD AND
CLUB OFFICERS
MERIT AWARDS

It was moved by the Committee and duly carried as follows:

RESOLVED, That for 1987/88, a minimum of seven governors with the highest point scores be eligible for the Distinguished Governor Awards, provided each has met the mandatory criteria. (See "Exhibit 19.")

MINIMUM OF
7 GOVERNORS
ELIGIBLE FOR
DISTINGUISHED
GOVERNOR
AWARDS IN
1987/88

It was moved by the Committee and duly carried as follows:

RESOLVED, That for 1987/88 not less than 20% of the lieutenant governors in each district earning the highest number of points will receive the Distinguished Lieutenant Governor Awards, provided each has met the mandatory criteria. (See "Exhibit 19.")

DISTINGUISHED
LIEUTENANT
GOVERNOR
AWARDS FOR
1987/88

This completed the action on the recommendations of the Board Committee on Member Services and the report was received.

It was moved by Trustee Ammar, supported by Trustee Perdriau, and duly carried as follows:

RESOLVED, That the following changes be approved to the listing of the 1987/88 International Committees that were approved at the May 1987 Meeting:

Constitution and Bylaws

Robert L. McCurley, Jr. (Chairman) - deleted because he was elected to the Board of Trustees.

Fay McDonald (Member) - replaced Robert L. McCurley, Jr. as chairman. There is no replacement for Fay McDonald.

Membership Growth (East)

Joseph Hillier (Chairman) - deleted because he resigned.

A. James Kauffman has accepted the position of chairman for this committee.

Membership Growth (West)

Howard M. Dull (Chairman) - deleted because he resigned.

James B. Dye (Member) - accepted position of chairman for this committee.

Paul J. Cordova, Jr. has accepted the position of member on this committee to replace James B. Dye.

The Report of the Board Committee on Internationalization and Extension, Kurt K. Huber, M.D., Chairman, was presented. (See "Exhibit 20.")

It was moved by the Committee and duly carried as follows:

RESOLVED, That Article 3(b) of the Asia-Pacific Guidelines be amended to read as follows: (The changes are underlined.)

Each officer shall be an active or senior member in good standing. The Chairman shall be a Past District Governor of the host district in the case of districted clubs, or a Past President or incumbent president of the host club in the case of non-districted clubs. The Vice Chairman shall be elected from the district or club hosting the following annual Asia-Pacific Conference.

CHANGES
IN 1987/88
INTER-
NATIONAL
COMMITTEES

INTERNATION-
ALIZATION
AND EXTENSION

ARTICLE 3(b)
OF THE
ASIA-PACIFIC
GUIDELINES
AMENDED

It was moved by the Committee and duly carried as follows:

RESOLVED, That \$8,000 be placed in the 1987/88 budget for the appointment of a Field Service Representative in Venezuela.

\$8,000 PLACED
IN 1987/88
BUDGET FOR
FSR IN
VENEZUELA

This completed the action on the recommendations of the Board Committee on Internationalization and Extension and the report was received.

The Report of the Board Committee on Administration, Robert A. Wagner, Chairman, was presented. (See "Exhibit 21.")

ADMINISTRATION

It was moved by the Committee and duly carried as follows:

RESOLVED, That Noris A. Lusche, Kevin W. Krepinevich, and John Merski, Jr. are hereby appointed as the members of the Administrative Committee of the Pension Plan, to serve for such terms and to have such powers and duties as set forth in the Plan and Trust Agreement.

APPOINTMENT
OF MEMBERS
OF ADMINIS-
TRATIVE
COMMITTEE OF
PENSION PLAN

It was moved by the Committee and duly carried as follows:

RESOLVED, That Noris A. Lusche, Kevin W. Krepinevich, and John Merski Jr. are hereby appointed as the members of the Administrative Committee of the Salary Savings Plan, to serve for such terms and to have such powers and duties as set forth in the Plan and Trust Agreement.

APPOINTMENT
OF MEMBERS
OF ADMINIS-
TRATIVE
COMMITTEE OF
SALARY SAVING
PLAN

It was moved by the Committee and duly carried as follows:

RESOLVED, That Kiwanis International adopt the following new policy:

NEW POLICY
ON INDEMNIFI-
CATION

B. Administration

9. Indemnification

Kiwanis International shall indemnify each trustee, officer, or employee against all liability and reasonable expense, including attorney's fees, that may be incurred in connection with or resulting from any claim, action, suit, or proceeding if such trustee, officer, or employee has acted in good faith and without gross negligence.

(Referred to Board Committee on Policies, Procedures, and Structures for insertion in Policies.)

It was moved by the Committee and duly carried as follows:

RESOLVED, That staff be authorized to have an amendment prepared to the Salary Savings Plan that will allow a selection of investment options.

**AMENDMENT
TO SALARY
SAVINGS
PLAN TO
ALLOW INVEST-
MENT OPTIONS**

It was moved by the Committee and duly carried as follows:

RESOLVED, That the new member processing fee be increased from \$10.00 to \$15.00 effective January 1, 1988.

**NEW MEMBER
PROCESSING
FEE INCREASED
FROM \$10 TO
\$15**

This completed the action on the recommendations of the Board Committee on Administration and the report was received.

The meeting was recessed at 6:25 p.m. on October 12 until Tuesday, October 13.

The meeting was reconvened on Tuesday, October 13, at 7:30 a.m. The invocation was given by Treasurer Lusche.

The Report of the Board Committee on Program Services, W. Donald Goodfellow, Q.C., Chairman, was presented. (See "Exhibit 22.")

**PROGRAM
SERVICES**

It was moved by the Committee and duly carried as follows:

RESOLVED, That the amendment to the Bylaws of Key Club International be approved. (See "Exhibit 23.")

**APPROVAL OF
AMENDMENT
TO BYLAWS
OF KEY CLUB**

It was moved by the Committee and duly carried as follows:

RESOLVED, That the amendments to the Constitution and Bylaws of Circle K International be approved. (See "Exhibit 24.")

**APPROVAL OF
AMENDMENTS
TO CONSTITU-
TION AND
BYLAWS OF
CIRCLE K**

It was moved by the Committee and duly carried as follows:

RESOLVED, That the following Action Strategies and funding for same be deferred to 1988/89 for implementation:

KEY CLUB

Operating Objective #2

Action Strategy II - Improve marketing and promotion of Key Club program to Kiwanis clubs. \$1,950

Action Strategy IV - Increase emphasis of sponsorship obligations to sponsoring Kiwanis clubs. \$2,000

Operating Objective #5

Action Strategy IV - Develop incentive programs to encourage better performance by Kiwanis and Key Club district governors and administrators. \$1,500

CIRCLE K

Operating Objective #8

Action Strategy I - Create the position of Assistant Administrator for Circle K International. This person would primarily develop, implement, educate, and evaluate the leadership development and officer training program. \$48,200

Action Strategy V - Establish at each level in Circle K and Kiwanis an officer or staff member responsible for the leadership development programs. \$1,500

Operating Objective #9

Action Strategy I - Establish at each level a career networking program designed to connect Circle K'ers and Kiwanians to promote career development. \$7,500

Action Strategy IV - Develop an in-depth manual and program for Circle K'ers and Kiwanians capitalizing on the uniqueness of the K-Family. \$3,650.

Operating Objective #10

Action Strategy III - Indicate throughout the organization by Kiwanis International Board action, that Circle K International is a priority program. Develop supporting materials which explain the sponsorship of Kiwanis International and Circle K International for use at all levels. \$500

KEY CLUB
LONG RANGE
PLAN, --
OPERATING
OBJECTIVE
#2, ACTION
STRATEGY II
AND ACTION
STRATEGY IV,
AND OPERATING
OBJECTIVE #5,
ACTION
STRATEGY IV --
DEFERRED
TO 1988/89
FOR IMPLE-
MENTATION

CIRCLE K
LONG RANGE
PLAN --
OPERATING
OBJECTIVE
#8, ACTION
STRATEGY I
AND ACTION
STRATEGY V
AND OPERAT-
ING OBJECTIVE
#9, ACTION
STRATEGY I
AND ACTION
STRATEGY
IV, AND
OPERATING
OBJECTIVE
#10, ACTION
STRATEGY
III --
DEFERRED
TO 1988/89
FOR IMPLE-
MENTATION

It was moved by the Committee and duly carried as follows:

RESOLVED, That the following goals statement for use in developing the 1988/89 program be adopted:

1988/89
GOALS

1988/89 Goals

To have all Kiwanians demonstrate a belief in themselves and in Kiwanis by supporting club efforts to:

- Ensure the development of the potential in young people, by instilling a positive self-image, basic values, and a sense for their future.
- Ensure that we meet the social needs of Kiwanians by developing enduring friendships, a spirit of fellowship and a sense of the Kiwanis family in every member.
- Ensure that all Kiwanis clubs will grow and that all communities will have the opportunity to experience the service of a Kiwanis club.

It was moved by the Committee and duly carried as follows:

RESOLVED, That the Theme to be promoted during the 1988/89 year be Underprivileged Children: A Kiwanis Concern and that an appropriate Theme folder be produced to promote this Theme and the Major Emphasis title.

1988/89
THEME

It was moved by the Committee and duly carried as follows:

RESOLVED, That the 1988/89 Major Emphasis Program be titled Achieve by Believing and that it focus on projects that encourage young persons to improve their self-images, develop their system of ethics and belief, set goals, and achieve those goals. Other service committees would be urged to support the MEP through projects on related social and emotional concerns.

1988/89
MAJOR
EMPHASIS
PROGRAM

It was moved by the Committee and duly carried as follows:

RESOLVED, That approval be given for the development of a working relationship with Special Olympics at local, district, and international levels.

APPROVAL OF
WORKING
RELATION-
SHIP WITH
SPECIAL
OLYMPICS

This completed the action on the recommendations of the Board Committee on Program Services and the report was received.

The Report of the Ad Hoc Committee Re: Review of the Report of the Special Committee to Review Kiwanis International-Europe and Kiwanis International Relationship, Anton J. Kaiser, Chairman, was presented. (See "Exhibit 25.")

It was moved by the Committee and duly carried as follows:

RESOLVED, That the Board of Trustees accept the entire Report of the Special Committee to Review the Kiwanis International-Europe and Kiwanis International relationship in principle. (See "Exhibit 25.")

It was moved by the Committee and duly carried as follows:

RESOLVED, That the Board of Trustees accept the recommendations numbered one through six on page 2 of the Special Committee report with the acknowledgment that the dollar references in number six are to those amounts currently applicable and from time to time may be amended.

1. The functions of Kiwanis International (KI) and Kiwanis International-Europe (KI-E) must be separately defined immediately, and separate personnel should be responsible to each Board by October 1, 1988.
2. KI and KI-E will each determine its own functions and be responsible for its own budgets, personnel, income and expenses.
3. The Zurich office functions and job descriptions must be described and documented with KI and KI-E.
4. A review of prior agreements will be made to determine KI and KI-E responsibilities. A listing of suggested services to be supplied by KI is attached hereto as Exhibit AA. (See "Exhibit 25.")
5. Services performed by KI-E for KI, or vice versa, will be billed and paid at cost.
6. KI will receive dues as per Constitution (currently \$15 U.S. per member), a \$100 U.S. new club charter fee, and a \$10 U.S. new member processing fee and net income from supply sales as currently determined. KI-E will receive its income from its dues and new club charter and member processing fees.

This completed the action on the recommendations of the Special Committee to Review the Kiwanis International-Europe and Kiwanis International Relationship.

AD HOC COMMITTEE RE:
KI-E AND
KI RELATIONSHIP

ACCEPTANCE
IN PRINCIPLE
OF AD HOC
COMMITTEE RE:
KI-E AND
KI RELATIONSHIP

ACCEPTANCE
OF RECOMMENDATIONS
1-6 OF
AD HOC
COMMITTEE RE:
KI-E AND
KI RELATIONSHIP

The Report of the Ad Hoc Committee on Constitution and Bylaws, Robert L. McCurley, Jr., Chairman, was presented. (See "Exhibit 26.") The report was received. (The changes suggested by this committee [34 pages] are contained in the permanent minutes and are available upon request from the International Secretary.) Chairman McCurley was requested to develop a summary of the suggested changes to be presented at the January 1988 Meeting of the Board of Trustees.

**AD HOC
COMMITTEE
ON CONSTITU-
TION AND
BYLAWS**

The Interim Report of the Ad Hoc Committee on Federations, Donald E. Williams, Chairman, was presented. (See "Exhibit 27.") The report was received. (The exhibits attached to this Committee report [29 pages] are contained in the permanent minutes and are available upon request from the International Secretary.)

**AD HOC
COMMITTEE
ON FEDERA-
TIONS**

(Referred to Board Committee on Policies, Procedures, and Structures.)

It was moved by Immediate Past President DiNoto, supported, and duly carried as follows:

RESOLVED, That the International Board agrees in concept to the report of the Ad Hoc Committee on Federations insofar as it supports the continuation of the Kiwanis International-Europe Federation and agrees with the Committee's suggestion that the Kiwanis International Constitution and Bylaws be amended to recognize the existence of the Kiwanis International-Europe Federation.

**FEDERATION
MODEL:
GUIDELINES
FOR FORMING
A FEDERA-
TION**

AND BE IT FURTHER RESOLVED, That the Kiwanis International Board suggests that the Kiwanis International-Europe Board use the developed suggested guidelines for Federation Bylaws (contained in the exhibits of the Interim Report of the Ad Hoc Committee on Federations which are in the permanent minutes and available upon request from the International Secretary) when writing their Federation Bylaws and that they consult with the Kiwanis International staff and representatives of the Board of Trustees during the development of their Bylaws.

Noris A. Lusche, Treasurer of Kiwanis International, gave his report as follows:

**TREASURER'S
REPORT**

On August 31, 1987, Kiwanis International had cash and investments totalling \$6,341,466. The average current interest rate is 6.4%

Account Receivables from clubs and districts for uncollected dues, magazine subscriptions and liability insurance premiums totalled \$175,460 at August 31, 1987.

The total net surplus (all funds combined) has increased by \$608,784 from the beginning of the fiscal year from \$8,292,000 to \$8,900,784 as of August 31. The annual budgeted surplus is expected to be more than the original budgeted surplus.

The Report of the Board Committee on Finance, Noris A. Lusche, Chairman, was presented. (See "Exhibit 28.")

FINANCE

It was moved by the Committee and duly carried as follows:

RESOLVED, That approval be given for capital expenditures in the amount of \$84,643. (See "Exhibit 29.")

APPROVAL OF
CAPITAL
EXPENDITURES

It was moved by the Committee and duly carried as follows:

RESOLVED, That Procedure 816.1 - Capitalized Value be amended to read as follows:

PROCEDURE
816.1
AMENDED --
CAPITALIZED
VALUE

The capitalized value of the International Office furniture, fixtures and equipment will be at cost. Donated fixed assets will be recorded at fair market value at the date of gift. Only assets costing \$1,000 or more will be capitalized.

(Referred to Board Committee on Policies, Procedures, and Structures for insertion in Procedures.)

It was moved by the Committee and duly carried as follows:

RESOLVED, That the fees for liability insurance coverage for clubs in Mexico and the Caribbean be waived for the second half semi-annual billing for 1987/88, and that they be billed for actual costs including administrative costs, effective October 1, 1988.

FEES FOR
LIABILITY
INSURANCE
FOR CLUBS
IN MEXICO
AND CARIB-
BEAN WAIVED
FOR SECOND
HALF OF
1987/88

It was moved by the Committee and duly carried as follows:

RESOLVED, That the Budget Assumptions be used by staff as guidelines in the preparation of the 1988/89 budget and 1989/90 forward plan. (See "Exhibit 30.")

BUDGET
ASSUMPTIONS
FOR PREPARA-
TION OF
1988/89
BUDGET AND
1989/90
FORWARD PLAN

It was moved by the Committee and duly carried as follows:

RESOLVED, That Procedure 809.4 - Competitive Bids - Materials, Products and Services be approved.

PROCEDURE
809.4
APPROVED --
COMPETITIVE
BIDS

Whenever any of the subject items are to be purchased, the cost of which will exceed \$10,000, the Secretary shall secure

three bids from qualified sources if three are available. The subject items shall be purchased from the lowest bidder, other considerations being equal.

(Referred to Board Committee on Policies, Procedures, and Structures for insertion in Procedures.)

It was moved by the Committee and duly carried as follows:

RESOLVED, That the 1987/88 budget for Kiwanis International (see "Exhibit 31 and 31-A") be adopted as presented with the following exception:

The budgeted surplus for all funds combined will be increased by \$174,025. The International Secretary has been requested to adjust the budget to reflect a total surplus of all funds of \$381,385, of which \$181,385 will be in the unrestricted fund.

This completed the action on the recommendations of the Board Committee on Finance and the report was received.

It was moved by Immediate Past President DiNoto, supported by Trustee Smith, and duly carried as follows:

WHEREAS, inquiries have been received from various persons as to whether or not the provisions of the Constitution and Bylaws of Kiwanis International apply worldwide,

BE IT RESOLVED, That the response to any such inquiries shall be that the provisions of the Constitution and Bylaws of Kiwanis International are paramount to the governing provisions of any federation, conference, district, or club.

It was moved by Treasurer Lusche, supported by Trustee Lieber, and duly carried as follows:

RESOLVED, That the Board of Trustees is very appreciative of the cooperation and assistance received from staff.

The meeting adjourned sine die at 12:15 p.m. on Tuesday, October 13, 1987.

APPROVAL
OF 1987/88
BUDGET FOR
KI WITH
NOTED
EXCEPTION

CONSTITUTION
AND BYLAWS
OF KI ARE
PARAMOUNT
TO GOVERNING
PROVISIONS
OF ANY
FEDERATION,
CONFERENCE,
DISTRICT, OR
CLUB

APPRECIATION
TO STAFF

ADJOURNMENT
SINE DIE

MINUTES OF THE MEETING OF
KIWANIS INTERNATIONAL SUBSIDIARY, INC.

OCTOBER 13, 1986

A meeting of the Board of Trustees of Kiwanis International Subsidiary, Inc. was held at the International Office in Indianapolis, Indiana, October 13, 1987.

Those present: Anton J. Kaiser, President; Gene R. Overholt, President-elect; Frank J. DiNoto, Immediate Past President; W. J. "Wil" Blechman, M.D. and Kurt K. Huber, M.D., Vice-Presidents; Noris A. Lusche, Treasurer; Kevin W. Krepinevich, Secretary; Morton O. Alper, D.D.S., A. S. "Buddy" Ammar, C.A. Dillon, Jr., W. Donald Goodfellow, Q.C., William L. Lieber, Robert L. McCurley, Jr., Don Miles, John D. Morton, Sr., Ian Perdriau, Kenneth W. Smith, D.C., Arthur D. Swanberg, Robert A. Wagner, Trustees.

Also present were: Donald R. Collins, Assistant Secretary for Finance and Management Information Services; Larry J. Horney, Assistant Secretary for Communications; John E. Merski, Jr., Assistant Secretary for Human Resources; W. Thomas Nelson, Jr., Assistant Secretary for Membership; A. G. Terry Shaffer, Assistant Secretary for Special Services; Andrew C. Tinker, Assistant Secretary for Operations; James P. "Pete" Tinsley, Assistant Secretary for Sponsored Programs.

It was moved by Trustee Dillon, supported by Treasurer Lusche, and duly carried as follows:

RESOLVED, That the Officers and Trustees of Kiwanis International shall be the Officers and Trustees of Kiwanis International Subsidiary, Inc.

OFFICERS
AND
TRUSTEES

It was moved by Treasurer Lusche, supported by Vice-President Blechman and duly carried as follows:

RESOLVED, That the auditors for Kiwanis International Subsidiary, Inc. shall be the same auditors as those for Kiwanis International.

AUDITORS

It was moved by Trustee Lieber, supported by Trustee Wagner and duly carried as follows:

RESOLVED, That Trustee Kenneth W. Smith, D.C. is appointed as Agent for Kiwanis International Subsidiary, Inc.

AGENT

Adjournment

MESSAGE OF THE PRESIDENTto theINTERNATIONAL BOARD OF TRUSTEESOctober 5, 1987

As we begin this first of only four opportunity meetings during our new Kiwanis year, I again congratulate President Frank DiNoto on his strong, courageous and effective leadership during 1986-87. From its very beginning, the entire year brought us more than the usual number and magnitude of challenges, and we are greatly indebted to Frank for the consistently high calibre of leadership he gave us during trying times. The year will surely go down in our illustrious history for many noteworthy achievements and events. Mim and I are personally grateful to Frank and Mary Jane for their help, understanding and cooperation during our year of preparation.

I welcome back all of you who served with such distinction on last year's Board. You know, I hope, that I hold you all in the highest esteem and see in each of you examples of that great dedication and willingness to sacrifice that Kiwanis in some mysterious way is able to elicit from its best members.

We will miss Don Williams, Don Jackson and Beling Tanjuakio. Their contributions while on the Board, most especially Don Williams', were tremendous, and Kiwanis will forever be in their debt.

Surely, all of you continuers-on join me in sincerely welcoming our new Board members: Buddy Ammar, Bob McCurley and Ian Perdriau. We are very much aware that while they are new here, they are anything but new to Kiwanis and Kiwanis leadership positions. They have no need to prove their commitment to the ideals of Kiwanis or their willingness to work and sacrifice for Kiwanis. Since joining our ranks as Trustees-designate they have already demonstrated their great talents and abilities.

For the sake of Buddy, Bob and Ian -- and as a probably unnecessary pleasant reminder to the rest of us -- I will mention that as a Board, in all of the seven years of my personal experience, we have enjoyed a very warm and harmonious working relationship among all the members of the several Boards. We have worked very hard, tackled many difficult problems and vigorously debated -- around this table, in committee meetings and during off hours -- many complex and controversial issues without sacrificing our friendships or being disagreeable, even though we were often in honest

disagreement. I'm certain that this wonderful relationship, based upon mutual respect and even affection for one another, will continue this year and beyond.

Likewise, the best interests of the organization we all love demands that the good working relationship we enjoy between Board and Staff also continue. As you know, I am among those who have a very high respect and admiration for our Staff and for the professionalism which they bring to their many tasks. I believe there now exists between Board and Staff a healthy respect for each other and for the essential ingredients each brings to the great effort needed to keep the ship of Kiwanis afloat and moving on the right course.

None of this suggests that we can reasonably expect perfection from each other. Mistakes and missteps -- sometimes even serious ones -- will occasionally occur, indeed have occurred. However, within limits, and as long as we remain convinced of each others' basically good motives, abilities and judgement, we should be able to be generous of spirit and tolerant of each other, learn from the mistakes and move forward together toward our common goals.

Somewhat related to this, joint and coordinated efforts toward common goals require open and effective communications. At committee and Board meetings, the need and desire for complete verbal communication among Board and Staff people -- the full and free exchange of ideas and opinions -- often conflict with time constraints. Nevertheless, I encourage everyone to question, to participate fully in all discussions and debates, and thus to help form a consensus -- and this includes our new members -- refraining however from repetitious, irrelevant or overly tangential comments, please.

In this regard, I commend Secretary Kevin and Staff for the initiative and implementation of the new Status Report of things going on at the Office. We are promised such a report before each Board Meeting, and it should help to reduce the time needed to inquire about and explain the status of the many matters underway in each Division. Also, I would urge Board Committee Chairmen to follow the suggestion to consider the Agenda items in the recommended order: Unfinished Business, New Business and Discussion and Information Items.

Obviously, for this to work, each of us, but especially Committee Chairmen, will have to study the Status Report and Board Briefs carefully in advance, to be certain that every item which belongs on the Agenda is there and is properly characterized as Unfinished, New or Discussion and Information. Needless to say, action or non-action continues to be the responsibility of the Board, and so I see you as free, indeed obligated, to question the substance, implications and/or timing of any item in the Status Report or Board Brief,

regardless of how characterized. Specifically, I urge you to feel free to propose moving items from one category to another for sufficient reason.

Among Staff's many important roles is that of providing continuity and coordination, both between and among Board Meetings and between and among Boards. This is not an easy task, and I commend Staff for their continuing efforts and successes in this area.

Since our last Board Meeting, Mim and I have, among other things, attended the Key Club and Circle K International Conventions in Toronto and St. Louis, a Convention Host Committee Meeting in Seattle, and the convention of our Republic of China District in Changhua, Taiwan.

The sponsored youth conventions were both excellent and truly inspiring. In both cases, very promising new leaders were elected. In both cases also, the conduct of the hundreds of delegates and observers at the general sessions was a tribute to the Kiwanians, Advisors and Staff who work with the young people, and could well serve as a model and goal for attendees at the general sessions of our Kiwanis conventions.

Our Seattle Convention Host Committee, under the very able chairmanship of George Wieman, is working very well with our Meetings and Conventions Manager and her staff and the Board Committee on Communications and Conventions. Planning and implementation are progressing well and we have every reason to expect a wonderful and cool convention. At this writing, a problem does exist in arriving at a balanced convention budget; everyone involved is working toward a solution.

The R.O.C. Convention also was excellent. Most of our recent problems with the district are seemingly behind us, further progress having been made at the convention. The cooperative attitude of the Ministry of the Interior officials in attendance and the pledges and spirit of this year's leadership bode well for solving our remaining problems and for good growth during 1987-88.

Also since our last Board Meeting, virtually all remaining aspects of our year's administration were finalized:

- ° To comply with the constitutional requirement that three members of the Executive Committee be on the Finance Committee, which I had overlooked, Vice President Wil Blechman has been appointed to the Executive Committee, replacing Trustee Ken Smith who has been added to the Communications and Conventions Committee, and Trustee Bob Wagner has been transferred from the Long Range Planning Committee to the Finance Committee.

- ° The appointment of the Board Committee on Policies, Procedures and Structures (P P & S), to assume some of last year's overburdened Administration Committee's tasks requires a re-definition of both Committees' functions along the lines suggested by Wil Blechman, which I request the Committees to undertake as an item of New Business, for Board approval and insertion into Procedures.
- ° The name of last year's Board Committee on International Extension has been changed to "Internationalization and Extension" (I & E) to more clearly reflect its full role: namely to handle matters relating to the international aspects of our existing organization, the greater internationalization of our existing organization, and our expansion into new geographic areas. I request the I & E Committee, as an item of New Business, to determine whether the present definition of its functions requires revision to embody all this and, if so, to draft the appropriate revision for Board approval and insertion into Procedures.
- ° I respectfully remind all Trustees who have been assigned to counsel clubs in non-districted areas that reports of your efforts and their results are to be given to the I & E Committee before committee meetings begin at each Board Meeting. Where it is determined that such a club no longer exists, I would expect the I & E Committee to recommend appropriate Board action. Where it is determined that the club does exist, I request the I & E Committee, as a Discussion and Information Item, to consider the feasibility and value of establishing a "twinning" arrangement between it and a club in a districted area, perhaps with the assistance of the Board Member/Counselor of the non-districted club.
- ° I have requested our Board members from Regions II, III, and IV and the Counselor to the Andean and Central America District each to deliver a 5-minute "message" to the Board during each of our Think Tank sessions this year. This should ensure that the ideas, aspirations, questions and problems of the Kiwanians from those areas reach every Board Member. Copies of these messages are to be distributed with the minutes of the Board Meeting.
- ° Regarding the assignments of almost all Board members to act as liaisons to one or more International Committees, Board Committees are requested to report to the full Board at each meeting which International Committee Chairmen have reported on their activities and progress since the last Board Meeting, and which

have not, and to summarize any suggestions or comments made by the International Committee Chairmen.

- ° Replacing Joseph Hillier and Howard Dull, who found it necessary to resign as chairmen of the International Committees on Membership Growth East and West, respectively, I have appointed A. James Kauffman (Capital District) and James B. Dye (Michigan District), and replacing the latter as a member of the West committee, I have appointed Paul J. Cordova (Rocky Mountain District). As Chairman of the Seattle Convention Elections Committee I have appointed Alfred M. Herrman (Southwest District). I will request your approval of these appointments later in our meeting.

Kidding aside regarding President Frank's not having solved all of Kiwanis International's problems during his year, so much remains to be done that it is difficult not to yield to feelings of frustration. Instead, we must move ahead, resolved to do our part to make Kiwanis the best it can be.

Happily, thanks to the delegates' votes in Washington, D.C., the most controversial aspects of the "women's issue" and the regionalization plan are behind us and will no longer require enormous resources. We now have the opportunity and responsibility to use the freed up time and money for other constructive endeavors, to move other things forward. Among our many important tasks for 1987-88 are to:

- (Admin.) ° Determine and employ the best way to respond to our member clubs' new freedom to recruit women members. Early indications of clubs' and women's responses have been very positive;
- (Int'l Comm. on Const. & Bylaws) ° Study carefully the new bylaw provision regarding regionalization and determine what if any refinements or clarifications are necessary, and then to propose any required amendments;
- (I & E and P P & S) ° Continue last year's efforts and move further toward full resolution of all aspects of the KI-KIE relationship, in particular, the financial and legalistic;
- (I & E and P P & S) ° Develop and give an appropriate response to the Asia-Pacific Conference's request that it become a "Council";
- (I & E and P P & S) ° Follow through on the excellent work of last year's Federation Committee and Constitution & Bylaws Committee;
- (Initially, Staff Comm. and District Secretaries Comm.) ° Develop a Model District Convention Program (or perhaps more than one model, for various sized districts) and begin the process of introducing it into our districts;

- (1 & 2 Admin.) ° Enhance the District/Kiwanis International relationship by such things as: 1) refining for ourselves and our districts, and then placing greater emphasis at the Governors-elect Conference on, the role of the KI Counselor to the District; 2) focusing on the role of KI in helping to solve problems in the Districts as identified in the reports of the KI Representatives to the District Conventions; and, 3) addressing cases of district practices being at variance with their own or KI's Constitution & Bylaws. (To begin on this latter, I request Staff to provide to each Board Member copies of his counseled districts' bylaws on file with the International Office and Secretary Kevin to write to each District Secretary to request a copy of his district's most recent and complete Bylaws, and upon receipt to provide it to the Board Member/Counselor, the purpose being to enable each Board Member/Counselor to first confirm that the International and District offices are working from the same set of District Bylaws and then to compare each District's Bylaws with the Standard Form for District Bylaws and report to the P P & S Committee before its January Board Committee Meeting all substantive differences between them.) Incidentally, my thanks to all of you for the generally excellent reports and comments on your visits to your assigned districts this summer.
- (3 Initially, all Counselors, then P P & S)
- (I & E) ° Refine and implement our criteria and procedures for entering new Kiwanis countries or geographical areas;
- (Admin.) ° Develop and implement a response to the survey results to be obtained by the International Committee on Administration, regarding which divisions do not now have a lieutenant governor-elect position and/or regular divisional council meetings;
- (Program Svcs.) ° Develop an organizational position on how many and which programatic relationships we will establish (for example, Special Olympics, Young Astronauts, H.O.B.Y., Miracle Telethon, etc.);
- (Program Svcs.) ° Give special attention to Circle K (CKI) and Builders Clubs. The former, with its new vision and resolve and with promising new leadership, needs and wants our support and the reexamination of some of our earlier positions. The latter, suffering from our regrettable even if unavoidable lack of promotion, seems poised on the threshold of vast growth opportunities;
- (Program Svcs.) ° Promote and carefully monitor the Kiwanianne Program in view of the new permissibility of women members in Kiwanis clubs;

- (Member Svcs.) ° Move ahead with all deliberate speed on updating and promoting our special growth-related programs, such as Charter II, Project 39, Golden K Clubs and NOITNETER;
- (Member Svcs.) ° Make an extraordinary new club building promotional effort because of and by way of our new new club building approach.

All of the above tasks or Board objectives for this year, along with our very important perennial matters, such as Council Meetings, Board Meetings, Governors-Elect Conference, the budget, Sponsored Youth, the Seattle Convention, etc., will more than fill our available time and challenge our best efforts, even aside from tasks and challenges now unforeseen.

Over my years on the Board, I've become increasingly and painfully aware that even apart from honest differences of opinion as to how to achieve our many goals and sub-goals, our ability to move Kiwanis International ahead in all the areas so clearly needing progress is severely limited by the availability of resources -- resources of time, personpower and money. Actually, so many things come down to the latter: MONEY! Surely, the direct relationship between growth in existing clubs and International's ability to fund exciting new initiatives and programs and finance growth and development efforts in new areas is clear to everyone.

Until now our sources of income have almost all been directly related to membership -- mainly, dues income. To oversimplify just slightly, except for dipping even deeper into the same well (another dues increase) or dipping into reserves for operating money (which we are all more or less loathe to do, and which shouldn't be taken lightly), without growth and the resulting greater dues income, we don't have the money to undertake and support growth and development efforts; a classic CATCH-22!

One answer would be to find sources of non-dues income which would not jeopardize our favored tax status and which could fund our efforts to improve and expand while we await the increased dues income which the success of our growth efforts among our member clubs will produce. I request your approval to appoint a special committee to consider and report on such possibilities, and your suggestions of knowledgeable and imaginative Kiwanians who might serve on such a committee.

It must be said again that as important as all of the above efforts and objectives are, ultimately the health and growth of Kiwanis International are but a function of the health and growth of our member clubs. And it is the image which these clubs have in their communities which will determine their health and growth. And their image depends essentially

upon their consistently undertaking and properly publicizing meaningful service projects and consistently holding interesting and worthwhile regular club meetings, so as to offer the promise of a rewarding experience to potential members, and provide an actually rewarding experience to all existing members.

So much depends on Board Members, Past International Presidents, International Committee people, District Governors and Secretaries, and Lieutenant Governors -- all Kiwanis leaders -- not only bringing this message to the club level, but also assisting (not merely exhorting) clubs to do the necessary to respond to the message. And so much depends on the leadership training we provide to club officers!

It is well at the beginning of our 73rd year to remind ourselves that however hard we work, however many of the above objectives we achieve, however effective Secretary Kevin's promising reorganization of Staff proves to be, the true measure of our success as Board and Staff will be the extent to which we make 1987-88 a real turnaround year for Kiwanis International.

At this International level -- leaders, not merely managers, though we are -- we are so limited as to what we can personally achieve where it really counts. Our ultimate challenge therefore is to elicit the very best efforts aimed at getting his or her best from every Kiwanian from every Kiwanis leader between us and that individual Kiwanian. So, OUR QUEST must be THEIR BEST!

Respectfully submitted,

Anton J. "Tony" Kaiser
President

REPORT ON EUROPE
to the
INTERNATIONAL BOARD OF TRUSTEES

October 5, 1987

The first European Kiwanis clubs were organized in 1963, and in 1968 the Kiwanis International Board created the European Federation with its own constitution and bylaws. Next year, therefore, Kiwanis International-Europe will celebrate the 25th anniversary of Kiwanis in Europe and the 20th anniversary of the Federation.

The Kiwanis International Board understood in 1968 that Western Europe would be too big for just one district. It was an outstanding decision to create four districts out of the 40 clubs with 1,100 members that existed then.

From the beginning, Kiwanis International-Europe has grown to 700 clubs and 20,000 members in seven districts. The annual growth rate has been 5%, and only 45 clubs have been lost during the entire period.

It is also interesting to note that the smallest countries and districts, such as Iceland and Switzerland, have had relatively and absolutely the best and steadiest growth.

Hence it follows that a homogeneous nation or area of limited size will experience better development than large districts covering long distances and formed from different nations. Therefore we should divide the Austria-Germany and France-Belgium-Monaco districts and, for the same reasons, create two Italian districts, North and South, and eventually a separate Norway District and perhaps a combined Sweden-Finland District.

More districts will mean more clubs and members but, at least in the beginning, also higher costs. Our long-delayed extension beyond North America (42 years after Rotary and Lions) has been an expensive experience, and that will not change in the future. But we need more than money and time; in my view we need more flexibility and adaptability in order to master the requirements of so many different countries, problems, and justified wishes.

Our bylaws, policies, and procedures should permit a district to be divided even if the weaker part will have, for a specified time only, 10 clubs or 400 members (the rules for a provisional district). For a new district, we should ask for 25 clubs or 750 members, whichever is achieved first. One thousand members isn't realistic, even if desired for economic reasons.

In addition, I recommend greater public relations efforts in our poorly developed European Kiwanis nations, where our organization is often unknown and there is therefore no motivation for the citizens to join our clubs (an urgent wish and often-realized fact for our United Kingdom Kiwanians, for example).

These are just some quickly written thoughts. You will receive further information from the various committees concerned with Europe and from the Kiwanis International-Europe President. Please do not hesitate to contact me at any time in this regard.

Respectfully submitted,

Kurt K. Huber, M.D.
Vice-President

F:HUBER

REPORT ON THE ANDEAN AND CENTRAL AMERICA DISTRICTto theINTERNATIONAL BOARD OF TRUSTEESOctober 5, 1987

I would like to congratulate President Tony Kaiser on requesting Trustees to report on activities from various parts of the Kiwanis world. I believe it is essential that this Board of Trustees continue to recognize that it is the governing body for the entire Kiwanis world rather than representing certain parts of our Kiwanis world. It is therefore essential for the Board of Trustees to be familiar with the problems being encountered and the solutions required regarding community service projects in various parts of the Kiwanis world.

I feel inadequate to give my views on various matters regarding Kiwanis in Central and South America, and it may very well be that Region 5 will have a designated seat on this Board of Trustees in the near future.

I do suggest to this Board that it, when making decisions regarding a particular area of the world that is unrepresented on this Board, consider bringing in a senior Kiwanian from that part of the world affected to give his views as to what action is necessary regarding the matters under consideration.

President Tony Kaiser has requested that I give a short message as Board Counselor to the Andean and Central American District.

I was indeed fortunate to have been re-appointed by President Tony Kaiser as the Board Counselor to the Andean and Central American District for the 1987-88 year, as Past President Frank DiNoto had appointed me as Board Counselor to that district for the 1986-87 Kiwanis year.

The 1987 Andean and Central American District Convention was held in San Jose, Costa Rica. 380 attendees from 5 Kiwanis countries attended the convention (Colombia, Panama, Costa Rica, Ecuador and Venezuela). In addition to myself, my wife Lois, and our daughter Vicki, Tom Nelson Assistant Secretary for Membership, and Vicky Andrade attended from the Kiwanis International office. Also in attendance was Georgia Governor John Hunt and his wife Donna and some Kiwanians from the Kiwanis Club of Houston who had twinned with the San Jose Kiwanis Club.

As the Kiwanis International Board of Trustees has targeted Central and South America for future growth and expansion of service, the presence of both Tom Nelson and Vicky Andrade were both greatly appreciated by the Andean and Central American Kiwanians and helpful as far as allowing Kiwanis International to have a greater understanding of the concerns of this district, as well as allowing Kiwanians from this district to feel closer to Kiwanis International itself.

I made a major policy address to the district at the Convention advising the Kiwanians that Kiwanis International had targeted Central and South

America for future expansion. I advised them that a further Spanish translator had been hired, and more materials would be translated into their language to assist them both in increasing membership in their existing clubs and in building new Kiwanis clubs as well as enabling them to better serve their communities.

An example of the present difficulties we are encountering as a result of difficulties in translation of materials is the fact that only recently was the 1986-87 Major Emphasis Program (Make Miracles Happen) available in Spanish. This audiovisual presentation which was presented to the House of Delegates as the 1987-88 Major Emphasis Program (Our Quest-Their Best) has not yet been translated into Spanish and hence there was not adequate opportunity to present the new Major Emphasis Program. Therefore, one cannot reasonably expect that "Our Quest -Their Best" will be properly and adequately promoted in this district during the coming Kiwanis year. This is merely one illustration of the problems Kiwanis International has when materials are not translated into the language of the Kiwanis country involved.

I was especially impressed with the Circle K activity in this district. Officially Circle K International does not exist outside North America other than a few Kiwanis clubs in Jamaica and other areas of the Caribbean associated with the Eastern Canada and Caribbean District, as well as a new Circle K club in Suriname. However, we do have unofficial Circle K clubs in various parts of the world. We have associates or unofficial Circle K clubs in Austria, Central and South America, and we have inquiries from various parts of the world including Nigeria. I sincerely believe that the future growth of Kiwanis and the future growth of Circle K will take place outside North America, and I suggest that with proper orchestration we can have tremendous Kiwanis growth and tremendous Circle K growth by concentrating our growth efforts in Central and South America.

The Andean and Central American District, in addition to publishing an excellent district bulletin, has an excellent Spanish magazine publication entitled "Kiwanis." I believe that Alvaro Tamayo, the magazine editor, is forwarding copies of the publication to each member of this Board. When one reads that magazine, one must remember that this publication is put out by a district that has 1,200 members and 58 Kiwanis clubs. The quality of the publication is equivalent, I believe, to our own Kiwanis International magazine.

I also took the opportunity to visit with Kiwanis leaders in Panama following the San Jose Convention. The leadership of the Kiwanis Club of Panama City is of an extremely high calibre. The brother of the President of the Kiwanis club of Panama is one of the leaders of the opposition in Panama (presently in exile in the United States). David Eisenmann's wife, Anna, is the sister of the President of the Republic of Panama. David is the President of the Kiwanis Club of Panama. His store was recently burnt by the military during one of the recent riots in Panama City.

Service clubs in Panama have formed an alliance to promote peaceful demonstrations in Panama with the hope that the present military dictatorship of General Norega will be replaced by a democratically elected government. The civil alliance in Panama City is composed of the Kiwanis clubs, Rotary clubs, Lions clubs, Active 20/30 clubs and the Junior Chamber of Commerce, as well as the Panama City Chamber of Commerce. The President and Vice-President of the Panama City Chamber of Commerce are presently in hiding in embassies in Panama City.

One would expect that Kiwanians should not participate in political matters but I would suggest that the unpopularity of the military government and the wish to replace it with a democratically elected government is so strong in Panama that if Kiwanis as one of the service organizations was not actively involved, the good name of Kiwanis would be impugned.

I suggest that this Board of Trustees request the International Secretary to have the Communications Department of Kiwanis International promote Kiwanis International programs in the Andean and Central American District Magazine which is published in the Spanish language.

I would further suggest that this Board of Trustees re-consider the remuneration plan for governors presently in existence. It is my understanding that wives of governors, while encouraged to attend Council, do not attend at Kiwanis International's expense. We have seen often that many of the non-North American wives of governors do not attend. I believe this is solely as a result of the expense factor to be incurred if the Kiwanis wife is to attend. I personally know that the wife of the incoming governor of the Andean and Central American District will not be attending Council because they are not in financial position to have her attend. One must also note that often non-North American governors are much younger and hence not as well established in business and financial matters as North American governors. In addition, with the currency exchanges, purchasing American funds is often extremely expensive for Canadians and other non-Americans.

I believe it is essential to the fostering of International relations and better understanding of Kiwanis to have the entire District's team of the governor and his wife present at Council so that both the husband and wife as a unit can properly promote Kiwanis within the district in the coming year. If the wife is not in attendance at Council, she may not have a complete overview of her responsibilities as the First Lady in the district and perhaps may not be as enthusiastic of a Kiwanis supporter than had she had the opportunity to attend Council and be a part of her husband's inauguration.

One further comment should be made regarding the relationship between the Andean and Central American District and Kiwanis International. At the 1985 Houston Convention when the Andean and Central American District was requesting a specified seat at the Board of Trustees level, a comment was made from the floor that the district was "delinquent" in its fees. While the speaker meant that the fees of the district had not

been paid, the word "delinquent" in Spanish (as often in English) means criminal and the Latin American Kiwanians felt that they were being called criminals. Hence there was a resolution passed at the District Convention in August 1985 in Panama banning Messrs. DiNoto, Lusche and Blechman from Central and South America. Relations have greatly improved between the Latin American Kiwanians and Kiwanis International and hence at the San Jose Convention, a resolution was introduced by the House of Delegates withdrawing the banishment resolution.

While the "banishing" of certain members of the Board of Trustees is somewhat "amusing," it does point out that when one deals with international Kiwanians and international languages, one must be very careful to ensure that the use of terms in both languages is well understood.

I was well received both at the Girardot Convention in 1986 and the San Jose Convention in 1987, and I believe a very firm, strong and warm relation has developed between this Board of Trustees and the leadership of the Andean and Central American District. I believe this Board is to be congratulated in targeting Central and South America for future growth and development as this is one area of the world that can use the meaningful service projects that come from Kiwanis clubs and that is one area of the world where democracy must triumph.

I appreciate President Tony Kaiser's confidence in re-appointing me as the counselor to this district. These are warm, wonderful people who do an excellent job in their communities. I am pleased to call them my friends.

I believe the future growth of Kiwanis International lies in Central and South America.

Respectfully submitted,

W. Donald Goodfellow, Q.C.
Trustee

1:GOOD

REPORT ON ASIA-PACIFIC
to the
INTERNATIONAL BOARD OF TRUSTEES

October 5, 1987

In March 1985 as Chairman of Asia-Pacific Conference Executive Board, I addressed the 1985 Class of Governors on "Where Do We, As ASPAC Nations, Stand In Relation To Kiwanis International?"

In preparation for this report I looked over that address and was interested to note that I said then, "I believe we stand firmly as the greatest area for potential growth in our wonderful organization. It is significant that...all of these districts show a healthy growth rate over the last seven or eight years -- this growth has been mostly achieved in a climate where other service clubs have struggled to retain existing membership and, worldwide, our own organization has not grown to the degree that I am sure we as dedicated Kiwanians would have wished."

Although I do not have a similar set of figures to extend that comparison by a further two and one-half years, I would guess that the situation has not changed greatly. I have no doubt that real growth can be achieved in this region. The appointment of the "right" people as field service representatives to assist in new club building can greatly accelerate this growth, provided always, that our district leaders concentrate on the retention of existing members.

Not only can the field service representatives offer practical help in forming new clubs, I am certain they lift the morale and enthusiasm in the district in which they are appointed.

In my recent visit to Korea I felt an atmosphere of excitement about their own potential -- Dr. Kim is determined to achieve district status as soon as possible. Some of this determination is related to the district being eligible for Board representation.

In my own district I am sure that the year's experience of Murdie Inglis, and six months' experience of Harold Bennett, will compound our growth. With the political volatility of many parts of the Asia-Pacific Region causing some impediment to our potential, I feel there is one area where we could explode our membership. I refer to Hong Kong. Here is an area of 5 $\frac{1}{2}$ million people, one of the largest business centres in the world, predominately English-speaking (in addition to Cantonese) with only two Kiwanis clubs -- neither of which is overly strong. To my knowledge there are no government restrictions to inhibit service clubs as there are in some other areas of the East. Consideration should be given to Murdie Inglis spending two or three weeks working in Hong Kong on his way to the next Asia-Pacific Conference. This would involve careful planning and preparation, but properly handled could be money well spent. So far we have only put our toe in the water.

Two years ago the Australia District nominated me for the Asia-Pacific seat. At that time I was beaten by the incumbent. However, I believe

that the result was good for Kiwanis, it was good for the Asia-Pacific Region, and it was good for me. I am sure the additional two years has seen the area mature. There is a greater understanding among the many nations and cultures in the area, and hopefully I may make a better contribution now through my own extra two years of understanding and friendship with Australia's northern neighbors.

Respectfully submitted,

Ian Perdriau
Trustee

1:IAN

REPORT ON EASTERN CANADA and the CARIBBEAN DISTRICT
and WESTERN CANADA DISTRICT

to the
INTERNATIONAL BOARD OF TRUSTEES

October 5, 1987

EASTERN CANADA & CARIBBEAN DISTRICT

The average age of EC&C Kiwanians has risen to 60+ years, while Kiwanians worldwide have a median age of 55 years. The image of Kiwanis is that of an organization of old people, unappealing to younger business people. We have kept our membership steady for ten years by adding Golden K clubs rather than saving or revitalizing existing clubs with young members. The district now has 15% Golden K clubs, which are nevertheless providing more service than many of our "regular" clubs.

Fellowship is declining. We raise lots of money but we write checks rather than providing "hands-on" service. "No one has time anymore," is the great complaint. Commitment by club officers to attend divisional training sessions is not a priority anymore. Club meeting format and the cost of meals are a great source of complaint. We should check out the formats of successful fraternal and business organizations.

Lieutenant governors are still failing to submit 100% of the reports of the mandatory club visits and quarterly division evaluations, despite good training, motivation, and communication by the district. Too many divisions finish the year without a lieutenant governor-designate and a lieutenant governor-elect.

The keystone or flagship clubs are in trouble. The original downtown clubs like Windsor, Hamilton, Toronto, and Halifax have grown very old and lost their purpose and will to serve. One-third of all clubs are below charter strength.

There is slow growth in our K-family youth organizations. Most Kiwanis clubs show great reluctance to provide a "hands-on" effort to establish and maintain Builders, Key, and Circle K clubs, even though this activity provides immense satisfaction, pride, and community benefit.

Perhaps it is time for a single Canadian district and office to administer clubs, the Canadian foundation, a national magazine, and youth services. Costs, efficiency, national image, and effectiveness might improve.

Administering the Caribbean is costly and time-consuming. We see no solution until Caribbean economies improve and membership expands. Eligibility of executive women may be of major assistance.

One-third of the clubs do not attend district conventions. We could improve this by raising district dues to pay transportation for presidents-elect.

But the good news: In every club there is a strong core of dedicated Kiwanians who still want to do extraordinary service, meet special community needs, believe in Kiwanis, the future of their town, and are proud of their country. The EC&C district has a core of past governors and past lieutenant governors who continue to guide and be an active resource for current leaders.

EC&C is in the best financial shape in years. We have brought 18 of the 23 delinquent Caribbean clubs back to current status. Two major convention profits in two years totaled nearly \$50,000.

For the first time since I have been associated with the EC&C district, I have received a complimentary letter from French Canada: Pierre Laliberte, 1986-87 Lieutenant Governor of division 16, wrote, "All the officers in my division have received all their material in both English and French," and "I have met the incoming officers of both divisions 16 and 17. Both divisions were proud to announce this good news to me." I would like to extend my own congratulations to our overworked and understaffed translation department for this accomplishment. Let us hope that they will be able to continue to be successful with this task.

WESTERN CANADA DISTRICT

If there is one major problem that continues to confront Western Canada, it is size -- large size in terms of geographic distances, small size in terms of population. It is probably not realistic to consider a solution to the geography. But most Kiwanians outside the district have no appreciation for the distances that must be faced in traveling around Western Canada. An understanding of this fact would answer such questions as: Why don't we have more frequent board meetings? Why don't the lieutenant governors visit their clubs on a more regular basis, or the governor cover the district more frequently? Why do we have difficulties in communication between Key Club and Circle K boards and their administrators?

The other aspect of the size issue is population and membership. We really have to place a very strong stress on membership in the coming years. We had a 10-year period of declining membership. I believe we have turned that around this year, but it must continue to be our Number 1 priority. Without membership we are short of fees -- when short of fees we have a limited budget -- a limited budget places severe restrictions on travel and other expenses -- which in turn aggravates communications.

In this regard, I am also concerned that reduced travel and expense budgets are going to restrict the men who may serve as district or divisional officers. We have three lieutenant governors this year who

are on limited incomes. I hope their Kiwanis service will not place financial stress on their families. If we can increase district membership to 3,000, for example, district finances would allow a more substantial reimbursement of expenses.

The training program is going to be great. I am concerned, however, that present plans call for Western Canada trainers to be prepared in Minneapolis in August 1988 -- which means we will not be able to implement the training program before 1989. Once again that size problem. The logical time to gather Western Canada presidents-elect is at the district convention or possibly at the midwinter conference.

I would like to thank Western Canada Governor Keith Robin and Eastern Canada and the Caribbean Governor Glen Bagnell for their help with this report.

Respectfully submitted,

Kenneth W. Smith, D.C.
Trustee

MESSAGE OF THE PRESIDENT OF KIWANIS INTERNATIONAL-EUROPEto theINTERNATIONAL BOARD OF TRUSTEESOctober 11, 1987

I have been preparing myself for almost two years for my presidency. For a better work I have nominated some committees, such as: Administration and Finance, Long-Range Planning, Education, Communication and Public Relations, and Convention 1988.

The chairmen of the different committees submitted their proposals before the start of the administrative year, so we can start working immediately. The governors have been informed, first at the training conference in April, then prior to this Council meeting, so they can take part in the decision-making as members of the European Council. It is my belief that by cutting the red tape we can achieve a more efficient, management-type administration.

Last year we had a great success in expansion with 44 new clubs, about 900 new members. My goal for this year is 60 new clubs, emphasizing expansion especially in Germany, Finland, Spain, Portugal, north Italy, and Great Britain.

The decision in Washington, D.C. to admit women in Kiwanis brought some unrest in Kiwanis International-Europe, and we have to find ways at our convention in Hamburg to reach conformity in our Kiwanis International-Europe Constitution.

As far as the proposed Federation Model is concerned, an Ad Hoc Committee started working some time ago. In addition to this committee, a special committee is exploring the feasibility of better cooperation between Kiwanis International and Kiwanis International-Europe. In my opinion, these two committees should be put together with the Kiwanis International-Europe members from the "Special Committee for Kiwanis International-Europe and Kiwanis International Relationships."

The many local problems in faraway countries like Europe are best solved by those who have closest contact with them. This has been working well for the last 25 years. Therefore, it is my opinion that the European leadership should be more involved in the management of Kiwanis in Europe, as they are well prepared through their experience, know-how, and languages for this difficult task.

I thank you, President Tony, and members of the distinguished International Board, and wish you a great success in your further deliberations. God bless you all.

Respectfully submitted,

Hannes Payrich
President,
Kiwanis International-Europe

MESSAGE OF THE PRESIDENT-ELECTto theINTERNATIONAL BOARD OF TRUSTEESOctober 11, 1987

As we move into another year of Kiwanis service, we on the International Board sometimes neglect to recognize our successes of the past because we are always confronted with the problems of the present. We must build on the successes of Past President Frank DiNoto's year as we logically solve those problems of the present.

Tremendous progress has been made in the six short years I have been on the Board, but the opportunities are still unlimited as we provide the direction and leadership for this great organization.

In Washington, D.C., President Tony challenged every Kiwanian to be the best they could be. As Board members, we are not exempt from that challenge. In fact, we have even a greater responsibility to fulfill that goal. His "Quest" is "Our Best" as well. President Tony has my pledge and complete support, as I answer his "Quest" with "My Best" as he and his team strive to accomplish the goals they have set for this administrative year.

As I pledge "My Best" in support of President Tony's programs for 1987-88, I must also pledge "My Best" to Kiwanis International, as I prepare myself for the next administrative year. This preparation is an enormous task, and I would support President Tony's comments a year ago when he said we should think long and hard before we change our system which allows a man two years to prepare himself, his business, his family, and his administration for the Presidency.

My preparation for the next administrative year began in Houston; and with complete cooperation of staff, we have made considerable progress on the Theme, Major Emphasis Program, and Goals. This work must be done early to provide this material in the languages of Kiwanis International throughout the world before October 1, 1988. The scheduling process has also begun, and I am presently giving serious consideration to Board and International Committee appointments.

The district convention evaluation reports have been very helpful to me in providing resource material which will allow a customized approach in our relationship with each district.

To be truly successful this administrative year, growth must be a very important part of that program. The new programs presented in growth and education must be supported at all levels of Kiwanis. We must be receptive to new ideas and concepts and ever mindful of the thinking and needs of the rank and file.

This year will not be without its problems, but we are equal to the task, and we grow with the opportunity to meet those challenges. With the dedicated efforts of this Board, this administrative year can and will be the best ever in service and growth as we seek "Everyone's Best."

Respectfully submitted,

Gene R. Overholt
President-elect

MESSAGE OF THE SECRETARYto theINTERNATIONAL BOARD OF TRUSTEESOctober 11, 1987

Our Quest their best. This is not just a major emphasis program or theme for Kiwanians to rally behind. It is a statement of purpose and direction for an organization. It is also a standard that we have set at the International Headquarters, to do our best to assist the clubs, districts and members of Kiwanis so that they can better serve their communities and their membership. At the headquarters we are proud of our accomplishments since our last meeting in July. So proud in fact, that we have developed what will be a new fixture in your Board of Trustees Notebooks, a status report. We hope that the status report will keep you informed as to what is being done and when it is being done. In essence it is my Secretary's report. I hope that you have had the opportunity to read it and hope you find it helpful, because it is too lengthy to read to you at this time. However, I welcome any suggestions you may have.

Since we last met, I have had the chance to attend the Key Club convention in Toronto, Canada. As I understand, this was the largest convention in Key Club history. I was impressed with the excitement and enthusiasm, but more importantly, the dedication displayed by the Key Club members and the advisors. I also attended the Circle K convention in St. Louis. Except for the unexpected eight inches of rain that fell in Chicago, which delayed many dignitaries arrivals, it too was a convention of which not only should the Circle K members be proud but the entire K-family as well. With Trustee Lieber's assistance, I was able to spend some time with many of Circle K International Past Presidents as well as the advisors and learned a great deal about Circle K.

Initially, my intent for attending both conventions was to meet the members and to learn more about each organization. In fact, my attendance opened my eyes to the magnificent impact that Kiwanis is having on the youth of today. No other organization in the world has such an extensive network for service and friendship directed to the youth. The sponsored youth programs should certainly make Kiwanis proud. It is my understanding that my visits were the first by an International Secretary in over four years. I hope it won't be that long before one attends again.

I also believe that a commitment needs to be made to all our sponsored programs. Their importance to Kiwanis today and in the future should not be diluted or forgotten. Because of this, I have asked Pete Tinsley to assume the responsibilities of Assistant Secretary for Sponsored Programs. Pete is now working to combine many of the administrative functions of all sponsored programs to best utilize staff and resources. This also will hopefully free Carolyn Seymour to spend more time and energy in developing programs and providing training for Circle K and

George Langguth to spend more time and energy in developing programs and providing training for Key club. It is believed by working together while working separately they can also develop services that can assist both organizations. This is my commitment to sponsored programs.

A commitment to growth is also a Kiwanis concern. Since July the staff of Kiwanis has traveled to virtually all of the district conventions, as have each of you, training Kiwanis International Accredited Representatives and Lieutenant Governors, providing them with insight and information to assist in their responsibilities this year. Each of you has provided valuable information in your counselor report to assist us in our job. Trips have been made to the Republic of China, Korea and South America to begin implementing the long range plan internationally. The staff assigned has been very positive about the results and were very impressed with Trustee Goodfellow's ability to "mingle with the troupes." It is believed that Trustee Goodfellow provided invaluable assistance to the staff in South America and represents us all well.

The growth of Kiwanis internationally cannot be a one-man job. We are beginning to see significant successes in all parts of the world. Because of this, I have asked Tom Nelson to serve as Assistant Secretary for Membership overseeing the growth of Kiwanis worldwide including North America. It is believed that having four people in the membership division responsible for growth in various regions can assist us in broadening our understanding and knowledge as well as more equally distributing staff time. International growth will no longer be an appendage but an integral part of our overall growth efforts.

The timeliness of our communication with our membership is also important. Because of this, we have added a new Spanish/French translator and Vicki Andrade will coordinate all international correspondence, improving our world-wide communication. As a side note, the trip I made to Zurich for Immediate Past President DiNoto's KIE-KI Relationships Meeting gave me the opportunity to collect a great deal of information concerning translations in Europe.

Speaking of communication, a great deal of time in Zurich was spent on how we could communicate better with our fellow Kiwanians in Europe. As you will see in the committee report, the internationalization of the Kiwanis Magazine was discussed and new horizons were opened. Larry Horney, the Assistant Secretary for Communications, is addressing this issue initially and is very positive. We are also considering offering subscriptions to non-North American Kiwanians as a future move. Of course, Larry continues to work closely with the magazine while also supervising Public Relations, Conventions, Advertising, Education, Program Development and Publications.

In the last several years certain responsibilities for board books, policies, board meetings, and such have moved to a variety of people throughout the headquarters. In some cases this has created some confusion, which is unfortunate. We have also found that the tenure of many of the assistant secretaries had been relatively short, and they did not always have a historical perspective on which to rely. Because

of this, Terry Shaffer has agreed to serve as the Assistant Secretary for Special Services. He will be coordinating all Board activities, Council, and Regional Governors Conferences. He will become the focus for many of these important activities. I will rely upon him heavily.

In the area of Personnel or Human Resources, we have begun many things to address the needs of our employees. The monthly employee meetings have improved, becoming more informative. We have also begun a formal recognition of employee service for 5-10-15-20- and 25 years of service with Kiwanis. Both the employee service and employee recognition programs are displayed in the Terrace room which you are encouraged to view and congratulate the various employees. The employee recognition day, or Super Friday as we called it, was successful, with the winning team offering to trade the prize luncheon for a 50-50 donation to Riley Hospital and the Employee Committee. The Employee Committee has since been busy planning events for Halloween, Thanksgiving and the December holidays.

Bids for consulting firms to assist Kiwanis International in developing a salary administration program have been received and are being reviewed to assist us in "pegging" salaries with positions and the administration of appraisals and salary adjustments. Other areas have been identified in the areas of Human Resources that dictate that we closely review our personnel and employment practices to avoid any potential problems. John Merski has agreed to assume the responsibilities as Assistant Secretary for Human Resources, and we are addressing each area as quickly as possible.

The lifeline of Kiwanis International is the communication and materials provided. The timing of the distribution of materials and their quality are critical to the international headquarters credibility. We need to monitor closely what is distributed and when, as well as provide timely responses to inquiries. The use of the telephone, especially with the 800 service, is one of our best public relations tools. Such problems as mail to Australia being routed through Amsterdam as Trustee Blechman has identified is being traced to determine better routes not just to Australia but worldwide. As you can see, this is a major job to be accomplished, and Andy Tinker has agreed to assume the position of Assistant Secretary for Operations to begin making improvements in the area of club services, office services, and supplies.

Two critical services to the Board of Trustees, the International Office, districts, and clubs are Membership Information Services and Finance. An efficient utilization of our computer system to provide us all with the information we need to do our jobs, whether it be historical data or the most current, is imperative. A finance department designed to meet the needs of all concerned can also enhance our efficiency. Don Collins sees both needs as a challenge and has accepted the appointment as Assistant Secretary of Finance and Management Information Services.

Each of the areas discussed is critical for us that we may provide the services required. All of the individuals I have mentioned, as well as

those whom I have not mentioned, are committed to address opportunities to improve and streamline our services. I am confident that each is capable of providing the leadership necessary at your International Office. A copy of the new table of organization was distributed at Council.

I am also pleased to report that we have received notification from the Kiwanis International Foundation Board of Trustees that \$225,566 in grants to Kiwanis International was approved at their meeting in September. I was more than willing to accept their announcement on behalf of Kiwanis International. Even though the grant amount did not cover all requests, we believe that it will not severely hamper our efforts. This information has been forwarded to the Finance Committee based on the priority list approved by the Board in July.

I hope that the Council Meeting has lived up to your expectations. Each staff person, especially Terry Shaffer, has worked to prepare, and I appreciate their efforts.

Please let us know if we can help because we believe our Quest is their best.

Respectfully submitted,

Kevin W. Krepinevich
International Secretary

REPORT OF THE COMMITTEE OF PAST INTERNATIONAL PRESIDENTSTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOctober 11-13, 1987

Date of Committee Meeting: October 9, 1987

Place of Committee Meeting: Radisson Hotel
Indianapolis, Indiana

Present: Chairman - Raymond W. Lansford
Members - Walter J. L. Ray, Merle H. Tucker, James M. Moler, Robert F. Weber, Wes H. Bartlett, William M. Eagles, M.D., Roy W. Davis, Ted R. Osborn, Hilmar L. "Bill" Solberg, Mark A. Smith, Jr., Merald T. Enstad, E. B. "Mac" McKittrick, John T. Roberts, Donald E. Williams, O. E. "Pete" Peterson
Officers - Anton J. Kaiser, Gene R. Overholt, Noris A. Lusche
Staff - Kevin W. Krepinevich, James L. Sheets, C. Jeffrey De Witt

Absent: - Reed C. Culp, Albert J. Tully, I. R. "Whitey" Witthuhn, Charles A. Swain, Edward C. Keefe, Stanley E. Schneider, and Aubrey E. Irby

Following an invocation by Roy Davis, members who were unable to attend were remembered, as were the widows and families of Past International Presidents.

Chairman Ray Lansford reviewed the agenda and the meeting schedule.

The Committee gladly acknowledged the return of Robert F. Weber, after his absence to be President of the Kiwanis International Foundation. After careful review, Donald E. Williams was welcomed as a new member of the committee.

The minutes of the July, 1987 committee meeting were accepted as distributed.

Discussion of Amendments

The Committee reviewed the amendments proposed for Council consideration and agreed that each amendment was appropriate and well written. Members were very concerned that the Council give priority to selected matters that are of either a housekeeping or emergency nature. Several members expressed concern that items such as those related to membership, leadership, and dues or fees (other than emergencies) would be more appropriately considered by the House of Delegates.

It must be noted that the Committee was not opposing any of the five amendments, only concerned about the legislative body by which they should be considered.

Recommendation #1:

The Committee recommends that future amendments proposed for the International Council be limited to matters which are clearly of a "housekeeping" or "emergency" nature.

President Tony, I ask that this recommendation be referred to the appropriate Board Committee for further consideration.

(Referred to Board Committee on Policies, Procedures, and Structures)

Receptions for New International Presidents

The Committee discussed the escalating expense of the receptions at International Conventions for the new International President. These are hosted by districts at tremendous expense to their members. It must be recognized that district size and monetary contributions will vary; therefore, a precedent should not be established which may become a hardship for future officers. The Committee feels that some limitations should be reviewed and considered by the Board.

Recommendation #2:

The Committee respectfully recommends that the Board give consideration to a policy or procedure concerning expenditures incurred by districts at receptions for a new International President during and following election of a new International President.

President Tony, I ask that this recommendation be referred to the appropriate Board Committee for further consideration.

(Referred to Board Committee on Policies, Procedures, and Structures)

Past International Presidents' Banners

In order that each of the Past International President's banners will be recognized and maintained in the appropriate manner with the club which he represented, it is the opinion of several members that each President's name should be placed appropriately on that banner.

Recommendation #3:

The Committee respectfully recommends that the Board give consideration to placing the name of the Past International President upon his current or a replacement banner.

President Tony, I ask that this recommendation be referred to the appropriate Board Committee for further consideration.

(Referred to Board Committee on Administration)

Visitations by Officers

President Anton J. Kaiser outlined his present and future program and objectives. The Committee was pleased to hear about the positive growth pattern and involvement with the Major Emphasis Program (MEP) throughout the Kiwanis world. The Committee offered their support and encouragement in any way possible to make Tony's year successful.

President-elect Gene R. Overholt gave an overall view of his prospective program. He outlined the kind of support areas where the Past International Presidents may be of assistance, and requested their input and support. The Committee is enthused and encouraged to look ahead with a program of continued support built around the Major Objects of Kiwanis. The Committee, individually and collectively, offered their support to President-elect Gene.

Treasurer Noris A. Lusche outlined to the Committee procedures presently being used for financial control and present utilization of funds in the operating budget. He recognized the necessity of continued budgetary developments as he projected the place of Kiwanis in a changing society. Noris alluded to the insurance costs as an example which is somewhat beyond the control of the International Board of Trustees and Council. Treasurer Noris answered questions and projected ideas that will be developed for the diamond jubilee year of 1990.

Secretary Kevin W. Krepinevich gave an excellent report concerning the reorganization of the office, staff, promotions, evaluations, and new employees. He outlined long-range plans and objectives and the implementation of current procedures for better integration of International Committee reports and Board Meeting discussions. He answered questions concerning Kiwanis International-Europe and Kiwanis International Foundation relationships. The Committee was pleased with the current progress and enthused about the projections for the future.

Kiwanis International Foundation Representative James L. Sheets
-- The Committee was pleased to have Jim discuss the present and future growth and development plan of the Foundation. The Foundation's concern for, and financial support to, the youth is a positive growth pattern which was appreciated by the Committee. Members were encouraged by the reduction in administration costs and offered support for the schedule of future reduced expenses in relationship to the projected income. The Committee members offered their support for the present and future development of the Foundation programs and investments.

Other Discussion

The Past International Presidents discussed the opportunity for updating individual photographs. Those who so desire should furnish to the International Office a photograph which they would like to have used in the future. The photograph will be duplicated and returned.

Items retained for the Committee's Seattle agenda are:

- Discussion of a concern that we need more "internationalization" shown in our publications and other material
- Discussion of a proposal to add a Friday banquet to the future Council schedules
- Discussion of progress toward making necessary "gender" changes in Kiwanis materials

Respectfully submitted,

Raymond W. Lansford
Chairman

REPORT OF THE KIWANIS INTERNATIONAL FOUNDATION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 11, 1987

It is my privilege, on behalf of the Board of Trustees of the Kiwanis International Foundation, to bring you a brief report on the current status of your Foundation. We were created by Kiwanis International to become a supportive base to further the programs and objectives of Kiwanis. Before our report, on behalf of Past President Bob Weber and his entire Board, please let me thank the 1986-87 Kiwanis Board and staff for your encouragement and support. The Foundation Board appreciates this very much and recognizes that our future success is dependent of your continued support.

You will be happy to learn, I am sure, that the Kiwanis Foundation has realized, for the fourth year in a row, over one million dollars in income. Our permanent endowment fund is growing; however, interest earned is still low, so, it took greater effort and promotion to achieve those spectacular results. Thanks to you, our Foundation Board and staff, the District Governors, and the Kiwanis International Foundation District Chairmen, we had the most successful year in history. Total contributions were \$1,141,000, which was an increase of \$250,000 or 28.06% over the previous year.

Our planned giving through wills and bequests continues to grow. We sent letters to all Past International Officers recently in support of this program. The response has been most encouraging, with several positive replies to the letter indicating that they had or would include the Foundation in their will. One reported that his will designated \$25,000 for Circle K, \$25,000 for Key Club, \$25,000 for HOBY, and \$25,000 undesignated, for a total of \$100,000 from one response.

We believe that there are a great number of past and present International Officers, who, having committed their time, talent, and financial resources to building a better world through Kiwanis, will want to assure continuity of those ideals and objectives by designating a part of their estate through the Foundation. If you would like to join those of us who have committed, please let us know by completing and signing your letter of intent.

We are rapidly approaching \$1,000,000 in permanent endowment through the Hixson Fellowship Program. During the 1986-87 year more than 50% of all contributions were restricted. This, of course, creates a temporary shortfall in available funding for many requests, and emphasizes the need for a greater permanent endowment fund. We urgently need the

cooperative effort of both Kiwanis International and Kiwanis International Foundation Boards in reaching a minimum endowment of \$10,000,000. You will be hearing more about a program that can guarantee success in achieving that goal.

We are pleased to report that the total grants to Kiwanis International, Circle K International, and Key Club International for 1987-88 is \$225,566. Your list was prioritized, however, we leave it to you to determine the allocation of funds. The two Boards, Kiwanis International and Kiwanis International Foundation, must be diligent in following to the letter the Internal Revenue guidelines for Tax-Exempt Foundation grants.

Under the capable leadership of our Executive Director, Aubrey Irby, and the dedicated Kiwanis leaders who serve you as Foundation Board Trustees, we have charted a new direction. We have a splendid growth trend in both current and planned giving. Our future is extremely bright. Together, the Kiwanis International Board and the Kiwanis International Foundation Board can fulfill the dreams of those Kiwanis leaders who created the Foundation almost fifty years ago. I pledge our support to you, President Tony, and to your Board to make "Our Quest Their Best".

Respectfully submitted,

A. M. "Andy" Waters
President

MINUTES OF EXECUTIVE COMMITTEE SPECIAL MEETING

Indianapolis, Indiana

Thursday, August 6, 1987

Executive Committee Members Present:

Frank J. DiNoto, Chairman
W. J. "Wil" Blechman, M.D.
J. Donovan Jackson
Anton J. Kaiser
Noris A. Lusche
Gene R. Overholt

Executive Committee Member Excused:

Donald E. Williams

Staff Present:

Kevin W. Krepinevich

Other Participant:

Donald E. Knebel, Attorney
Barnes & Thornburg

A meeting of the Executive Committee was held at 11 a.m. EST on Thursday, August 6, 1987, in the office of the International Secretary by conference telephone call. President Frank J. DiNoto presided.

Upon motion made by Vice-President-designate Blechman, supported by Treasurer-designate Lusche, and duly carried, it was:

RESOLVED, That the Ridgewood, New Jersey, litigation be settled as follows:

1. The Ridgewood Kiwanis club withdraw its pending petition for certiorari;
2. Kiwanis withdraw its request to enjoin the Ridgewood Kiwanis Club from continuing to call itself a Kiwanis club; and
3. All parties each bear their own costs and attorneys' fees.

Respectfully submitted,

Kevin W. Krepinevich
International Secretary

WAIVER OF NOTICE OF

AUGUST 6, 1987, MEETING

EXECUTIVE COMMITTEE OF KIWANIS INTERNATIONAL

We the undersigned, being all the members of the Executive Committee of the Board of Trustees of Kiwanis International, an Illinois not-for-profit corporation, hereby waive notice of the special meeting of the Committee held on August 6, 1987, and further, we consent to the action taken as reported in the minutes reported above.

Frank J. DiNoto, Chairman

W. J. "Wil" Blechman, M.D.

J. Donovan Jackson

Anton J. Kaiser

Noris A. Lusche

Gene R. Overholt

Donald E. Williams

REPORT OF BOARD COMMITTEE ON EDUCATION AND LEADERSHIP DEVELOPMENTTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOctober 5-7 and October 11-14, 1987

Date of Committee Meeting: October 7, 1987

Place of Committee Meeting: Kiwanis International Headquarters
Indianapolis, Indiana

Present: Members - William L. Lieber, Robert L. McCurley, Jr., and Arthur D.
Swanberg

Chairman - C. A. Dillon, Jr.

Special Guests - President Anton J. Kaiser and President-elect Gene R.
Overholt

Staff - Larry J. Horney and John E. Johnson

The Committee reviewed its responsibilities, worked with President-elect Gene R. Overholt and staff to formulate the 1988 Training Conference Agenda for Governors-elect; reviewed Education Department activities since July 1, 1987; discussed Education Department plans for the remainder of 1987; reviewed and discussed the Education Department Long-Range Action Strategies through 1990; explored the Education Department's potential role in the development of models for district conventions and mid-year conferences; and noted possible new initiatives for the department in the years ahead.

EDUCATION DEPARTMENTA. Committee Responsibilities

The Committee reviewed its responsibilities as adopted in October, 1986, noting that responsibility for planning Council has been assigned to the Board Committee on Communications and Conventions.

B. 1988 Governors-elect Training Conference

The Committee and President-elect reviewed a proposed draft of the 1988 Governors-elect Training Conference Agenda. In developing this Agenda, primary concern was given to adjusting and further strengthening the very successful Conference Agenda developed for 1987. It was agreed that a special meeting of the Committee originally scheduled for December, 1987, would not be necessary.

C. Long-Range Plan

The Committee reviewed the current long-range plan of the Education Department and noted that all Action Strategies for 1986-87 are completed and 1987-88 are on target. An updated long-range plan including fiscal year 1990-91 will be developed for Board action in January, 1988.

D. Train-the-Trainers Program

The Committee reviewed the current status and the implementation schedule for training Certified Kiwanis Trainers. To date, 450 Kiwanians have requested application forms to become trainers. Although this number is significantly higher than overall need (229 trainers will be trained), the applicants are not evenly spread among the districts. Also, not all applying will qualify. Therefore, a significant increase in quality applicants is needed from several districts.

Trustees are urged to submit the names and addresses of additional Kiwanians they believe to be quality trainers. In addition, trustees are encouraged to ask the governors and secretaries of districts they counsel to submit the names and addresses of potential trainers to the Education Department at the earliest date possible.

Staff advised that once trainers are trained, there will be a need within each district for selection of a function coordinator, with regional coordinators for each 40-club unit. These coordinators could be selected by the trainers.

E. Manual Revision/Distribution

The Committee reviewed current efforts to develop a guidebook for lieutenant governors which would be similar to the new Guidebook for Club Presidents which has won considerable praise. It was noted that the International Committee on Education and Leadership Development is working very closely with the Education Department in guidebook development.

Problems encountered in distribution of 1987-88 Club Officer Packets were reviewed. A new tear-proof envelope to be used in 1988 was shown to the Committee. The front of the envelope contains a statement in red ink instructing club secretaries to hand deliver the entire packet to the incoming presidents within ten days of receipt. To ensure that the club secretaries have received the packets and passed these on to the club presidents-elect, lieutenant governors will be asked to contact club secretaries within their divisions by June 1. In addition, the Committee requested staff to investigate the cost and potential of including in the packet a stamped, self-addressed postcard verifying that each club has received the packet.

F. Models for District Conventions

The Committee explored the potential role of the Education Department in creating models for district conventions. The Committee agreed that involvement of district secretaries in this project is vital, and that models developed should be provided as guidance rather than imposition. It was suggested that models could also be developed which include mid-year conferences, governor and lieutenant governor training sessions, the Kiwanis Leadership Training Program, and all other district training.

Two other related comments were offered. First, governors-elect should be encouraged to elicit invitations to visit conventions in other districts. Second, the counselor evaluation form should include a section on observed convention strengths and weaknesses that can be shared with the district.

G. New Initiative Ideas

The Committee noted a need to re-emphasize club use of the 52 Kiwanis education spots contained in the Manual of Membership Education. This manual and other areas of educational information about Kiwanis is currently housed in the Membership Division rather than in the Education Department.

The Committee suggested that club board members need to be better informed about their legal liabilities, and that club committee chairmen be encouraged to hold one committee meeting per month, offer a monthly oral report to the club membership, and undertake a minimum of one new project each year.

Respectfully submitted,

WILLIAM L. LIEBER
ROBERT L. MCCURLEY, JR.
ARTHUR D. SWANBERG
C. A. DILLON, JR., Chairman

REPORT OF BOARD COMMITTEE ON COMMUNICATIONS AND CONVENTIONSTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOctober 5-7 and October 11-14, 1987

Date of Committee Meeting: October 6, 1987

Place of Committee Meeting: International Office

Present: Members - A.S. "Buddy" Ammar, W. Donald Goodfellow, Q.C., Kenneth
W. Smith, D.C., Arthur D. Swanberg
Chairman - Morton O. Alper, D.D.S.
Staff - Blair Austin, Pat Hatcher, Larry Horney, Chuck Jonak,
Mack Porter, Kelly Sears

General Discussion

The Committee reviewed the Communications and Conventions status report and discussed additional items relating to the Kiwanis magazine reader profile and subscriber study. It also discussed staff plans for new and more efficient methods of mailing the magazine to non-North American readers. Staff also informed the Committee that beginning with the October issue, a new mailing vendor will distribute Kiwanis magazine to Canadian readers. This change of vendors should correct problems with late and/or damaged mail.

The Committee also discussed the staff meeting with Seattle Host Committee Chairmen and were pleased to hear that significant progress is being made by the Committees.

Public Relations

After a review of the Public Relations Long Range Plan, the Committee made the following recommendation:

Recommendation #1:

The Committee recommends that the following Action Statement, and funding for same for Public Relations be deferred to 1988/89 for implementation:

Operating Objective #14, Action Strategy I, Action Statement 3

Commission a professionally designed survey to document public awareness of and attitudes toward Kiwanis, to provide basis for assessing public relations activities according to measured needs and opportunities. \$14,000

I move that Recommendation #1 be adopted.

(Adopted)

Finance: None

Procedure: In compliance

Convention

Unfinished Business

The Committee requested staff to work with the Seattle Host Committee on implementing child care services at the International Convention. It is suggested that the Host Committee consider utilizing Key Clubbers and Circle K'ers to develop this service.

At the request of Immediate Past President, Frank J. DiNoto, the Committee discussed the standing rules for the House of Delegates devised for the Washington, D.C. Convention. The Committee believes that the Standing Rules as revised should be adopted and incorporated into Policies and Procedures. The Committee further suggests that, if adopted, the Standing Rules be printed in the Official Program of the Convention. (See Exhibit A)

Recommendation #2:

The Committee recommends that the Standing Rules for the House of Delegates at an International Convention be adopted and incorporated into Policies and Procedures. (Attached as Exhibit A)

I move that Recommendation #2 be adopted.

(Adopted)

Finance: No impact

Procedure: Refer to Board Committee on Policies, Procedures and Structures

New Business

The Committee reviewed the methods submitted by staff for enhancing convention income, and requested staff to develop guidelines for non-Kiwanis related funding for International Conventions. These guidelines will be submitted to the Board of Trustees for consideration at the January 1988 meeting. At this time, the Committee is considering a recommendation to allow some type of advertising/sponsorship recognition in the convention program and/or Convention Daily, and the Committee has encouraged staff to begin pursuing limited sponsorships for Seattle.

Recommendation #3:

The Committee recommends that staff approach donors, entities, and/or corporations to assist in providing funding for convention events in Seattle such as speakers, professional entertainment, receptions, and publications. Each proposed donation or sponsorship shall be presented to the Board of Trustees for approval.

I move that Recommendation #3 be adopted.

(Defeated)

Finance: Unknown

Procedure: Not in compliance

The Committee discussed the budget for the Seattle Convention and examined the existing fees for Kiwanians, guests, exhibitors, etc. In an effort to balance the 1987-88 Convention budget, the Committee makes the following recommendations:

Recommendation #4:

The Committee recommends that the registration fee for Seattle for spouse/guest be set at \$30 before May 1, 1988, and \$35 after May 1, 1988. And that the registration fee for Seattle for a Kiwanian be set at \$75 before May 1, 1988, and \$85 after May 1, 1988.

I move that Recommendation #4 be adopted

(Adopted)

Finance: \$27,500

Procedure: In compliance

Recommendation #5:

The Committee recommends that the price for Superstar tickets in Seattle be set at \$20 and that staff attempt some type of reserved seating system.

I move that Recommendation #5 be adopted

(Adopted)

Finance: \$45,000 estimated increase

Procedure: In compliance

It was noted by staff that our number of exhibitors has declined recently and that perhaps the existing Procedure #155 (f) (1) might be too stringent and seems to prohibit exhibitors from taking names or establishing mailing lists on-site in the Convention Hall.

Recommendation #6:

The Committee recommends that Procedure #155 (f) (1) be amended as follows: Prohibited activities shall be solicitation or acceptance of financial gifts or pledges, or the selling or taking of orders for goods or services by exhibitors, individuals, Kiwanis districts or clubs, at or within the exhibit hall and/or convention center, with the exception of the Kiwanis International Foundation and the Kiwanis International Supplies Department, provided, however, that this procedure shall not preclude exhibitors who provide fund raising ideas for Kiwanis clubs from taking the names of such Kiwanis clubs or from taking orders for goods or services from clubs expressing an interest in such fund raising activities. (Changes are underlined.)

I move that Recommendation #6 be adopted

(Adopted)

Finance: No impact

Procedure: Refer to Board Committee on Policies, Procedures and Structures

As a final note to the budget discussions, the Committee emphasized the necessity of determining convention costs prior to establishing convention fees and ticket prices. Although preliminary assumptions are needed to begin the budgeting process, these assumptions must be adjusted accordingly as the budgeting process proceeds.

The Committee reviewed the Sessions Agenda for the Seattle Convention and decided to move the introduction of the Past Presidents and wives from Wednesday afternoon back to Wednesday evening. Additionally, the Committee decided not to include wives in the introduction of officers-designate on Wednesday night. The Committee recommends that the Wednesday delegate session should be held on Wednesday afternoon and that Superstar night should be on Tuesday. (See Exhibit B)

Recommendation #7:

The Committee recommends that the proposed Sessions Agenda for Seattle be accepted.

I move that Recommendation #7 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

The Committee discussed Nice as the Convention site for 1993 and reaffirmed the selection. It was noted that Nice has been officially notified, and announcements have been made in BKO, Kiwanis magazine, and the media. It also was noted that the meeting space and hotel facilities in Nice are exceptional.

The Committee reviewed the use of credit cards as a method of payment for registration fees and the purchase of tickets for Convention functions. It was decided that everyone attending the Convention shall be permitted the use of an approved credit card.

Magazine

The Committee discussed a staff proposal for the revision of the book "The Men Who Wear the K," which is a compilation of Kiwanis history written by Associate Secretary Emeritus L.A. "Larry" Hapgood. The revision also would be researched and written by Larry Hapgood with staff support, and the Committee noted that it would be ideal if the new book could be published in time for Kiwanis International's 75th Anniversary in 1990. The Committee also noted that a production schedule and an outline of estimated costs for the project should be prepared by staff.

The Committee discussed a number of editorial matters, including the continued inclusion in Kiwanis magazine of articles with international perspectives, the need for a story about administrative fund-raising, and plans for articles that will promote the 1988 International Convention in Seattle, Washington.

Respectfully submitted,

A.S. "BUDDY" AMMAR
W. DONALD GOODFELLOW, Q.C.
KENNETH W. SMITH, D.C.
ARTHUR D. SWANBERG
MORTON O. ALPER, D.D.S., Chairman

STANDING RULES FOR THE HOUSE OF DELEGATES
AT AN INTERNATIONAL CONVENTION

- RULE 1 - The official language of this convention shall be English. Simultaneous translation shall be available in French and Spanish.
- RULE 2 - Only delegates with official delegate badges may present or speak on motions and vote.
- RULE 3 - Only delegates may be seated in the area designated for delegates.
- RULE 4 - The House of Delegates shall not be closed.
- RULE 5 - Any main motion of amendment shall be written in English, signed by the maker and seconder, and presented to the International Secretary before it is moved.
- RULE 6 - No delegate may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the delegates.
- RULE 7 - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
- RULE 8 - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
- RULE 9 - Debate shall alternate between those speaking for and those speaking against a motion.
- RULE 10 - Microphones shall be designated by number. Speakers for a motion or amendment thereto shall use the odd-numbered microphones and speakers against a motion shall use the even-numbered microphones. The chair will recognize microphones in rotating order.
- RULE 11 - If in the judgement of the chair, a proposed amendment to any proposed resolution or amendment are closely linked, then debate may proceed on both the proposed amendment and the proposed resolution or amendment together.
- RULE 12 - A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- RULE 13 - An assistant Sergeant-at-Arms shall be positioned at each microphone to relay priority motions, such as points of order, to the chair.
- RULE 14 - Candidates for office above the level of trustee may have one nominating speech not to exceed three minutes and a seconding speech not to exceed one minute.
- RULE 15 - Candidates for the office of Trustee may have one nominating speech not to exceed two minutes and a second from the platform with no speech.

- RULE 16 - Any candidate who is unopposed for office may be elected by a voice vote.
- RULE 17 - Debate on any proposed resolution or amendment to the Constitution and Bylaws, including any amendments thereto, shall be limited to 45 minutes.
- RULE 18 - A motion to move the previous question will not be in order until 15 minutes of debate has taken place or all microphones are clear.
- RULE 19 - If the first session of the House of Delegates is a morning session, it shall be adjourned at or near noon. Subject to the discretion of the chair, no proposed amendment to the Constitution and Bylaws shall be introduced later than 15 minutes before the scheduled adjournment of any morning or afternoon session. Any proposed amendment not considered on that day shall be considered during the Second Session of the House of Delegates.
- RULE 20 - Any rule herein above provided may be suspended by a majority vote.
- RULE 21 - Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International and these standing rules.

Sunday, July 3

OPENING SESSION (Doors open at 6:00 pm)

6:30 pm

Prelude

7:00 pm

Introduction of the Board of Trustees and wives

Introduction of the International President

Call to Order

- 1) President Tony to address rudeness and noise of attendees
- 2) President Tony to mention that invocators are various religious leaders

Invocation

Welcome from the District

Presentation of American Flag and National Anthem

History of Kiwanis/Presentation of Flags of Kiwanis Countries

Staff to provide three alternatives for this presentation

Introduction of 1987/88 Governors and wives
(backstage line up - bring straight out - spotlight-down front - center stairs)

Introduction of KIE President and wife

Greetings from KIE

"In Memoriam"

(Possible Ecumenical hymn, slide support)

Presentation of Connelly Medal
(less talk, more pictures)

Musical Interlude - upbeat

Speaker (Motivational)

Convention Highlights (What's in store for you)
(speakers, forums, entertainers)

Announcements

No later than

9:30 pm

Adjournment

Monday, July 4

CONVENTION SESSION (Doors open at 8:00 am)

8:30 am

Prelude

9:00 am

Call to Order

Invocation

Presentation of Awards and Recognition of Honor Clubs
(Annual Club Report Winners) - Frank J. DiNoto, Immediate
Past President

Recognition of Legion of Honor Members (standing)
(oldest Legion of Honor member will be brought on stage)

Musical Entertainment

President's Address - Anton J. "Tony" Kaiser

Introduction of Kiwanis International Foundation
Board (on lower level stage)

Presentation of Kiwanis International Foundation Tablet
of Honor and George F. Hixson Fellows (standing recognition)

Musical Entertainment

Speaker (humorous)

Announcements

Adjournment

Tuesday, July 5

DELEGATE SESSION (Doors open at 8:00 am)

8:30 am Prelude

9:00 am Call to Order

Invocation

Introduction of International Committee Chairmen
(on lower level stage)

Report of the International Treasurer

Report of the Committee on Finance

Musical Interlude

Report of the International Secretary

Report of the Committee on Credentials

Address-Key Club President

Presentation of Proposed Amendments - Members of the
Board of Trustees

Announcements

Adjournment

Organ Postlude

Wednesday, July 6

DELEGATE SESSION (Doors open at 12:00 noon)

12:30 pm

Prelude

1:00 pm

Call to Order

Invocation

Report of the Committee on Credentials

First Report of the Conference on Nominations
(Nominations for Officers above the level of Trustee)

Nomination and Election of Officers above the level
of Trustee

Group Singing

Address - Circle K International President

Report of Committee on Resolutions

Second Report of the Conference on Nominations
(Nominations for the office of Trustee)

Nomination and Election of Trustees

Announcements

Adjournment

Wednesday, July 7

CLOSING SESSION (Doors open at 7:00 pm)

7:30 pm Prelude

8:00 pm Call to Order

Invocation

Introduction of Past Presidents and Wives

On-to-Orlando

Report by the Committee on Elections

Presentation of Officers-designate

Address by the President-designate

Feature Entertainment

Benediction

Auld Lang Syne

NOTE: Re-instate passing of gavel and banner

INTERNATIONAL OFFICE ADMINISTRATIVE ACTION

October 5-7 and October 11-14, 1987

A. ELIMINATION OF MEMBERSHIP OF NON-MEETING CLUBS FROM ACTIVE MEMBERSHIP

(These clubs have now been officially placed on non-meeting status.)

<u>CLUBS BY DISTRICT</u>	<u>ORG. DATE</u>	<u>KEY #</u>	<u>DATE</u>	<u># MEMBERS</u>	<u>ACCOUNTS RECEIVABLE</u>
<u>CALIFORNIA-NEVADA-HAWAII</u>					
City of Commerce, CA	12-28-26	01629	09-30-87	15	\$ 189.75
Sunnyvale, CA	11-20-53	04092	09-30-87	5	78.90
<u>CAPITAL</u>					
Catonsville, MD	05-29-45	02611	09-01-87	9	105.20
Dundalk, MD	07-01-46	02764	09-01-87	9	92.05
Saltville, VA	10-29-42	02493	09-01-87	14	183.78
<u>CAROLINAS</u>					
Sir Walter, Raleigh, NC	01-23-62	05550	10-01-87	9	131.50
<u>FLORIDA</u>					
Orange City, FL	02-19-81	10241	03-31-87	28	10.00
<u>GEORGIA</u>					
Cochran, GA	02-16-84	11097	09-01-87	12	289.30
Peachtree Corners, GA	03-03-80	09867	09-01-87	8	263.00
<u>INDIANA</u>					
Centerville, IN	03-03-83	10880	06-08-87	15	-0-
<u>KANSAS</u>					
Alexander, KS	01-28-52	03777	09-19-87	12	-0-
<u>KENTUCKY-TENNESSEE</u>					
East Floyd, Harold, KY	03-23-72	06944	11-30-86	9	118.35
Elkhorn City, KY	01-31-84	11083	11-30-86	13	-0-
<u>MICHIGAN</u>					
Harrison, MI	07-20-49	03358	09-30-87	21	261.22
Highland Park, MI	05-27-78	09185	09-30-87	8	423.85
<u>MISSOURI-ARKANSAS</u>					
Mineral Area- Flat River, MO	09-18-85	11543	07-06-87	28	1,334.75
<u>NEW ENGLAND</u>					
Keene, NH	10-24-61	05489	09-01-87	9	118.35
Rockland, MA	11-11-26	01610	07-06-87	25	-0-
<u>NEW JERSEY</u>					
Piscataway, NJ	06-08-67	06260	07-06-87	7	92.05
<u>NEW YORK</u>					
Bath, VAMC, NY	03-20-79	09511	07-06-87	5	65.75
Vernon, NY	05-01-50	03492	07-06-87	13	170.95

<u>CLUBS BY DISTRICT</u>	<u>ORG. DATE</u>	<u>KEY #</u>	<u>DATE</u>	<u># MEMBERS</u>	<u>ACCOUNTS RECEIVABLE</u>
<u>OHIO</u>					
Southmount-Miamisburg, OH	06-12-70	06643	05-25-87	7	\$ 8
St. Clairsville, OH	11-28-77	08980	05-25-87	17	223.55
West Cleveland, OH	12-13-27	01715	05-25-87	15	-0-
<u>PACIFIC NORTHWEST</u>					
Early Birds, Eugene, OR	05-19-66	06153	09-15-87	12	-0-
Lakeview, OR	11-07-72	07101	08-02-87	11	144.65
Linkville, Klamath Falls, OR	11-09-60	05317	08-02-87	14	169.61
<u>PENNSYLVANIA</u>					
East Pennsboro, PA	03-26-86	11688	07-10-87	17	223.55
Montour, McKees Rocks, PA	01-29-76	08220	07-08-87	4	144.20
Wilkes Barre South, PA	09-16-85	11542	09-01-87	12	667.50
<u>SOUTHWEST</u>					
Conquistador, Tuscon, AZ	03-16-54	04159	07-05-87	13	320.86
Los Compadres-Tuscon, AZ	06-13-84	11217	07-05-87	11	412.65
North Phoenix, AZ	03-02-87	11946	07-05-87	28	780.00
Parker, AZ	06-15-76	08399	07-01-87	11	8.00
<u>TEXAS-OKLAHOMA</u>					
Atoka, OK	03-14-86	11676	07-08-87	30	381.34
Elmore City, OK	06-16-86	11744	03-05-87	16	420.80
<u>WEST VIRGINIA</u>					
Berkeley Springs, WV	07-24-34	02004	07-21-87	17	45
<u>WISCONSIN-UPPER MICHIGAN</u>					
Golden K, Oshkosh, WI	11-08-77	08967	07-10-87	21	-0-
TOTAL: 38					\$8,365.22

B. NEW KIWANIS CLUBS ORGANIZED SINCE THE JUNE-JULY MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

<u>CLUBS</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Pines City, Baguio City, Philippines	06-30-87	20
Phoenix-Arcadia, Arizona	07-01-87	25
Glasgow, Delaware	07-01-87	27
Sandhurst, Bendigo, Australia	07-08-87	20
Evergeen, North Vancouver, British Columbia	07-08-87	29
Annak TI Cabugao, Ilocos Sur, Philippines	07-11-87	41
Nacozari de Garcia, Sonora, Mexico	07-08-87	25
Rabun County-Clayton, Georgia	07-13-87	25
Mangima Canyon, Manola Fortich, Bukidnon, Phil.	06-20-87	28
Jamaica Bay, Starrett City, New York	07-13-87	29
Princeton Golden K, Illinois	07-15-87	26
Smithtown-Hauppauge, New York	07-15-87	25
Concepcion, Tarlac, Philippines	07-18-87	23
Kente, Trenton, Ontario	06-11-87	28
Randolph Golden K, Asheboro, North Carolina	07-21-87	30
Indianapolis, Riley-Lockerbie, Indiana	07-22-87	29
Kingsley, WA, Australia	07-21-87	20

<u>CLUBS</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Whyalla, Australia	07-21-87	27
Hua Tan, Republic of China	05-02-87	23
Papillion-LaVista-Ralston of the Midlands, Nebraska	07-22-87	33
South Sound, Olympia, Washington	07-23-87	28
Fontana, California	07-28-87	25
Brighton, Victoria, Australia	07-28-87	24
Baymeadows, Jacksonville, Florida	07-23-87	26
Villers-La-Ville, Belgium	07-21-87	21
River Park Towers, Bronx, New York	07-30-87	25
Nassau County Medical Center, New York	08-04-87	75
Lawton Golden K, Oklahoma	08-04-87	25
Wainuiomata, New Zealand	08-05-87	21
Ashland, Nebraska	08-06-87	28
Badiangon Spring, Gingoog City, Philippines	07-26-87	25
Shepparton Sunrisers, Australia	08-06-87	24
Eau Claire-Clear Water, Wisconsin	08-11-87	28
Masawa, Butuan City, Philippines	08-08-87	21
Magalang, Pampanga, Philippines	08-12-87	25
Cochise Douglas, Arizona	08-13-87	28
Westport, Massachusetts	08-12-87	25
Pittsford, Perinton, New York	08-18-87	25
Wenatchee-Kelawani, Washington	08-10-87	31
Oxford Golden K, Alabama	08-18-87	30
South El Monte, California	08-18-87	34
Mt. Matutum, Polomolok, South Cotabato, Philippines	08-09-87	23
San Fernando North, San Fernando, Pampanga, Phil.	08-16-87	24
Emerald Coast Golden K, Fort Walton Beach, Florida	08-17-87	25
Villa Platte, Louisiana	08-18-87	25
Benson, Arizona	08-19-87	25
Waynesboro, Mississippi	08-20-87	28
Neuenburg/Markgraeflerland, Germany	08-20-87	20
Viseu, Portugal	06-09-87	20
Skagit Valley, Washington	08-26-87	31
Nicholasville, Kentucky	08-27-87	30
South Hutchinson, Kansas	08-27-87	27
Miami Lakes, Florida	09-01-87	25
Merrifield, Virginia	09-01-87	25
Sunrise, Seaside, California	09-02-87	28
Fresno Alpha K, California	09-02-87	27
Nixa, Missouri	09-03-87	26
Greater Hugo, Oklahoma	09-03-87	26
Candaba, Pampanga, Philippines	08-28-87	20
Maharlika, Cagayan de Oro City, Philippines	08-28-87	22
Long Island Southwest Golden K, New York	08-28-87	55
Buckhead-Breakfast, Georgia	09-09-87	29
Indian Head-Bryan's Road, Maryland	09-09-87	27
The Greater Hartland Area, Wisconsin	09-10-87	26
Wilderness Road, Harrogate, Tennessee	09-10-87	25
Pays-d'Enhaut, Switzerland	09-05-87	20
Birstal, Switzerland	09-01-87	20
Nidwalden, Switzerland	09-05-87	20
Wiregrass Golden K, Dothan, Alabama	09-03-87	27
Sag Harbor, New York, New York	09-10-87	25
Gulf Breeze-Tiger Pointe, Florida	09-10-87	25
Cerritos, California	09-11-87	29
Tomoka, Ormond Beach, Florida	09-15-87	27

<u>CLUBS</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
The Lakes of the Four Seasons, Crown Point, IN	09-15-87	28
Marshfield, Missouri	09-16-87	30
St. James, Buena Vista, Agusan del Norte, Phil.	09-16-87	38
Aberdeen, Mississippi	09-16-87	27
Sabine, Many, Louisiana	09-09-87	26
Ichon, Korea	07-08-87	25
Lamond-Riggs, Washington, DC	09-23-87	27
Southport, New York	09-23-87	28
West Brazos, West Columbia, Texas	09-23-87	25
Harlem Gateway, New York	09-23-87	27
Linton, North Dakota	09-23-87	31
Chandler Sunrise, Arizona	09-23-87	25
Susquehannock, Shrewsbury, Pennsylvania	09-24-87	25
Sheridan, Arkansas	09-24-87	28
O'Meere-Arime, Trinidad, West Indies	09-24-87	29
Marabella, Trinidad, Republic of Trinidad & Tobago	09-27-87	29
Tunepune, Trinidad, West Indies	09-27-87	30
Uptown-Charlotte, North Carolina	09-28-87	31
Golden K Concourse Plaza, Bronx, New York	09-28-87	25
Cartagena, Colombia	07-24-87	22
Ibarra, Colombia	05-16-87	20
Shippensburg, Pennsylvania	09-29-87	26
Hornafjordur-Os, Iceland	09-12-87	30
Autun, France	09-17-87	20
Dax, France	09-23-87	21
Harrodsburg, Kentucky	09-29-87	25
Evansville, Wisconsin	09-29-87	25
Covina-Breakfast, California	09-29-87	25
Knott County, Hindman, Kentucky	09-29-87	25
North Cass County, Belton, Missouri	09-29-87	26
Wake Forest-Rolesville, North Carolina	09-30-87	29
Narrows Bay, Staten Island, New York	09-29-87	25
Central Adirondacks, Old Forge, New York	09-30-87	33
Cactus, Tucson, Arizona	09-30-87	25
Montgomery Golden K, Alabama	09-29-87	26
Montgomery County Golden K, Mount Sterling, Kentucky	09-30-87	25
Eglin Air Force Base, Fort Walton Beach, Florida	09-30-87	25
Dartmouth-City of Lakes, Nova Scotia, Canada	09-30-87	31
State of Franklin, Johnson City, Tennessee	09-29-87	26
California, Trinidad	09-29-87	25
Gasparillo, Trinidad	09-29-87	31
Cabot Golden K, Arkansas	09-30-87	27
Scarsdale, New York	09-30-87	25
Sierra County, Truth or Consequences, New Mexico	09-30-87	25
Denali, Fairbanks, Alaska	09-30-87	25
JFK Airport, New York City, New York	09-30-87	25
<u>TOTAL: 119</u>		3,186

C. KIWANIS CLUBS REACTIVATED SINCE THE JUNE-JULY MEETING OF THE INTERNATIONAL BOARD OF TRUSTESS

<u>CLUBS</u>	<u>COMPLETION DATE</u>	<u>MEMBER</u>	<u>P</u>
Eastside Buffalo, New York	08-19-87	15	
University Park, Los Angeles, California	04-01-87	12	
Upper Wentachee Valley, Washington	08-24-87	26	
<u>TOTAL: 3</u>			

D. CLUBS MERGED SINCE THE JUNE-JULY MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

<u>CLUBS</u>	<u>DATE</u>	<u>MEMBERSHIP</u>
Edina, Minnesota	04-01-87	25
Uptown San Diego, California	04-22-87	25

TOTAL: 2

E. CLUB INCORPORATIONS

Oregon, Illinois
Gilbert, Arizona
Northwest Omaha Golden K, Nebraska
Gastonia-Evening, North Carolina
Greater Bonita Springs, Florida
Blairsville, Georgia
Columbia, Louisiana
Wickenburg, Arizona
Lincoln County, Kentucky
South Buncombe-Arden, North Carolina
Golden K-Austin, Texas
Keystone at the Crossing-Indianapolis, Indiana
Greater Lewisville, Texas
Delray Beach, Florida
Deer Valley-Phoenix, Arizona
North Port Early Birds, Florida
Conrad, Montana
South Miami, Florida

TOTAL: 18

F. CLUB NAME CHANGES

From: Lake Forest-Lake Bluff, Illinois
To: Lake Bluff-Lake Forest, Illinois

From: Fraser Moravian, Michigan
To: Clinton-Moravian, Michigan

From: University City, San Diego, California
To: University City-Golden Triangle, San Diego, California

From: North Springs-Atlanta, Georgia
To: Sandy Springs, Georgia

From: Haines City, Florida
To: Greater Haines City, Florida

G. CANCELLED MEETING

None

H. DISTRICT BYLAWS AMENDMENTS

Australia - Article III, Section 1, The territory of this district has been changed from 6 division to 8.

Capital - Article XV, Section 1, Increase in the subscription price of the District Bulletin from \$2.50 to \$3.50 and increase in district dues from \$6.50 to \$9.00.

Carolinas - Article XV, Section 1, Increase in District dues from \$8.00 to \$10.00.

Georgia - Article XVI, Section 1(b) (c), added that each member shall pay to District, Interim New Member Dues in amount of \$5.00 which will apply to all members added to club roster after submission of the Original Permanent Organizational Roster of Kiwanis International.

Article XVI, Section 3, added, "Subscription price of the District Bulletin and the Interim New Member Dues."

Illinois - Article VII, Section 3, delete, "shall be composed of at least five (5) members and." Also, added the terms of office for the Committee on Key Clubs and Circle K.

Article XIV, Section 3, change "Committee on Public and Business Affairs" to "Committee on Community Services."

Michigan - Article XV, Section 1, Increased district dues from \$15.50 to \$17.50.

Article XV, added a "Section 4" with reference to the payment of the registration fee for the District Convention.

New York - Article XII, Section 3 (a) and 2nd paragraph, Allow for more than 2 candidates to be elected for governor-elect for the District Convention. Also changed this in the following sections:
4(a) and second paragraph and Section 4(d)(1) - four places.

Article XV, Section 1, Increase in District dues from \$11.00 to \$12.00. Increase in Foundation Bulletin from \$2.00 to \$2.50 and changed total amount from \$13.00 to \$14.50.

Ohio - Article V, Section 4(d), adding that the Treasurer shall be the chief financial officer of the District.

Article VI, Section 8, the Secretary shall also submit a copy of the Board of Trustees meeting to the members of the District Board of Trustees.

Article VII, added a Committee to District Operation called, "Nominees."

Article VII, Section 3(a), the phrase "appointed by the Governor" shall be changed to read, "elected by the Delegate Assembly."

Article VII, Section 5(#1a), delete the phrase, "and may at his discretion, submit his appointment to his Division Council."

Article VII, Section 5(#7a), change the word "monograph" to "a description of responsibilities and functions as recommended by..."

DISTRICT BYLAWS AMENDMENTS (con't)

Ohio - Article VII, Section 5(#7b), change "monograph" to "description."
(con't)

Article VIII, Section 10, add the word "budget"

Article VIII, Section 20, change duties of Committee of Inter-club Relations and Fellowship.

Article VIII, Section 21, added duties of Committee on Nominees

Article X, Section 15, the Secretary shall also submit a report to the Board of Trustees of the District.

Article XII, Section 4(h), adding the phrase "and (2) post on Finance and Structure Committee."

Article XII, Section 4(h)(#1), added "and elected posts on the Finance and Structure Committee." Also added paragraph stating, "The conference shall submit to the convention no more than four (4) names as candidates to fill two (2) elected posts on the Finance and Structure Committee."

Pennsylvania - Article VI, Section 3, Increase in number of meetings per year from 2 to 4. Adding the Board of Trustees may meet at the International Convention.

Article XVI, added a Section 10 with reference to the proceeds from the sale of the district office building in Camp Hill, Pennsylvania.

Article XV, Section 3, allow for a district wide solicitation of funds for the Pennsylvania Kiwanis Foundation and Pennsylvania District Outreach Program.

Rocky Mtn. - Article VII, Section 3, added "Committee on Administrative Boundries." Also added a paragraph on officers of the above committee.

Article VIII, added new Section 19 (previous Section 19 now 20) stating duties of above said committee.

Southwest - Article X, Section 9, added "District Secretaries Emeriti" to allow them to become delegates-at-large to all conventions.

W. Virginia - Article III, Section 1, Dividing of the division are set by the Board of Trustees of District and developed clubs shall be assigned to division by the Board of Trustees.

Article III, Section 2, Board of Trustees has the power to change the boundries of Division and also must give clubs involved thirty (30) days written notice of boundry change.

Article XV, Section 1, Change District dues to \$15.00.

Wisconsin - Article XV, Section 1(a), Increase in district dues from \$10.00 to \$12.00 and Upper MI increase in district bulletin from \$2.50 to \$3.00.

CLUBS STATUS IN LITIGATION

None

J. CIRCLE K CLUBS COMPLETED SINCE JUNE-JULY REPORT

NEW CLUBS

New Mexico Highlands University
Arkansas State University
Ohio Wesleyan University
University of Mary
University of West Indies (Mona)
Mars Hill College
Mansfield University

SPONSOR

Las Vegas, NM
Jonesboro, AR
Delaware County & Delaware, OH
Capital City, Bismarck, ND
North St. Andrew, Jamaica
Asheville, NC
Mansfield, PA

TOTAL: 7

NOTE: Pennsylvania District Kiwanis Board of Trustees have taken action to dissolve the Pennsylvania District Circle K Board of Trustees and begin a process of restructuring the District.

K. KEY CLUBS COMPLETED SINCE JUNE-JULY REPORT

KEY CLUBS

Petersfield Secondary School
Thomas Stone High School
St. Mary's College
Trinity High School
Westfield High School
Downtown Business Magnet High School
Lakshmi Girls Hindu College
Mount Alvernia High School
Taipei American High School
Bluevale Collegiate Institute High School
Lincoln Senior High School
Brunswick High School
Tuloso-Midway Rand Morgan High School
Gettysburg Area Senior High School
Coleman High School

SPONSOR

Savanna - La Mar, Jamaica
Waldorf, MD
St. Lucia, West Indies
Manchester, NH
Houston Intercontinental, TX
Los Angeles, CA
St. Augustine, Trinidad
Montego Bay Freeport, Jamaica
Taipei-Keystone, Republic of China
Twin Cities, Ontario, Canada
Thief River Falls, MN
Greenwich, CT
Western Urban, TX
Historic Gettysburg, PA
Coleman, TX

TOTAL: 15

L. INCORPORATIONS OF KIWANIS CLUB OR DISTRICT FOUNDATIONS

Bismarck Kiwanis Club Foundation
(Kiwanis Club of Bismarck, North Dakota)

Boca Ciega Kiwanis Foundation
(Kiwanis Club of Boca Ciega, Saint Petersburg, Florida)

Norwalk Kiwanis Foundation
(Kiwanis Club of Norwalk, Connecticut)

Raymond B. Kale Foundation
(Kiwanis Club of Sun City-Youngtown, Arizona)

CHARTER II LISTING MAY 1987-AUGUST 1987

ALABAMA

03542 Bay Minette, AL

CALIFORNIA-NEVADA-HAWAII

06978 Rancho Cordova, CA
01527 Redding, CA
02766 Vernon, CA
02361 Alhambra-West, CA
01333 Brawley, CA
11477 Sonoma Plaza, CA
06128 Friendly Cities, Greater El Monte, CA
10805 Merced Breakfast, CA
05534 Yucca Valley, CA
05590 Tijuana Bay, Baja, CA
03935 Belmont, CA
09910 Uptown San Diego, CA
04250 Petaluma, CA

CAPITAL

10759 Clark County, Berryville, VA
02381 Halethorpe, MD
08286 Botetourt County, Troutville, VA
J2773 Bluefield, VA

CAROLINAS

03906 Canton, NC
10899 Guilford, NC

EASTERN CANADA & THE CARIBBEAN

10431 Unionville, ON
06951 Ste. Marie-de-Beauce, PQ
03930 Golden Mile, Scarborough, (The), ON
03020 Charlottetown, Prince Edward Island
09821 Marowijne, Moengo, Surinam

FLORIDA

05094 Rockledge, FL
10812 Occidental, White Springs, FL
03244 Palma Ceia, Tampa, FL
10298 Lady Lake, FL
11164 Dania, FL

GEORGIA

J8808 Metro-Fayette, Fayetteville, GA
02021 Jones County, GA
08921 Lafayette, GA

ILLINOIS - EASTERN IOWA

00374 Southeast Area, Chicago, IL
02919 Downers Grove, IL
00875 Harrisburg, IL

INDIANA

10629 Indy East Central, Indianapolis, IN
02686 Poseyville, IN
04842 Clarksville, IN
04589 Saint Paul, IN

KANSAS

02668 Coffeyville, KS
05201 Derby, KS
02254 Highland, KS
11165 Olathe Sunrise, The, KS

KENTUCKY-TENNESSEE

06254 Glasgow, KY
02580 Saint Matthews, KY
02028 Spring City, TN
02150 Salyersville, KY

LOUISIANA-MISSISSIPPI-WEST TENNESSEE

11437 Breaux Bridge, LA
02419 Bogalusa, LA

MICHIGAN

02023 Grayling, MI
02567 Lincoln Park, MI
03433 Brighton, MI
04177 Battle Creek, Urbandale, MI

MINNESOTA-DAKOTAS

10480 Edina, MN

MISSOURI-ARKANSAS

11531 Columbia Golden K, MO
01549 Kahoka, MO

NEW ENGLAND

07741 Pentucket, Haverhill, MA
03688 Halifax, MA

NEW JERSEY

01572 Swedesboro, NJ

NEW YORK

11052 North Buffalo, NY
10374 Oakdale, NY
11625 Catskill, NY
07055 Wellsville, NY

OHIO

02892 Gallipolis, OH
02131 Ripley, OH
02511 Union City, OH
01566 Harrison, OH
06534 Battle Creek, Urbandale, OH
09524 Woodlawn, OH

PACIFIC NORTHWEST

05552 Walnut City, McMinnville, OR

PENNSYLVANIA

04649 Phil-Mont, Philadelphia, PA
11357 Airport Area, Moon, PA
02099 Indian Valley, Souderton, PA
10468 Johnstown, A.M., PA

ROCKY MOUNTAIN

08253 Gunnison, CO

SOUTHWEST

11630 Mogolon Rim, Heber-Overgaard, AZ
02850 Hobbs, NM
01179 Bisbee, AZ

TEXAS-OKLAHOMA

09507 Carrizo Springs, TX
06579 Mathis, TX
11210 Greater Copperas Cove, TX
07136 Muleshoe, TX
09121 Prairie View, TX
06488 White Settlement, Sunrise, Fort Worth, TX

UTAH-IDAHO

07004 Olympus-Salt Lake City, UT

WISCONSIN-UPPER MICHIGAN

09296 Haugen, WI
07783 Marquette-Superiorland, MI
05678 Coulee Region, La Crosse, WI

TOTAL: 89

REPORT OF BOARD COMMITTEE ON MEMBER SERVICES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 5-7 and 11-14, 1987

Date of Committee Meeting: October 6, 1987

Place of Committee Meeting: Indianapolis Office
Indianapolis, Indiana

Present: Members - William L. Lieber, Robert L. McCurley, Jr., Don Miles,
Ian Perdriau
Chairman - John D. Morton, Sr.
Staff - W. Thomas Nelson, Jr., Robert E. Saieg, William A. Brown
Guests - Anton J. Kaiser, Frank J. DiNoto

Review of Committee Responsibilities

The Committee reviewed Board Procedure 112.8 - Member Services, found that it delineates the scope of the committee's responsibilities in 1987-88, and concluded that no amendments are necessary at this time.

Review of the 1987-88 Strategic Plan

The Committee reviewed the Action Strategies pertaining to the Membership Division for the current year.

At staff's request the Committee reviewed Action Strategy II regarding growth and retention programs for 1987-88. It was noted that while Action Statements 2, 4, and 5 will receive the attention of staff during the current year, some components of these programs may be deferred until next year because of budget limitations.

Recommendation #1:

That the following Action Statements and funding for same be deferred to 1988-89 for review since these items are anticipated to be completed within the 1987-88 budget with no additional funding.

Action Strategy II:

Action Statement 2 - Flagship Clubs

The Director of Member Services will select ten large cities in the U.S. and Canada for a pilot program to rebuild the size of the "flagship club" in each city to an appropriate membership level. The assigned field service representative will provide supervisory assistance to appropriate local volunteers, which may include the lieutenant governor, KIAR, and/or past lieutenant governor(s), to implement and monitor the progress of the program in the various cities. \$5,000

Action Statement 4 - Recruitment of Retirees

Individuals who are retired from their careers usually possess time and experience; those who are not able to apply their available time and experience towards useful and satisfying purposes often have difficulty adjusting to retirement. Under the supervision of the Director of Member Services, a pilot program will be developed to recruit retirees, or those about to retire, into existing clubs or to form new Golden K clubs. The program will seek the cooperation of corporate personnel offices to gain access to these individuals, and will include any new visual aids and handouts necessary for an appropriate presentation. While monitoring the pilot program, the field service representatives will help determine the roles of local volunteers to assure broader implementation throughout their districts. \$8,000

Action Statement 5 - Charter II Program

The Director of Member Services will completely revitalize and distribute this program and appropriate materials to all clubs below charter strength. This will include a Charter II President's Certificate and a Charter II club banner patch which will be given to clubs reaching charter strength. Prior to and following receipt of Charter II program materials, assistance will be given to these clubs by KIARS (\$100 per club - see Board procedures), lieutenant governors, and field service representatives. They will also attempt to organize an under-utilized resource by tapping past Lieutenant Governors to form councils that should provide the expertise and knowledge necessary to re-build a healthy, well-functioning Kiwanis club. \$2,000

I move that Recommendation #1 be adopted

(Adopted)

Finance: None

Procedure: In compliance

Revocation of Charters

The Committee reviewed a list of 119 clubs recommended for charter revocation by the various districts. (Exhibit A)

Recommendation #2:

That the charters of the 119 clubs listed in Exhibit A of this report be revoked and that the amounts of the accounts receivable be charged against the reserved for bad debts in the amount of \$22,595.20

I move that Recommendation #2 be adopted

(Adopted)

Finance: Write off \$22,595.20 as of September 30, 1987

Procedure: In compliance

Handbook for New Members

The Committee discussed the staff proposal for a handbook for new members. It was the general consensus that staff should pursue this publication and report back to the Committee in January.

Distinguished Awards Programs

Upon the request of Immediate Past President Frank DiNoto, the committee discussed the 1986-87 Club Officers, the 1987-88 Governors, and the Lieutenant Governors Award Programs and hereby makes the following recommendations:

Recommendation #3:

That the 1986-87 criteria for the "Distinguished Club Officers Award" and "Club Officers Merit Awards" follow the point system grading criteria developed for 1987-88. (Exhibit B)

I move that Recommendation #3 be adopted

(Adopted)

Finance: None

Procedure: In compliance

Recommendation #4:

That for 1987-88, a minimum of seven governors with the highest point scores be eligible for the Distinguished Governor Awards, provided each has met the mandatory criteria. (Exhibit C)

I move that Recommendation #4 be adopted

(Adopted)

Finance: None

Procedure: In compliance

Recommendation #5:

That for 1987-88, not less than 20% of the lieutenant governors in each district earning the highest number of points will receive the Distinguished Lieutenant Governor's Award providing each has met the mandatory criteria. (Exhibit D)

I move that Recommendation #5 be adopted

(Adopted)

Finance: None

Procedure: In compliance

Charter Fee Increase

The committee discussed the current \$100 charter fee for new clubs noting that a recent staff analysis of actual costs incurred in building a new club are over \$200. It was further noted that the charter fee has not been increased in 40 years. Additional research is requested from staff to be brought back at a future committee meeting.

INFORMATION ITEMS

Growth Programs

The Committee discussed staff plans in growth related areas for 1987-88 including President Tony's new club building and below charter strength plan. After considerable discussion, the Committee requested that staff explore various means of promoting a pride of membership/growth week to be held in April, 1988. A detailed report will be available for the January 1988 Board Meeting.

Respectfully submitted,

WILLIAM L. LIEBER
ROBERT L. MCCURLEY, JR.
DON MILES
IAN PERDRIAU
JOHN D. MORTON, SR., Chairman

F:MEMREP

EXHIBIT A
EXHIBIT B
EXHIBIT C
EXHIBIT D

Exhibit A of the Report of the Board Committee on Member Services, "Charters Revoked at the October 5-7 and 11-14, 1987, Meeting," is now Exhibit #18 of the October 5-7 and 11-14, 1987, Minutes.

Exhibit B of the Report of the Board Committee on Member Services, "1987/88 Distinguished Club Officers Award and Club Officers Merit Award," is now Exhibit #19 of the October 5-7 and 11-14, 1987, Minutes.

Exhibit C of the Report of the Board Committee on Member Services, "1987/88 Distinguished Governor's Award," is now Exhibit #19 of the October 5-7 and 11-14, 1987, Minutes.

Exhibit D of the Report of the Board Committee on Member Services, "1987/88 Distinguished Lieutenant Governor Award," is now Exhibit #19 of the October 5-7 and 11-14, 1987, Minutes.

THE FOLLOWING CHARTERS WERE REVOKED
AT THE INTERNATIONAL BOARD MEETING
OCTOBER 5-7 and 11-14, 1987

<u>CLUBS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NON-MEETING DATE</u>	<u>OUTSTANDING ACCT'S RECEIVABLE</u>
<u>CALIFORNIA-NEVADA-HAWAII</u>				
Coalinga, CA	10354	06-03-81	06-30-86	-0-
Concord, CA	03808	04-08-52	09-30-86	-0-
Dos Picos, CA	11485	06-20-85	09-25-86	-0-
Downtown Ukiah, CA	10652	03-23-82	06-11-86	-0-
East County, Ca	09896	04-01-80	08-01-86	-0-
Fontana-Steeltown, CA	05790	10-10-63	12-11-86	-0-
Freedom, CA	03790	03-04-52	08-01-86	-0-
Hi Desert-Lancaster, CA	06968	04-25-72	12-31-86	105.20
Highland, CA	10432	08-25-81	12-11-86	15.59
Irvine, CA	09113	04-05-78	06-25-86	-0-
Paradise Pines, CA	08984	11-23-77	07-01-86	4.50 CR.
Paradise Valley, Las Vegas, NV	11189	05-08-84	06-01-86	87.75
Pleasant Hill, CA	11082	01-25-83	03-03-87	15.63 CR.
Santa Clarita Valley, Canyon Country, CA	07114	11-30-72	04-30-87	229.85
South Torrance, CA	11050	11-29-83	05-01-87	133.35
Torrance, CA	01426	09-17-25	12-01-86	255.50
Tri-Cities, Artesia, Cerritos, Hawaiian Gardens, CA	09834	01-24-80	06-20-86	172.80
West San Bernardino, CA	11555	09-26-85	12-11-86	-0-
<u>CAPITAL</u>				
Bland County, VA	02362	04-05-40	04-01-87	-0-
Hyattsville, MD	11169	04-19-84	10-01-86	-0-
St. Mary's County, MD	11239	07-11-84	04-01-87	-0-
Saltville, VA	02493	10-29-42	09-01-87	183.78
<u>FLORIDA</u>				
Auburndale, FL	10451	09-10-81	09-29-86	68.50
Key Biscayne, FL	09469	02-12-79	10-01-86	-0-
South Halifax, FL	07422	03-18-74	10-24-86	-0-
St. Petersburg, South, FL	11168	04-18-84	09-29-86	-0-
<u>GEORGIA</u>				
Norcross, GA	10644	03-16-82	09-01-86	113.75
South Hall County, GA	07109	11-16-72	09-30-86	92.75
<u>ILLINOIS-EASTERN IOWA</u>				
Fairfield, IL	10783	09-17-82	07-03-86	88.00
Gillespie, IL	06702	11-02-70	09-30-86	-0-
Harvard, IL	11000	09-29-83	09-10-86	216.00
Lewistown, IL	00947	01-29-73	09-30-86	-0-
University Park, IL	11281	09-04-84	03-30-86	261.45
Wilmette, IL	04722	12-05-56	09-30-85	-0-

<u>CLUBS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NON-MEETING DATE</u>	<u>OUTSTANDING ACCT'S RECE. LE</u>
<u>INDIANA</u>				
Indy Airport, Indianapolis, IN	06656	08-10-70	10-27-86	-0-
Rensselaer, IN	11190	05-15-84	10-15-86	556.00
Rockport, IN	01855	05-13-29	10-15-86	215.85
<u>KENTUCKY-TENNESSEE</u>				
Albany, KY	07432	03-26-74	10-01-86	-0-
Beaver Valley, Wheelwright, KY	03448	02-07-50	09-30-86	5.00
North Clarksville, TN	09802	11-29-79	10-01-86	-0-
<u>LOUISIANA-MISSISSIPPI-WEST TENNESSEE</u>				
Dawn Patrol, Union City, TN	10654	03-25-82	09-30-86	-0-
Lake Arthur, LA	11096	02-16-84	03-26-87	-0-
<u>MICHIGAN</u>				
Pontiac Phoenix, MI	03721	10-17-51	09-30-86	-0-
<u>MISSOURI - ARKANSAS</u>				
Elsberry, MO	11728	05-19-86	07-31-86	201.60
Gideon, MO	02398	08-15-40	09-29-86	-0-
Huttig, AR	11418	03-19-85	08-18-86	-0-
Kansas City South Town, MO	11541	09-16-85	09-30-86	-0-
<u>MONTANA</u>				
Ronan, MT	08531	10-01-76	03-31-87	-0-
<u>NEW JERSEY</u>				
Lawrenceville, NJ	10896	03-23-83	09-05-86	-0-
Netcong-Stanhope, NJ	03737	11-08-51	09-30-86	344.85
Palmyra, NJ	04376	02-15-55	09-30-86	634.85
<u>NEW YORK</u>				
Amityville North, NY	06730	02-23-71	11-15-86	-0-
Ballston Spa-Burnt Hills, NY	11106	02-29-84	11-15-86	310.85
City Island, NY	09011	12-08-77	11-15-86	436.00
Dobbs Ferry, NY	02406	09-24-40	11-15-86	114.50
East Harlem, NY	10056	09-05-80	11-15-86	-0-
Thirteenth Avenue and 39th St. NY	10394	06-26-81	06-23-86	388.80
Tri-Towns (The), Sidney, NY	06564	09-22-69	08-21-86	-0-
Wading River-Shoreham, NY	08296	04-01-76	11-15-86	555.90
Williamsburgh, Brooklyn, NY	02255	11-03-38	06-23-86	428.25
<u>NEW ZEALAND</u>				
Massey, Auckland	09237	07-12-78	09-10-86	-0-
Wellington	06727	01-28-71	10-30-86	-0-
<u>OHIO</u>				
Fairfield City, OH	04752	03-18-57	09-30-86	9.75
Shaker Heights, OH	03866	07-29-52	06-24-86	68.2

<u>LUBS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NON-MEETING DATE</u>	<u>OUTSTANDING ACCT'S RECEIVABLE</u>
<u>PACIFIC NORTHWEST</u>				
Alturas, CA	05528	12-12-61	10-01-86	83.00
Southcenter, Tukwila, WA	05857	02-13-64	10-01-86	-0-
Uptown-Broadway, Portland, OR	10499	09-29-81	04-15-87	179.75
<u>PENNSYLVANIA</u>				
Carlisle P.M., PA	11099	02-16-84	05-31-87	-0-
Chartiers Valley, PA	02555	09-26-44	04-01-87	-0-
East Pennsboro, PA	11688	03-26-86	07-10-87	223.55
Edensburg, PA	01233	05-12-24	09-02-86	470.25
Mercer, PA	11335	10-01-84	04-13-87	170.95
Montour, McKees Rocks, PA	08220	01-29-76	07-08-87	144.20
Turtle Creek, PA	03058	11-19-47	09-02-86	237.60
<u>PHILIPPINE SOUTH</u>				
Alburera, Leyte	10624	02-13-82	10-01-85	782.50
Ayungon, Negros Oriental	11053	12-03-83	10-01-85	775.14
Bacolod City	07456	03-20-74	10-01-84	-0-
Bacong	10005	06-30-80	10-01-83	127.50
Baybay, Leyte	11054	10-13-83	11-10-84	403.16
Bindoy	11112	03-03-84	11-08-86	930.10
Butuan City	06914	02-17-72	10-01-84	592.50
Cadiz, Cadiz City	10694	04-22-82	10-01-84	195.00
armen, Davao	10695	04-30-82	10-01-84	420.00
Catbalogan, Samar	07660	12-01-74	10-01-84	600.00
Central Tupi	11063	10-01-83	04-01-86	172.00
Cotabato City	11103	02-18-84	04-01-84	
Estancia, Iloilo	11117	03-10-84	11-10-84	445.14
Hilongos	08938	09-15-77	10-01-85	1,022.50
Hindang	09108	03-12-78	10-01-85	569.15
Jade K-Davao City	10452	08-06-81	10-01-84	165.00
Kananga, Leyte	10823	10-08-82	04-01-83	-0-
Liang Bay, Surigao del Sur	08451	05-29-76	04-10-85	516.00
Makahambus, Cagayan de Oro City	10656	03-29-82	10-01-83	195.00
Manjuyod	11111	03-04-84	04-01-85	484.53
Maqueda Bay	10275	11-28-80	10-01-85	228.39
Metro Calbayog	09872	02-23-80	10-01-84	-0-
Mt. Apo, Kidapawan	09781	09-18-79	04-01-83	-0-
Nasipit	07393	12-15-73	10-01-84	255.00
Naval, Biliran Subprovince	08793	03-19-77	11-10-84	150.00
New Sagay Negros Occidental	11420	02-26-85	04-01-86	325.00
North Negros	11173	04-07-84	04-01-86	734.50
Progressive Bais	11184	03-10-84	10-01-85	485.73
San Tdodoro, Bunawan	10412	04-30-81	10-01-83	135.00
Sindangan, Zamboanga del Norte	08199	10-20-75	10-01-84	450.00
Talisay, Negros Occidental	10868	12-09-82	04-01-83	-0-
Tambulig, Zamboanga del Sur	10727	05-19-82	10-01-85	450.00
Tayasan, Negros Oriental	11268	07-14-84	04-10-86	795.12

<u>CLUBS BY DISTRICT</u>	<u>KEY NO.</u>	<u>ORGANIZATION DATE</u>	<u>NON-MEETING DATE</u>	<u>OUTSTAND ACCT'S RECEIVABLE</u>
<u>ROCKY MOUNTAIN</u>				
Alamosa Sunrise, Alamosa, CO	11492	07-10-85	10-01-86	-0-
Arapahoe, Littleton, CO	06001	03-23-65	10-01-86	-0-
<u>TEXAS-OKLAHOMA</u>				
Greater Purcell, OK	11672	03-11-86	12-30-86	355.50
Oklahoma City 240 West, OK	11854	09-30-86	12-30-86	-0-
SW Oklahoma City Golden K, OK	11586	10-02-85	12-30-86	
<u>WEST VIRGINIA</u>				
Anawalt, WV	02241	09-06-38	08-01-86	172.80
<u>WISCONSIN-UPPER MICHIGAN</u>				
Mercer, WI	04775	04-25-57	10-01-86	3.45 CR.
Schoolcraft County, Manistique, MI	08269	03-10-76	01-05-87	-0-
Golden K, Oshkosh, WI	08967	11-08-77	07-01-87	-0-
<u>NON-DISTRICTED</u>				
Accra, Ghana	08654		02-10-86	907.50
Georgetown Guyana	06372		03-10-87	1,575.00
Providencieales, Turk & Caicos Islands	10504		09-30-82	-0-
TOTAL: 119				<u>\$22,595.20</u>



1987-88

DISTINGUISHED CLUB OFFICERS AWARD

OR

CLUB OFFICERS MERIT AWARD

The total possible points is 1360:

Distinguished Club Officers Award - The President and Secretary of a club which earns 1125 or more points will qualify.

Club Officers Merit Award - The President and Secretary of a club which earns 1050 through 1124 points will qualify.

Recognition - A club may only qualify for one award and both the president and secretary will be recognized. Kiwanis International will provide a club banner patch and Distinguished President and Secretary lapel buttons or Club Officers' Merit Award certificates.

CRITERIA

1. LEADERSHIP TRAINING: Both the club president and secretary are required to attend the training conference provided by the lieutenant governor. (100 points - Deduct 50 points if special arrangements are necessary to train either the club president or secretary)
2. CLUB OFFICER TRAINING: By October 15, 1987, the club president must have provided the prescribed training of his club officers and committee chairmen and have verified this by submitting the appropriate form to the lieutenant governor. (100 points)
3. PREPARATION AND PLANNING: Prior to November 1, 1987, the club must complete its community analysis and membership survey, adopt written budgets for club administration and service projects, and have verified this by submitting the appropriate form to the lieutenant governor. (100 points - Deduct 25 points for each item not completed)
4. SERVICES RENDERED BY THE CLUB:*
 - a. Complete at least one new service project during the administrative year and indicate this on the Official Monthly Report. (50 points)
 - b. Annually complete and report on its monthly reports at least ten (10) different service projects within the community or area where the club is located, at least one of which should be in each of the following standing committees: Community Services; Spiritual Aims; Youth Services. (10 points for each completed project - maximum 100 points)
5. MAJOR EMPHASIS: The club must participate in the current Major Emphasis Program and report such participation on an Official Monthly Report and the Annual Club Report. (50 points)

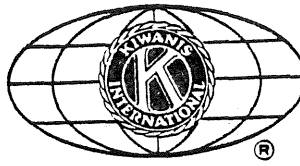
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6. **MEMBERSHIP GROWTH:** From September 30, 1987 through September 30, 1988, the club must attain a net growth in membership based on the paid club membership of September 30, 1987. (20 points for each one (1) member net growth - maximum 100 points)
7. **SPONSORED YOUTH:** Any club sponsoring a Circle K Club, Key Club, Builders Club, or similar K-family organization, must properly fulfill its annual responsibilities and submit all required reports. Clubs with no locally sponsored youth organization may contribute at least \$75 per year directly to a sponsored youth organization within the district or to a special district sponsored youth organization fund. (50 points)
8. **INTERNATIONAL CONVENTION ATTENDANCE:** The club must have at least one (1) member as a delegate to the International Convention if the club is located on the continent on which the convention is being held. (50 points)
9. **DISTRICT CONVENTION:** The club must have at least three (3) members (two must be club officers) as delegates to the District Convention. (75 points - Deduct 25 points for each delegate the club is short; 25 bonus points for an inter-club may be earned if four or more people attend.)
10. **OFFICIAL VISIT:** At least two (2) club officers must be present at the Governor's official visit to the division. (50 points - Deduct 25 points for each club officer short; 50 bonus points may be earned if an inter-club is made)
11. **LIEUTENANT GOVERNOR'S COUNCIL MEETINGS:** The club president and secretary or their designees must attend council meetings held by the lieutenant governor. (25 points for each meeting at which there are two (2) representatives - maximum 100 points)
12. **REPORTS:** All reports must be filed with the District and Kiwanis International on time:

 Monthly Report - 10th of following month (5 points each)
 Election Report - June 1, 1988 (50 points)
 Annual Club Report - October 15, 1988 (50 points)
13. **DUES:** All dues must be paid to the District and Kiwanis International promptly:

 1st half semi-annual dues - October 10, 1987 (50 points)
 2nd half semi-annual dues - April 10, 1988 (50 points)
14. **PERSONAL SPONSORSHIP:** The club president and secretary must have jointly sponsored two (2) new members in their home club and this is to be verified in writing to the lieutenant governor by September 30, 1988. (100 points)

* "A service project is an activity consistent with the Objects, Objectives and Policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee and performed by members of the club for the benefit of others." As here defined, it does not include service to others which consists solely of financial support.



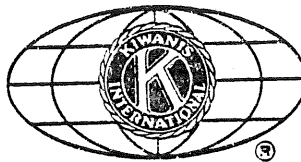
1987-88

DISTINGUISHED GOVERNOR'S

AWARD

The following mandatory criteria must be met for a governor to achieve a **DISTINGUISHED GOVERNOR'S AWARD**:

1. The district must achieve a point score of 1320 or more in the District Administrative Excellence Award Program.
2. The governor must have attended the Governors-elect Conference, the International Council, the International Convention and any one of the Regional Conferences for District Governors (if the convention and a regional conference is held on the continent on which the governor resides.)
3. During the administrative year, the governor personally must sponsor at least three (3) new active members, including one in his own Kiwanis club.



1987-88

DISTRICT ADMINISTRATIVE EXCELLENCE

AWARD

For the purpose of this award program, the Kiwanis districts will be divided into five (5) groups based on membership. The highest scoring district in each group will be designated as an "Honor District," and the next highest will be "Honorable Mention." The Governor and the Secretary will both receive recognition.

GRADING PLAN FOR THE DISTRICT ADMINISTRATIVE EXCELLENCE AWARD PROGRAM:

1. LEADERSHIP TRAINING.....	100 Points
2. OFFICIAL VISITS.....	100 Points
3. CONVENTIONS AND MEETINGS.....	100 Points
4. CLUB OFFICERS TRAINING.....	100 Point
5. LIEUTENANT GOVERNOR REPORTS.....	250 Points
6. ANNUAL CLUB REPORT.....	50 Points
7. SECRETARY REPORTS.....	150 Points
8. CLUB ELECTION REPORTS.....	100 Points
9. INTERNATIONAL CONVENTION ATTENDANCE.....	100 Points
10. CLUB REPRESENTATION - INTERNATIONAL CONVENTION.....	50 Points
11. CLUB REPRESENTATION - DISTRICT CONVENTION.....	100 Points
12. DUES.....	100 Points
13. MEMBERSHIP GROWTH.....	100 Points
14. NEW CLUB BUILDING.....	100 Points

TOTAL = 1500 Points

(continued...)

District Administrative Excellence Award continued...

1. **LEADERSHIP TRAINING:** Before September 15, 1987, the governor must have completed the prescribed training of all lieutenant governors and district committee chairmen at a training conference or by prearranged meetings, and filed the required report with Kiwanis International by October 15, 1987. (100 points)*
2. **OFFICIAL VISITS:** Before June 1, 1988, the governor must have completed his official visit to each division in his district, and filed the required report with Kiwanis International by July 1, 1988. (100 points)*
3. **CONVENTIONS AND MEETINGS:** The governor must have attended the District Convention, all District Board Meetings, the Official Visit of the International President (when made to his district), and the District Key Club and Circle K Conventions. (100 points - Deduct 25 points for each not attended.)
4. **CLUB OFFICERS TRAINING:** Each lieutenant governor must have trained the club officers in his division prior to October 1, 1987, and filed the required report with the district and Kiwanis International by December 15, 1987. (100 points)*
5. **LIEUTENANT GOVERNOR REPORTS:** Each lieutenant governor must have filed the following reports with the district and International Office by the dates specified, such dates being for the purpose of this award only. (Maximum 250 points)

Report of Club President's Training Conference for Club Officers and Committee Chairmen - December 15, 1987. (50 points)**

Contact Reports - December 15, 1987; Reports of Official Visits and Reports of Board Meeting Visits - September 1, 1988 (100 points)*

(If a club is more than 100 miles from Lieutenant Governor, Contact and Official Visit may be combined.)

Evaluation Reports (100 points)*:

First Quarter (October, November, December) - March 31, 1988

Second Quarter (January, February, March) - June 30, 1988

Third Quarter (April, May, June) - September 30, 1988

6. **ANNUAL CLUB REPORT:** Each club must have filed its "Annual Club Report" with the district by December 31, 1988. (50 points)**
7. **SECRETARY REPORTS:** All the minutes or reports designated must have been submitted to the International Office by the date specified in order to earn any points in that specific category. (Maximum 150 points)

Minutes of all District Board of Trustees' Meetings - within 30 days after each meeting. (50 points)

Six copies of winning Annual Club Reports - by January 11, 1989. (25 points)

Report of District Election and Secretary-designate Information - within 10 days after district convention. (25 points)

District Convention Report - within 30 days after convention. (25 points)

Required reports relating to "District Administrative Excellence" Award Program (25 points):

Criteria 6 (Annual Club Report) - January 20, 1989.

Criteria 11 (Club Representation at District Conv.) - October 15, 1988.

Criteria 12 (Dues) - October 15, 1988.

(continued...)

District Administrative Excellence Award continued...

8. CLUB ELECTION REPORTS: Each club must have filed its club election report with the district and International Office by August 1, 1988. (100 points)*
9. INTERNATIONAL CONVENTION ATTENDANCE: The district must have achieved the percentage of the established quota for membership attendance. (100 points)**
10. CLUB REPRESENTATION - INTERNATIONAL CONVENTION: The district must have achieved the percentage of the established quota for club attendance. (50 points)**
11. CLUB REPRESENTATION - DISTRICT CONVENTION: The percentage of clubs represented by the Club President and/or President-designate at the District Convention. (100 points)* (A report will be required of the District Secretary.)
12. DUES: The percentage of clubs that paid district and International dues during the administrative year. (100 points)* (A report will be required of the District Secretary for district dues.)
13. MEMBERSHIP GROWTH: From September 30, 1987 through September 30, 1988, the district must have achieved a net growth in membership equal to or exceeding the district average for the previous ten (10) years, but not less than zero. (If average quota is achieved, 50 points. For each percentage above average or quota, add 25 points; for each percentage below average or quota, deduct 50 points. Maximum 100 points; minimum 0)***
14. NEW CLUB BUILDING: The quota will be the average number of clubs built in the district in the last ten (10) years. (If average is achieved, 50 points. For each percentage above average, add 1/2 point; for each percentage below average or quota, deduct 1 point. Maximum 100 points; minimum 0)****

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*One point for each percentage point achieved; for example, if 90% of criteria is achieved, 90 points are earned.

**One-half (1/2) point for each percentage point achieved; for example, if 90% of criteria is achieved, 45 points are earned.

***Example: The district's average membership growth for the past ten (10) years is a 1% gain. If the current year's growth is 2.1%, or 1.1% more than the average, the score would be 77.5 points ($1.1 \times 25 = 27.5$; $50 + 27.5 = 77.5$). If the current year's growth is 0.4%, the score would be 20 points ($-0.6 \times 50 = -30$; $50 - 30 = 20$). **NOTE:** For a district to receive any points, some growth must be achieved.

****Example: The district's average for new clubs built for the past ten (10) years is 8. If 12 clubs are built during the current year, the average is exceeded by 50% and the point score is 75 ($50 \times 1/2 = 25$; $50 + 25 = 75$). If 6 clubs are built during the current year, which would be 25% below average, the point score is 25 ($50 - 25 = 25$).

1987-88

DISTRICT ADMINISTRATIVE EXCELLENCE AWARD GROUPS

(Grouping based on 9-30-86 Certified Figures)

DIAMOND GROUP

(12,000 members or more)

California-Nevada-Hawaii
Florida
New York

Ohio
Pacific Northwest
Texas-Oklahoma

RUBY GROUP

(9,000-11,999 members)

Capital
Carolinas
Eastern Canada and the Caribbean
Georgia

Illinois-Eastern Iowa
Indiana
Missouri-Arkansas
New England
Wisconsin-Upper Michigan

EMERALD GROUP

(5,000-8,999 members)

Alabama
Belgium-France-Luxembourg-Monaco
Kentucky-Tennessee
Louisiana-Mississippi-West Tennessee
Michigan

Minnesota-Dakotas
Nebraska-Iowa
New Jersey
Pennsylvania
Southwest

CORAL GROUP

(2,000-4,999 members)

Austria-Germany
Kansas
Norden
Philippine Luzon

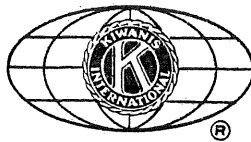
Rocky Mountain
Switzerland-Liechtenstein
Utah-Idaho
Western Canada
West Virginia

PEARL GROUP

(1,999 members or fewer)

Andean and Central America
Australia
Iceland
Italy
Japan

Korea (Provisional District Of)
Montana
Netherlands
New Zealand
Philippine South
Republic of China



1987-88

DISTINGUISHED LIEUTENANT GOVERNOR AWARD

The following criteria must be met for a lieutenant governor to achieve a Distinguished Lieutenant Governor's Award:

- A. The lieutenant governor must achieve a score of 1320 or more points in the criteria hereinafter listed. (For the year 1987-88, not less than 20% of the lieutenant governors in each district earning the highest number of points will receive the distinguished lieutenant governor's awards, provided he has complied with the new member criteria as hereinafter set forth in paragraph B.)
- B. During the administrative year, the lieutenant governor personally must recommend at least three persons who become new active members, including sponsoring at least one member in his own Kiwanis club.

CRITERIA

- 1. **DISTRICT LEADERSHIP TRAINING:** By September 15, 1987, the lieutenant governor must have attended the regular or a special training conference provided by the governor for the training of lieutenant governors. (Mandatory - 100 points)
- 2. **LEADERSHIP EDUCATION CONFERENCE:** By October 1, 1987, the lieutenant governor must have provided the prescribed training of all club officers at a divisional training conference or at prearranged meetings with club officers. The required report must be filed by November 15, 1987. (100 points - Deduct 25 points for each club not trained.)
- 3. **CLUB LEADERSHIP TRAINING:** By October 15, 1987, all incoming club presidents should have provided the educational training of their club officers, directors and committee chairmen. The required report of the lieutenant governor must be filed by December 1, 1987. (100 points)*
- 4. **CLUB CONTACT VISITS:** By October 1, 1987 the lieutenant governor must complete a contact visit to each club in his division. (If the club is more than 100 miles distant, then the contact visit may be combined with the official club visit, and the dates in section 5 apply.) The required report must be filed by October 15, 1987. (100 points - Deduct 25 points for each club where a contact visit was not made.)
- 5. **OFFICIAL CLUB MEETING VISITS:** By June 1, 1988, the lieutenant governor must complete an official club meeting visit to each club in his division. The required reports must be filed by June 15, 1988. (100 points - Deduct 25 points for each club visit not completed.)

(continued)

6. **BOARD MEETING VISITS:** By June 1, 1988, the lieutenant governor must complete a visit to a meeting of the board of directors of each club in his division. The required reports must be filed by June 15, 1988. (100 points - Deduct 25 points for each club board visit not completed.)
7. **CONVENTIONS AND MEETINGS:** The lieutenant governor must have been in attendance at the International Convention (if the Convention is held on the continent on which the lieutenant governor resides), all district board meetings, and the official visit of the governor to his division. (100 points - Deduct 25 points for each event not attended.)
8. **LIEUTENANT GOVERNOR REPORTS:** The lieutenant governor must file the following reports with the district and International Office by the dates specified, such dates being for the purpose of this award only. (Maximum 150 points)

Division evaluation reports:

1st Quarter Report (Oct., Nov., Dec.) - January 31, 1988 (25 points)

2nd Quarter Report (Jan., Feb., Mar.) - April 30, 1988 (25 points)

3rd Quarter Report (Apr., May, June) - July 31, 1988 (25 points)

All club contact, official club and board meeting visits

(75 points - Deduct 10 points for each report which is not timely filed.)

Club contact visits - October 15, 1987

Official club meetings - June 15, 1988

Club board of directors meetings - June 15, 1988

9. **CLUB REPORTS:** Required reports of all clubs in the division must be filed with the district and International Office by the dates specified, such dates being for the purpose of this award only. (100 points)*

Club Election Report - July 1, 1988

Annual Club Report - November 15, 1988

March 1988 Monthly Report - April 20, 1988

September 1988 Monthly Report - October 20, 1988

10. **INTERNATIONAL CONVENTION ATTENDANCE:** The division must achieve the quota for membership attendance as established by the district governor. (50 points)**
11. **CLUB REPRESENTATION - INTERNATIONAL CONVENTION:** The division must achieve the quota for club representation as established by the district governor. (50 points)**
12. **DISTRICT CONVENTION ATTENDANCE:** The division must achieve the quota for membership attendance as established by the district governor. (50 points)**
13. **CLUB LEADERSHIP REPRESENTATION - DISTRICT CONVENTION:** The percentage of clubs in the division represented by the club president and/or the president-designate at the district convention. (50 points)**

14. **MAJOR EMPHASIS PROGRAM:** The percentage of clubs in the division which participated in the current Major Emphasis Program as reported on the club's Official Monthly Reports and Annual Club Report. (50 points)**
15. **DUES:** All active clubs in division must have paid Kiwanis International and district dues by the dates specified, such dates being for the purpose of this award only. (100 points)*

1st Half Semi-Annual Dues - December 31, 1987
2nd Half Semi-Annual Dues - June 30, 1988

16. **MEMBERSHIP GROWTH:** From September 30, 1987 through September 30, 1988, the division must attain a net gain in membership based on the number of active clubs and certified membership in the division as of September 30, 1987.

Membership growth will be based on a gain equal to the number of clubs in the division.

<u>Membership Growth</u>	<u>Points</u>
None or loss	Zero
1 per club	50
2 per club	100
3 per club	150
4 or more per club	200

NOTE: Points for membership growth will be prorated.

If the total membership growth is less than 4 members per club, and a new Kiwanis club has been organized in the division, up to 100 points will be added. (Maximum 200 points)***

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*One point for each percentage point achieved; for example, if 90% of criteria is achieved, 90 points are earned.

**One-half (1/2) point for each percentage point achieved; for example, if 90% of criteria is achieved, 45 points are earned.

***Examples: As of September 30, 1987, a division has 10 clubs and 400 members. As of September 30, 1988, the division has:

- 10 clubs and 425 members - no new clubs were built. Total points = 125 (Membership growth $425 - 400 = 25$ or 2.5 members per club; no points for new clubs; $2.5 \times 50 = 125$ points)
- 10 clubs and 390 members - 1 new club was built and 1 existing charter revoked. Total points = 100 (No membership growth = 0; new club = 100 points)
- Same as "a" above, except 1 new club was built. Total points = 200 (Membership growth = 125 points and new club = 75 points)

REPORT OF BOARD COMMITTEE ON INTERNATIONALIZATION AND EXTENSION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 5-7 and 11-14, 1987

Date of Committee Meeting: October 7, 1987

Place of Committee Meeting: International Office
Indianapolis, Indiana

Present: Members - Morton O. Alper, Frank J. DiNoto, Ian Perdriau
Chairman - Kurt K. Huber
Staff - W. Thomas Nelson, Jr.

Review of Committee Responsibilities

The Committee reviewed Board Procedure 112.6 - Internationalization and Extension found that it fully delineates the scope of the committee's responsibilities in 1987-88, and concluded that no amendments are needed at this time.

Review of the 1987-88 Strategic Plan

The Committee reviewed the 1987-88 strategic plan as it pertains to International Extension. Considerable discussion focused on growth and administrative matters in Europe as well as field service operations in Asia-Pacific and Latin America.

The Committee reviewed Operating Objective 36 - Achieve increased quality growth throughout the non-North American Kiwanis world - and determined that anticipated field service representative initiatives in Philippine South, New Zealand, and Mexico cannot be implemented in 1987-88 due to finances.

1987-88 President's Official Visit to South America

President Kaiser visited the Committee to discuss a variety of issues. He also advised that upon staff recommendation he has decided not to make an official visit to non-districted South America this year in light of the high cost of such a trip and the relatively limited opportunities to promote Kiwanis in this part of Latin America.

Procedure 400 - International Extension

The Committee resumed the ongoing review of Board Procedure 400 - International Extension and will be exchanging views on its provisions between now and the next meeting.

Republic of China

The Committee reviewed a request from the Republic of China District for funds to provide volunteer new club builders with recognition of their efforts in 1987-88 up to a maximum of \$2,000. The District made this request as an alternative to the introduction of a field service representative. The Committee recognizes that new club building methods vary from region to region within the Kiwanis World.

It was concluded that such recognition of volunteers could yield significant benefits within the Republic of China; however, the amounts to be authorized in support of this proposal should not exceed \$100 per club built. It was also noted that this arrangement will be in lieu of the \$100 reimbursement of KIAR expenses.

Proposed Amendments to the Asia-Pacific
Guidelines and Related Resolutions

The Committee reviewed a request that Kiwanis International provide a yearly subsidy of \$3,000 to the host district or club of the Asia-Pacific Conference. It was concluded that there were insufficient funds available to provide such a subsidy.

The Committee reviewed a proposed amendment of Article 3 (b) of the Asia-Pacific Guidelines, which currently reads as follows: "Each officer shall be an active or senior member in good standing. The chairman shall be a Past District Governor, or Past President of a club in a non-districted nation. The Vice Chairman shall be elected from the district or club hosting the next annual Asia-Pacific Conference, unless the Chairman is from the district or club."

After discussion, the Committee agreed to the proposed amendment as follows:

Recommendation #1:

The Committee recommends that Article 3 (b) of the Asia-Pacific Guidelines be amended to read as follows: "Each officer shall be an active or senior member in good standing. The Chairman shall be a Past District Governor of the host district in the case of districted clubs, or a Past President or incumbent president of the host club in the case of non-districted clubs. The Vice Chairman shall be elected from the district or club hosting the following annual Asia-Pacific Conference." (The changes are underlined.)

I move that Recommendation #1 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

The Committee also reviewed a resolution which proposed to change the name of the Asia-Pacific Conference to Asia-Pacific Council. The Committee does not recommend the proposed change because it would be in conflict with the Kiwanis International Bylaws.

Finally, the Committee reviewed a resolution that a special committee prepare a draft constitution and bylaws for the Asia-Pacific Conference. The Committee believes that the designated special committee could meet and suggest changes to the current Guidelines, but noted that it is extremely unlikely that the Kiwanis International Board of Trustees would approve a constitution and bylaws for the Asia-Pacific region.

Field Service Representative for Venezuela

The Committee reconsidered a request to place a Field Service Representative in Venezuela and noted that Kiwanis has demonstrated opportunities for rapid, quality growth in this strategic South American nation. Additionally, a Venezuelan Field Service Representative's activities would blend effectively with ongoing new club building and membership growth activities in Colombia and Equador.

Recommendation #2:

The Committee recommends that \$8,000 be placed in the 1987-88 budget for the appointment of a Field Service Representative in Venezuela.

I move that Recommendation #2 be adopted.

(Adopted)

Finance: \$8,000 in 05-106-08

Procedure: In compliance

25th Anniversary Kiwanis Europe Mission

The Committee reviewed a proposal to approve a 25th Anniversary Kiwanis Europe Mission next May. Noting that such a mission has no financial implications to Kiwanis International and that it will yield significant benefits of goodwill and public relations, the Committee approved the concept.

Respectfully submitted,

MORTON O. ALPER
FRANK J. DI NOTO
IAN PERDRIAU
KURT K. HUBER, Chairman

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

October 5-7 and October 11-14, 1987

Dates of Committee Meeting: October 7, 1987

Place of Committee Meeting: International Office

Present: Members	- A.S. "Buddy" Ammar, John D. Morton, Sr. and Kenneth W. Smith, D.C.
Chairman	- Robert A. Wagner, Chairman
Staff	- Donald R. Collins, John Merski, Jr., Andrew Tinker and James Wann
Other	- Anton J. "Tony" Kaiser, Frank J. DiNoto

COMMITTEE RESPONSIBILITIES

Robert Wagner, Chairman, reviewed the responsibilities of the Committee as contained in Section 112.2 of the Board procedures, with changes as requested by President Anton J. "Tony" Kaiser. As a result of the separation of some Committee responsibilities a change in this Procedure will be recommended at the January, 1988 Board meeting.

STATUS REPORT FOR ADMINISTRATIVE DIVISION

Staff gave a brief overview of each of the topics covered in the status report included in the Board brief. A number of questions were reviewed and discussed by the Committee and staff. The Committee was very positive about having a report of this type prior to Board meetings.

POSSIBLE SELF-FUNDING OF GENERAL LIABILITY STOP LOSS PROVISIONS

The Committee discussed the ever increasing liability claim obligations being required of Kiwanis International. Staff was requested to explore the alternative of self-insurance and bring a report to the Committee in January.

ADMINISTRATIVE COMMITTEE FOR EMPLOYEE PENSION PLAN

The Committee discussed the plan requirement that members, as specified in the Pension Plan document, be appointed to an Administrative Committee for the ensuing plan year beginning October 1, 1987.

Recommendation #1:

The Committee recommends adoption of the following resolution:

RESOLVED, that Noris A. Lusche, Kevin W. Krepinevich, and John Merski, Jr. are hereby appointed as the members of the Administrative Committee of the Pension Plan, to serve for such terms and to have such powers and duties as set forth in the Plan and Trust Agreement.

I move that Recommendation #1 be adopted.

(Adopted)

Finance: No effect
Procedure: In compliance

ADMINISTRATIVE COMMITTEE FOR EMPLOYEE SALARY SAVINGS PLAN

The Committee discussed the plan requirement that members, as specified in the Salary Savings Plan document, be appointed to an Administrative Committee for the ensuing plan year beginning October 1, 1987.

Recommendation #2:

The Committee recommends adoption of the following resolution:

RESOLVED, that Noris A. Lusche, Kevin W. Krepinevich, and John Merski, Jr. are hereby appointed as the members of the Administrative Committee of the Salary Savings Plan, to serve for such terms and to have such powers and duties as set forth in the Plan and Trust Agreement.

I move that Recommendation #2 be adopted.

(Adopted)

Finance: No effect
Procedure: In compliance

NEW CONTRACT WITH CANADIAN SUPPLIES REPRESENTATIVE - HARRY MCLEAN COMPANY

Staff presented a progress report and preliminary contract as drafted by Barnes and Thornburg. The provisions of the contract were the result of meetings held with Harry McLean and staff over the last few months. Staff was requested to meet with Harry and secure his approval with any recommended changes and bring a final version to the Committee for consideration at the January meeting. Every indication has been positive from all those involved with the proposed changes.

Indemnification Policy for Kiwanis International

The Board of Trustees had requested in July that staff investigate the merits of incorporation in the States of Illinois, Indiana and Delaware. A research project performed by the legal firm of White and Raub concluded that we are presently incorporated in the most favorable state, Illinois.

In preparing the project report a suggestion was made by the attorney that Kiwanis International should consider having an indemnification policy for officers directors and employees. A proposed copy of such a policy was submitted by our attorney and reviewed by the Committee.

Recommendation #3:

The Committee recommends adoption of the following new policy:

B. International Administration

9. Indemnification

Kiwanis International shall indemnify each trustee, officer, or employee against all liability and reasonable expense, including attorney's fees, that may be incurred in connection with or resulting from any claim, action, suit, or proceeding if such trustee, officer, or employee has acted in good faith and without gross negligence.

I move that Recommendation #3 be adopted and referred to the Committee on Policies, Procedures and Structure for insertion as a new policy.

(Adopted)

Finance: No effect
Procedure: New policy

RETIREEES MEDICAL INSURANCE COVERAGE

Staff reported on the effect of having retirees covered in our medical insurance program. As age increases, the likelihood of higher medical cost also increases. We presently have a small group of 35 employees covered by the Lincoln National Insurance Company, the plan which also covered our retirees. Both the insurance company and our broker are advising that our premiums will escalate significantly if the retirees remain in this group.

In June a request was made of our broker that he locate other insurance companies as alternatives to Lincoln National. Three such companies have been found. Staff suggested that meetings be arranged with our retired employees and the alternatives be offered to each person. They would select from among the three options. For a period of year, Kiwanis may need to provide coverage under both plans. This is necessary to meet pre-existing condition provisions generally required by the new companies.

Staff will work with Edward Hecht on arranging meetings with our retired employees and prepare a detailed analysis on all aspects of cost and bring a final report to the Committee for review in January.

EMPLOYEE SALARY SAVINGS PLAN (401[K])

Staff presented a suggestion emanating from our actuarial consultants, plan trustees and employees that the above benefit plan be amended to permit employee selection of three investment options. The cost of this amendment would be \$300.

The reason that staff feels that employees should have such options is because of the poor earnings of the funds over the last two years. This year the earnings were 2%. This compares to many similar plans earning a much higher return.

Recommendation #4:

The Committee recommends that staff be authorized to have an amendment prepared to the Salary Savings Plan that will allow a selection of investment options.

I move the Recommendation #4 be adopted.

(Adopted)

Finance: \$300
Procedure: None

COST OF ADDING AND DELETING MEMBERS

Staff presented an analysis of the cost elements of adding and deleting members. Because of the timing of such changes staff was unable to precisely identify all costs but indications are that the total is \$11.00 or more. The present \$10.00 processing fee has been in effect for over five years and the result is that Kiwanis International benefits less each year since the fee remains unchanged. The Committee believes that this increase is desired to assure that Kiwanis International receives income more in line with actual cost and more consistent with past practice.

Recommendation #5:

The Committee recommends increasing the new member processing fee from \$10.00 to \$15.00 effective January 1, 1988.

I move that Recommendation #5 be adopted.

(Adopted)

Finance: \$120,000 Income
Procedure: None

NEW INITIATIVE IDEAS

The Committee discussed three ideas suggested by staff and agreed that they be incorporated into the appropriate Long Range Plans which will be submitted in Janaury. The items were:

1. Replacing the computer hardware and software plans.
2. A centralized data base of information for use by Districts and Clubs.
3. A computerized Kiwanis Leadership tracking data base.

Respectfully Submitted,

A.S. "BUDDY" AMMAR
JOHN D. MORTON, SR.
KENNETH W. SMITH, D.C.
ROBERT A. WAGNER, CHAIRMAN

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

October 5-7 and October 11-14, 1987

Indianapolis, Indiana

Date of Committee Meeting: October 7, 1987

Place of Committee Meeting: International Office

Present: Members - W.J. "Wil" Blechman, M.D., Noris A. Lusche, Don Miles,
Gene R. Overholt

Chairman - W. Donald Goodfellow, Q.C.

Staff - George F. Langguth, Christopher J. Rice, Carolyn J. Seymour,
A.G. Terry Shaffer, James P. "Pete" Tinsley

Other - Anton J. "Tony" Kaiser, William L. Lieber

KEY CLUB

Amendment to the Key Club International Bylaws

The Committee reviewed the proposed amendment to the Key Club International Bylaws as approved by the House of Delegates at the 44th Annual Key Club Convention. After an explanation of the amendment, the Committee found it to be acceptable.

Recommendation #1:

The Committee recommends that the amendment to the Bylaws of Key Club International be approved. (See Exhibit A)

I move that Recommendation 1 be adopted.

(Adopted)

Finance: No impact

Procedure: In compliance

Revoked Club List

A list of 188 Key Clubs with charters that were revoked by the Key Club International Board at its July meeting was presented to the Committee for review. The Committee was informed that the sponsoring Kiwanis clubs had indicated there was no hope for reactivation and had forwarded no objection to the proposed charter revocations.

Staff reported that although 188 club charters were revoked, the year ended with a net increase of 27 active clubs due to a reduction in the number of clubs that were suspended in 1986-87.

The Committee reviewed the attached list of revocations and found them to be in order. (See Exhibit B)

Theme and Major Emphasis Program

Staff presented the Committee with copies of the 1987-88 Key Club International Theme and Major Emphasis Program Book "...for friendship's sake". The committee compliments the Key Club International Board on its outstanding program and recommends that the members of the Kiwanis International Board review the materials including the outstanding audio-visual presentation.

Review of Key Club International Board Travel

The Committee reviewed the travel reports submitted by the Key Club International Board members. The reports were found to be within the established procedures.

Key Club International/Circle K International Board Travel/Accident Policy

The Committee was informed that the sponsored youth international boards are currently not covered by any type of health/hospitalization insurance while traveling on Key Club/Circle K business. The Committee requested staff to research this area with Ed Hecht for recommendations for possible coverage for travel inside and outside of the board members' home country.

The Committee requested that staff provide it with an interim report prior to January 1988 so that action could be taken with the appropriate committees to consider providing the necessary coverage.

Key Club International Public Relations Campaign

The Committee received a request from the Key Club International Board for the approval of expenditures of Key Club International reserve funds for a public relations campaign. Staff distributed the Key Club Board's recommendation and a proposal by a public relations firm plus an evaluation of that proposal by the Public Relations Department of Kiwanis International.

The Committee recognizes the Key Club International Board's desire to implement a Key Club promotional program and commends the board for taking the initiative to investigate the matter but feels that there are questions which must be addressed before a proposal can be approved. Therefore the Committee referred this request back to the Key Club International Board to consider a clarification of this type of program, to better define the target audience(s) and to establish the best means of ensuring ongoing benefits to the Key Club organization. The Committee also asked staff to investigate these matters further with the Public Relations Department of Kiwanis International.

Interpretation of Key Club International Constitution and Bylaws

The Committee reviewed a request from the Key Club District Administrator of the New Jersey District for special consideration for the formation of a Key Club at the Early Childhood Center in Morristown, New Jersey.

The Committee commends the Kiwanis Club of Morristown for its support of the students of the Early Childhood Center and encourages this Kiwanis club to continue supporting the club as a local service program under Kiwanis sponsorship. However, the Committee upholds staff's interpretation of the Key Club Constitution and Bylaws and agrees that the club does not meet the requirements for chartering a Key Club and therefore that a charter cannot be granted.

Key Club International Expansion

The Committee was informed that the Key Club Executive Committee will be reviewing the impact of international expansion on the organization and that once the impact study has been completed the Committee will be apprised of the results for its further consideration.

Review of Kiwanis International Board Procedure 701.9 (b)

Staff brought to the attention of the Committee that some Key Club District Administrators were concerned with Board Procedure 701.9(b) and specifically the reference to the District Administrator's responsibility for his district delegation at the Key Club International Convention. The concern apparently is that the wording might possibly infer legal obligations and as such is placing possible liability on the shoulders of these people. Staff informed the Committee that it will investigate the matter further with the Administrators and report its findings in January.

CIRCLE K INTERNATIONAL

Review of Year-End Statistics

The Committee reviewed the year-end statistics of Circle K International and noted that there was a decrease of 139 members from the previous year. The Committee requested staff to work with the Circle K International Board of Trustees to determine why certain districts are very successful in the areas of membership recruitment and retention. The Committee recognized the need to develop model programs or standards of minimum district operation and requested staff to address this issue and bring back to the next Committee meeting suggestions and guidelines for implementation.

Leadership Training Conference

Staff reviewed the program of the 1987 Leadership Training Conference held in September and noted that the focus of the program centered around training the Conference participants as trainers for their districts. The Committee requested staff to consult with the Kiwanis Department of Education for possible club presidential training adapted for Circle K.

Revoked Club List

A list of 51 Circle K clubs with charters that were revoked by the Circle K International Board at its September meeting was presented to the Committee for review. The Committee was informed that 91 additional clubs were placed on Non-Meeting Status. This brings the total number of Circle K charters to 583, of which 493 are active.

The Committee reviewed the attached proposed club status list and found it to be in order. (See Exhibit C)

Amendments to the Circle K International Constitution and Bylaws

The Committee reviewed the amendments to the Circle K International Constitution and Bylaws as approved by the House of Delegates at the 33rd Annual Circle K International Convention. After an explanation of the amendments, the Committee found them to be acceptable.

Recommendation # 2:

The Committee recommends that the amendments to the Constitution and Bylaws of Circle K International be approved. (See Exhibit D)

I move that Recommendation 2 be adopted.

(Adopted)

Finance: No impact

Procedure: In compliance

Initiatives Under Consideration by the Circle K International Board

Staff reported to the Committee that there were several initiatives being considered by the 1987-88 Circle K International Board of Trustees. These issues include: alternative funding, formation of district alumni associations, expansion of the Circle K organization outside the original thirty districts and minimum membership requirements for new and current Circle K members. These matters may be referred to the Committee for consideration after presentation to the Circle K International Board.

Deferment of 1987/88 Operating Objectives

The Committee suggests that certain items from the Long Range Plan that were approved for 1987/88 not be implemented because of lack of funds.

Recommendation #3:

The Committee recommends that the following Action Strategies and funding for same be deferred to 1988/89 for implementation:

KEY CLUB

Operating Objective #2

Action Strategy II - Improve marketing and promotion of Key Club program to Kiwanis clubs. \$1,950

Action Strategy IV - Increase emphasis of sponsorship obligations to sponsoring Kiwanis clubs. \$2,000

Operating Objective #5

Action Strategy IV - Develop incentive programs to encourage better performance by Kiwanis and Key Club district governors and administrators. \$1,500

CIRCLE K

Operating Objective #8

Action Strategy I - Create the position of Assistant Administrator for Circle K International. This person would primarily develop, implement, educate, and evaluate the leadership development and officer training program. \$48,200

Action Strategy V - Establish at each level in Circle K and Kiwanis an officer or staff member responsible for the leadership development programs. \$1,500

Operating Objective #9

Action Strategy I - Establish at each level a career networking program designed to connect Circle K'ers and Kiwanians to promote career development. \$7,500

Action Strategy IV - Develop an in-depth manual and program for Circle K'ers and Kiwanians capitalizing on the uniqueness of the K-Family. \$3,650.

Operating Objective #10

Action Strategy III - Indicate throughout the organization by Kiwanis International Board action, that Circle K International is a priority program. Develop supporting materials which explain the sponsorship of Kiwanis International and Circle K International for use at all levels. \$500

I move that Recommendation 3 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

BUILDERS CLUB

At the next meeting the Committee will be reviewing the status of the Builders Club Program in order to determine future goals and objectives for the program.

PROGRAM DEVELOPMENT

The 1988-89 Theme, Goals, and Major Emphasis Program

President-elect Gene Overholt shared with the Committee his plans for the 1988-89 year. He explained that his interests parallel much of President Tony's ideas on combining internal and external development, and he believes that the 1987-88 year will develop an outlook in clubs that will be further developed in 1988-89. President-elect Gene envisions a program that will provide clubs with ways "to get their best."

The Major Emphasis Program will continue to focus on social and emotional needs, developing projects that can help young people believe in themselves. Internally, it is equally important that Kiwanians believe in themselves and in the value of Kiwanis. Only then will they support their clubs with the vigor and enthusiasm that lead to increased service and growth. As a study by staff two years ago indicated, young men and women are more likely to join a Kiwanis club because of the social aspects rather than the service activity. An effective club must maintain and encourage a spirit of fellowship that can lead to the formation of enduring friendships. Only by making Kiwanians feel they belong can we hope to get them involved. Of course, closely linked to the concept of fellowship is the matter of growth. Growth is a necessity, both within each club and in terms of new club building. Again, the work by President Tony on these concerns is closely related to President-elect Gene's plans for growth. These three points reflect the major concerns on which President-elect Gene will focus. Therefore, the Committee presents a set of three goals, a smaller number of goals than has been seen in the memory of the Committee. However, the importance of these goals and the detail within make them a complete program for 1988-89.

Recommendation #4:

The Committee recommends adoption of the following goals statement for use in developing the 1988-89 program:

1988-89 GOALS

To have all Kiwanians demonstrate a belief in themselves and in Kiwanis by supporting club efforts to:

- Ensure the development of the potential in young people, by instilling a positive self-image, basic values, and a sense for their future.

- Ensure that we meet the social needs of Kiwanians by developing enduring friendships, a spirit of fellowship and a sense of the Kiwanis family in every member.
- Ensure that all Kiwanis clubs will grow and that all communities will have the opportunity to experience the service of a Kiwanis club.

I move that Recommendation 4 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

President-elect Gene reviewed the history of the umbrella theme, Underprivileged Children: A Kiwanis Concern, which is also the Theme for 1987-88. This theme can give Kiwanians a greater sense of the continuity of service activity by Kiwanis, especially in the Major Emphasis Program. President-elect Gene would like to continue this education process, teaching all clubs to define a part of the Kiwanis service thrust through the underprivileged children concept.

Recommendation #5:

The Committee recommends that the Theme to be promoted during the 1988-89 year be Underprivileged Children: A Kiwanis Concern and that an appropriate Theme folder be produced to promote this Theme and the Major Emphasis title.

I move that Recommendation 5 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

President-elect Gene discussed his strong interest in the problems of school dropouts truancy, and peer pressure. Many young people do not believe in themselves and do not see their own potential. These young people will have successful, fulfilling lives only if they are given greater perspective. This is a service challenge for Kiwanis clubs. A 1988-89 Major Emphasis Program that addresses these and related concerns will be focusing on social and emotional needs, just as the 1987-88 MEP does. However, a wide range of new projects can be suggested to clubs. Moreover, many clubs will be able to continue to expand their responses to needs discovered in 1987-88.

Recommendation #6:

The Committee recommends that the 1988-89 Major Emphasis Program be titled Achieve by Believing and that it focus on projects that encourage young persons to improve their self-images, develop their system of ethics and belief, set goals, and achieve those goals. Other service committees would be urged to support the MEP through projects on related social and emotional concerns.

I move that Recommendation 6 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

Special Olympics

The Committee reviewed information from President Tony, Trustee Bill Lieber, and staff on meetings with Special Olympics. For the past five years, Kiwanis clubs have enthusiastically supported Special Olympics, with one-half to two-thirds of all reporting clubs indicating some level of support for local Special Olympics activities. Estimates from Special Olympics International are that Kiwanis clubs annually contribute about \$3 million to local Special Olympics activities. Because all of this support is at the local level, Kiwanis has not received any organized recognition from Special Olympics. Recent meetings with Special Olympics explored ways in which a more organized relationship could be developed. The relationship needs to involve each level of both organizations--international, district/chapter, and local. A number of different activities can be explored in the future.

The Committee discussed ensuring Kiwanis club support for the 1989 International Winter Games, and it is described below. However, it is only one of many alternatives being explored. Local athletes who will attend the games, assisted by their trainers, can make presentations to local Kiwanis clubs and ask for financial assistance. Each athlete would ask for \$1000 for training, equipment, and transportation, but this request could be made to a group of four clubs, reducing the request to \$250 per club. Clubs in areas where there are no athletes who will attend the games could also be asked to contribute, after a presentation by a Special Olympics representative, but the level of positive response would be considerably lower. Staff estimates that 4,000 clubs would support 1,000 of the 1,400 athletes scheduled to compete in the games. In addition, staff estimates that 1,000 additional clubs would support this program with an average contribution of \$100.

If these assumptions are correct, this program would raise \$1.1 million. State chapters would keep \$800 of each \$1000 contribution to support a particular athlete. In addition, the chapter would keep \$25 of each \$100 contributed by clubs in areas where there are no participating athletes. The balance of these monies would be sent to the committee that will put on the 1989 International Games. Thus, \$825,000 would pay for the training, outfitting, and transportation of athletes, and \$275,000 would be applied to the costs of the Winter Games. This latter contribution would qualify Kiwanis as a \$250,000 sponsor of the games, entitling Kiwanis to certain public relations perquisites and ensuring the cooperation of the international level of Special Olympics as Kiwanis seeks ways to publicize the support Kiwanis gives to Special Olympics on the state and local levels.

Recommendation #7:

The Committee recommends that the Board approve development of a working relationship with Special Olympics at the local, district, and international levels.

I move that Recommendation 7 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

Defining Levels of Support for Other Organizations

In discussing the possibility of a closer relationship with Special Olympics, the Committee realized the importance of defining the levels of support Kiwanis International may offer to other organizations and establishing criteria on which to evaluate proposed relationships. The Committee plans to discuss this at length in January.

Translations of Major Emphasis Program Materials

The Committee was pleased to learn that the schedule for production of materials for the 1988-89 MEP has been advanced. This should ensure the timely development and delivery of materials in English, Spanish, and French. In the past, some materials have arrived too late for use at district conventions and training conferences.

Non-Dues Income

The Committee indicated to staff an interest in learning about the potential for grants from corporations or foundations that might support development and printing of service materials. Such information will be made available for consideration by the Committee at the January 1988 Board meeting.

Reports from International Chairmen

Four International Chairmen for service committees submitted complete action plans, as requested by President Tony:

Andrew Batsis, Human and Spiritual Values
Gerald Christiano, Major Emphasis Program
Emil Rasa, Citizenship
Walter Sellers, Community Services

Robert Mohnsen, Youth Services, discussed his plans with President Tony over the telephone. He has already mailed out a newsletter to his chairmen. Peter O'Keefe, International Relations, sent a letter indicating his intention to promote the materials available from the International Office.

The Kiwanianne Club Program

Currently, there are 186 active Kiwanianne clubs, with a total membership of approximately 4,700. Of this total, six (6) new clubs have been certified since the International Convention in Washington, D.C. The Committee noted that four (4) Kiwanianne clubs have "converted" to Kiwanis clubs.

The Committee discussed the matter of district structure for the Kiwanianne program and considered a communication from Barnes & Thornburg, in which legal counsel believes it would be appropriate to open Kiwanianne membership to "persons." The Committee requested the International President to have a "think tank" session, time permitting, at this Board Meeting concerning the future of the Kiwanianne movement. At the conclusion of this discussion, the Committee will request staff to develop appropriate material for consideration by this committee at the January 1988 meeting.

Respectfully submitted,

W.J. "WIL" BLECHMAN, M.D.

NORIS A. LUSCHE

DON MILES

GENE R. OVERHOLT

W. DONALD GOODFELLOW, Q.C., Chairman

EXHIBIT A

Exhibit A of the Report of the Board Committee on Program Services,
"Amendment to the Bylaws of Key Club International," is now
Exhibit #23 of the October 5-7 and October 11-14, 1987, Minutes.

KEY CLUB CHARTERS TO BE REVOKED

(Clubs and Spónsors Listed)

DISTRICTCHARTER & STATE #ALABAMA

Carbon Hill H.S., Carbon Hill, AL	83857-001
Huffman H.S., Birmingham-East, AL	84274-001
Mobile Christian School, Mobile, AL	85657-001
Piedmont H.S., Gadsden, AL	86069-001

CALIFORNIA-NEVADA-HAWAII

Baker H.S., Golden K, Barstow, CA	86917-004
Edison H.S., Fresno West, Fresno, CA	87087-004
Estancia H.S., Costa Mesa North, CA	85633-004
Granada Hills H.S., Northridge, CA	82441-004
La Puente H.S., La Puente Industry, CA	87148-004
Pittsburg H.S., Pittsburg, CA	85767-004
Rancho Cotate Sr. H.S., Redwood Empire, CA	85780-004
Redwood H.S., Visalia, CA	81709-004
Savanna H.S., Greater Anaheim, CA	86989-004
Strathmore Union H.S., Lindsay, CA	85656-004
Kalani H.S., Waikiki Honolulu, HI	82443-051
Eldorado H.S., Las Vegas Strip, NV	86894-027

CAPITAL

Parkville Sr. H.S., Parkville, MD	86295-019
Chantilly H.S., Fairfax, VA	86803-045
Fairfax H.S., Fairfax, VA	87078-045
Norview H.S., Norfolk, VA	86558-045
J.E.B. Stuart H.S., Falls Church, VA	82350-045
George Wythe H.S., Wythe County, VA	83239-045

CAROLINAS

Alexander Central H.S., City of Progress, NC	85502-032
Cherokee H.S., Cherokee, NC	86372-032
Clinton H.S., Clinton, NC	82335-032
Dunn Sr. H.S., Dunn, NC	85519-032
Erwin H.S., Dunn, NC	81976-032
Harry P. Harding H.S., Charlotte, NC	82029-032
High Point Central H.S., High Point, NC	80108-032
Reid Ross Sr. H.S., Fayetteville, NC	84383-032
South View H.S., Fayetteville, NC	81107-032
Wayne Country Day School, Goldsboro, NC	85924-032
McColl H.S., McColl, SC	82942-039
Newberry H.S., Newberry, SC	81675-039
Richland Northeast H.S., Columbia Northeast, SC	86018-039

KEY CLUB CHARTERS TO BE REVOKED

(Clubs and Sponsors Listed)

DISTRICTCHARTER & STATE #EASTERN CANADA

Bishops College, St. John's, NF	82498-065
Centennial Secondary School, Belleville, ON	86975-068
St. Clair Secondary School, Seaway, Sarnia, ON	83137-068
Mapps College, Bridgetown, Barbados	86705-082
Presentation College, Bridgetown, Barbados	86703-082
Fyzabad Anglican Secondary School, Fyzabad, Trinidad	86702-078
Fyzabad Sr. Comprehensive School, Fyzabad, Trinidad	87160-078

FLORIDA

Cocoa H.S., Cocoa, FL	80254-009
Oviedo H.S., Casselberry, FL	86713-009
Terry Parker H.S., Arlington, Jacksonville, FL	81827-009
Stranahan H.S., Ft. Lauderdale South, FL	81726-009
St. Thomas Aquinas H.S., West Broward-Plantation, FL	86649-009
Tate H.S., Greater Pensacola, FL	86141-009

GEORGIA

Avondale H.S., Avondale Stone Mountain, GA	81707-010
Cook H.S., Moultrie, GA	84752-010
East Hall H.S., Metro Gainesville, GA	82752-010
Gordon H.S., South Decatur, GA	82124-010
Henry Grady H.S., Peachtree, Atlanta, GA	86535-010
Shamrock H.S., Decatur, GA	84073-010
Southwest Dekalb H.S., Southwest Dekalb, GA	81065-010
Vashti Educational Center, Thomasville, GA	86506-010

ILLINOIS-E. IOWA

Academy of St. James College Prep School, S.E. Area Chicago, IL	85236-012
Christian Fenger H.S., Roseland, Chicago, IL	85755-012
Good Counsel H.S., Forest Glen-Mayfair, IL	86102-012
Hubbard H.S., Chicago Lawn Area, IL	84923-012
Thornton Fractional H.S., Lansing, IL	82557-012

KEY CLUB CHARTERS TO BE REVOKED

(Clubs and Sponsors Listed)

DISTRICTCHARTER & STATE #INDIANA

Castle H.S., Newburgh, IN	82415-013
New Harmony H.S., New Harmony, IN	86083-013
Reitz Memorial H.S., Evansville Green River, IN	85229-013
Western Boone H.S., Thorntown, IN	85693-013

KANSAS

Basehor Rural H.S., Basehor, KS	81620-015
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KENTUCKY-TENNESSEE

Adair County H.S., Columbia, KY	81859-016
Holy Family H.S., Ashland, KY	86639-016
Jeffersontown H.S., Hurstbourne Louisville, KY	84211-016
Betsy Layne H.S., East Floyd, Harold, KY	86678-016
Mullins H.S., Pikeville, KY	86339-016
Pikeville H.S., Pikeville, KY	80042-016
Harriman H.S., Harriman, TN	85535-041
Karns H.S., Norwood Knoxville, TN	83441-041
Tennessee School for the Deaf, Knoxville, TN	82220-041
West H.S., West Knoxville, TN	81180-041
Knoxville Adaptive Education Center, W. Knoxville, TN	86827-041

LOUISIANA-MISSISSIPPI-WEST TENNESSEE

Abbeville H.S., Abbeville, LA	80947-017
East St. John H.S., Moisant, LA	86057-017
First Baptist Church H.S., Shreveport, LA	86171-017
Glen Oaks H.S., Baton Rouge, LA	82965-017
Lake Charles Boston H.S., Lake Charles, LA	80531-017
Dyersburg H.S., Dyersburg, TN	80809-041

MINNESOTA-DAKOTAS

Columbia Heights H.S., Columbia Heights, MN	86831-022
Edison H.S., N.E. Minneapolis, MN	85536-022
Century H.S., Bismarck, ND	87125-033

KEY CLUB CHARTERS TO BE REVOKED

(Clubs and Sponsors Listed)

DISTRICTCHARTER & STATE #MISSOURI-ARKANSAS

Gravette H.S., Gravette, AR	86982-003
Sylvan Hills H.S., North Little Rock, AR	82711-003
Watson Chapel H.S., Pine Bluff, AR	85625-003
Carthage H.S., Carthage, MO	80936-024

MONTANA

Bigfork H.S., No Sponsor, MT	85991-025
Jefferson H.S., Boulder, MT	86316-025
Lincoln H.S., Lincoln, MT	86937-025
Ronan H.S., Ronan, MT	86181-025
Sacred Heart H.S., Miles City, MT	80808-025

NEBRASKA-IOWA

Central City H.S., Central City, IA	87152-014
Herbert Hoover H.S., Merle Hay, Des Moines, IA	83993-014

NEW ENGLAND

Derby H.S., Shelton Derby, CT	86096-006
Guilford H.S., Guilford Madison, CT	85632-006
Middletown H.S., Middletown, CT	85020-006
Vinal Regional Vocational/Technical School, Middletown, CT	86952-006
Gray-New Gloucester H.S., Gray, ME	86879-018
Ashland H.S., Hopkinton, MA	81688-020
Dracut H.S., Dracut, MA	85227-020
Lee H.S., Lee, MA	84747-020
Marlboro H.S., Marlboro, MA	86821-020
Medford H.S., Medford, MA	82880-020
Norwood H.S., Norwood, MA	85124-020
Whitman-Hanson Regional H.S., Whitman, MA	85528-020
Bishop Guertin H.S., Nashua, NH	85100-028

NEW JERSEY

Camden H.S., Greater Camden Area, NJ	86845-029
Hackensack H.S., Hackensack, NJ	83638-029
Notre Dame H.S., Ewing Township, NJ	83684-029
Roselle Park H.S., Roselle-Roselle Park, NJ	82035-029

KEY CLUB CHARTERS TO BE REVOKED

(Clubs and Sponsors Listed)

<u>DISTRICT</u>	<u>CHARTER & STATE #</u>
<u>NEW YORK</u>	
Bennett H.S., Buffalo, NY	80517-031
Brooklyn Automotive H.S., Williamsburgh, Brooklyn, NY	87071-031
Carey H.S., Franklin Square, Long Island, NY	86615-031
Cohoes H.S., Cohoes, NY	86664-031
John A. Coleman H.S., Ulster, NY	83928-031
John Dewey H.S., Coney Island, Brooklyn, NY	85724-031
John F. Kennedy H.S., Riverdale, NY	85237-031
Lansingburg H.S., Lansingburg Troy, NY	83916-031
New York State School for the Blind, Batavia, NY	83734-031
St. Joseph's Collegiate Institute, Buffalo, NY	85679-031
Watervliet H.S., Watervliet, NY	86430-031
John F. Kennedy, Jr. H.S., North Utica, NY	83685-031
A.G. Berner H.S., Massapequa, NY	87342-031
<u>OHIO</u>	
Hayes H.S., Delaware, OH	80549-034
South H.S., S.E. Cleveland, OH	86740-034
Westfall H.S., Ashville & Circleville, OH	85854-034
<u>PACIFIC NORTHWEST</u>	
Bob Reeve H.S., Adak, AK	86465-050
Hermiston H.S., Hermiston, OR	86954-036
Marist H.S., Eugene, OR	84107-036
Willamina H.S., Willamina-Grand Ronde-Sheridan, OR	86574-036
Woodburn H.S., Woodburn, OR	86045-036
Cleveland H.S., Industrial Seattle, WA	84555-046
Eisenhower H.S. Apple Valley-Yakima, WA	87106-046
Mary M. Knight H.S., Mountain View, WA	87114-046
Oroville H.S., Oroville, WA	83792-046
Shadle Park H.S., North Spokane, WA	86195-046
Summerland Secondary School, Summerland, BC	84420-062
<u>PENNSYLVANIA</u>	
Central Cambria H.S., Edensburg, PA	80564-037
Neshaminy Langhorne H.S., Feasterville, PA	86734-037
Lebanon Catholic H.S., Lebanon, PA	87129-037
Mercyhurst Prep School, Erie, PA	85881-037
Penn Hills H.S., Penn Hills, PA	85738-037
Richland Township H.S., Geistown Richland, PA	82926-037
Trinity Area H.S., Washington, PA	85986-037
Whitehall Coplay H.S., Whitehall, PA	85805-037

KEY CLUB CHARTERS TO BE REVOKED

(Clubs and Sponsors Listed)

DISTRICTCHARTER & STATE #ROCKY MOUNTAIN

St. Mary's Catholic H.S., Colorado Springs, CO	86073-005
Trinidad Catholic H.S., Trinidad, CO	81113-005
Converse County H.S., Douglas, WY	85047-049

SOUTHWEST

Brophy College Prep H.S., The Biltmore-Phoenix, AZ	82070-002
Phoenix Indian H.S., Aurora Phoenix, AZ	86762-002
Shadow Mountain H.S., Paradise Valley, Phoenix, AZ	87354-002
Farmington H.S., Farmington, NM	81880-030
Silver H.S., Silver City, NM	84569-030
Riverside H.S., El Paso, TX	84826-042

TEXAS-OKLAHOMA

US. Grant H.S., S.W. Oklahoma City, OK	86711-035
Mangum H.S., Mangum, OK	81252-035
Midwest City H.S., Midwest City, OK	84173-035

A&M Consolidated H.S., Brazos County, TX	85428-042
Abilene H.S., Greater Abilene, TX	85213-042
Alice H.S., Alice, TX	80805-042
Austin H.S., University Area, Austin, TX	81764-042
W.E. Boswell H.S., Saginaw, TX	85931-042
Carrizo Springs H.S., Carrizo Springs, TX	86095-042
Chapel Hill H.S., Tyler Mid-City, TX	86750-042
Clear Lake H.S., Seabrook Clear Lake, TX	86759-042
Commerce H.S., Commerce, TX	81500-042
Hamilton H.S., Hamilton, TX	86783-042
Ingram Tom Moore H.S., Kerrville, TX	86320-042
North Shore H.S., N. Channel, Houston, TX	84744-042
Raymondville H.S., Raymondville, TX	81733-042
H.G. Spruce H.S., Pleasant Grove, TX	82370-042
University H.S., N.W. Waco, TX	81404-042

UTAH-IDAHO

Emmett H.S., Emmett, ID	82383-011
South H.S., Salt Lake City, UT	85620-043

KEY CLUB CHARTERS TO BE REVOKED

(Clubs and Sponsors Listed)

DISTRICTCHARTER & STATE #WESTERN CANADA

Crescent Heights H.S., Medicine Hat, AB	83063-061
Medicine Hat H.S., Medicine Hat, AB	83064-061
St. Mary's H.S., Taber, AB	86995-061

WEST VIRGINIA

Lenore H.S., Lenore-Mingo, WV	86190-047
Union H.S., Monroe County, WV	87102-047

JAMAICA

Lennon Secondary School, May Pen, Jamaica	85721-086
Morant Bay H.S., St. Thomas, Jamaica	86056-086
Munro College, Junction, Jamaica	86600-086

INTERNATIONAL EXTENSION

Galen College, Wangaratta, Australia	87156-096
Tarlac National H.S., Tarlac Movers, Philippines	87063-090

PROPOSED CLUB STATUS OVERVIEW
OCTOBER 1987

Number of Clubs for Revocation:	51
Number of Clubs Placed on Non-Meeting:	91
Total Number of Active Charters:	493
Total Number of Circle K Charters:	<u>584</u>

PROPOSED CLUB STATUS
CIRCLE K INTERNATIONAL
OCTOBER 1987

Exhibit C, p. 2

<u>DISTRICT</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<u>ALABAMA</u>		
Troy State University	Pending	Non-Meeting
Auburn University at Montgomery	Delinquent	Non-Meeting
Alabama A & M University	Delinquent	Non-Meeting
John C. Calhoun State College	Delinquent	Non-Meeting
G.C. Wallace State College-Cullman	Delinquent	Non-Meeting
University of Alabama-Birmingham	Delinquent	Non-Meeting
University of Montevallo	Delinquent	Non-Meeting
G.C. Wallace Community College-Selma	Delinquent	Non-Meeting
<u>CALIFORNIA-NEVADA-HAWAII</u>		
University of Nevada-Reno	Delinquent	Non-Meeting
University of Redlands	Delinquent	Non-Meeting
California Lutheran College	Delinquent	Non-Meeting
Los Angeles Harbor College	Delinquent	Non-Meeting
Moorpark College	Delinquent	Non-Meeting
Sonoma State University	Delinquent	Non-Meeting
Hartnell College	Delinquent	Non-Meeting
Cal State University-Fullerton	Non-Meeting	Non-Meeting *
University of California-Berkeley	Non-Meeting	Non-Meeting #
Orange Coast College	Non-Meeting	Non-Meeting *
University of California-San Diego	Non-Meeting	Non-Meeting *
University of San Diego	Non-Meeting	Non-Meeting *
Bakersfield College	Non-Meeting	Revoke
Pasadena City College	Non-Meeting	Revoke
Cerritos College	Non-Meeting	Revoke
Notre Dame College	Non-Meeting	Revoke
<u>CAPITAL</u>		
Villa Julie College	Pending	Non-Meeting
Ferrum College	Delinquent	Non-Meeting
University of Richmond	Delinquent	Non-Meeting
Bluefield College	Delinquent	Non-Meeting
Bridgewater College	Delinquent	Non-Meeting
Montgomery College-Rockville	Non-Meeting	Non-Meeting *
Longwood College	Non-Meeting	Revoke
Delaware State College	Non-Meeting	Revoke
Averett College	Delinquent	Revoke
Goucher College	Delinquent	Revoke *
Wesley College	Non-Meeting	Revoke
<u>CAROLINAS</u>		
Salem College	Pending	Non-Meeting
Winston-Salem State University	Pending	Non-Meeting
University of North Carolina-Charlotte	Delinquent	Non-Meeting
Peace College	Non-Meeting	Revoke
Campbell College	Non-Meeting	Revoke
Piedmont Tech College	Non-Meeting	Revoke
Pembroke State University	Non-Meeting	Revoke
Wingate College	Non-Meeting	Revoke
Lees McRae College	Non-Meeting	Revoke

<u>DISTRICT</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<u>EASTERN CANADA & CARIBBEAN</u>		
Church's Teachers College	Non-Meeting	Non-Meeting *
McGill University	Non-Meeting	Non-Meeting *
University of West Indies	Non-Meeting	Non-Meeting *
Carleton University	Non-Meeting	Revoke
College de la Region de L'Amiante	Non-Meeting	Revoke
Ryerson Polytechnic University	Non-Meeting	Revoke
University du Quebec a Trois-Rivieres	Non-Meeting	Revoke
<u>FLORIDA</u>		
Tallahassee Community College	Delinquent	Non-Meeting
Central Florida Community College-Ocala	Delinquent	Non-Meeting
<u>GEORGIA</u>		
LaGrange College	Delinquent	Non-Meeting
Augusta College	Delinquent	Revoke *
Valdosta State College	Non-Meeting	Revoke
Tift College	(School Closed)	Revoke *
<u>ILLINOIS-EASTERN IOWA</u>		
Aurora College	Delinquent	Non-Meeting
Loyola University	Delinquent	Non-Meeting
Wright Junior City College	Delinquent	Non-Meeting
Lakeland College	Delinquent	Non-Meeting
Southern Illinois University	Delinquent	Non-Meeting
Judson College	Non-Meeting	Non-Meeting #
Western Illinois University	Non-Meeting	Non-Meeting #
<u>INDIANA</u>		
<u>NONE</u>		
<u>KANSAS</u>		
Kansas Technical Institute	Delinquent	Non-Meeting *
Hutchison Community Junior College	Delinquent	Non-Meeting
University of Kansas	Non-Meeting	Non-Meeting
Tabor College	Non-Meeting	Non-Meeting *
<u>KENTUCKY-TENNESSEE</u>		
Brescia College	Delinquent	Non-Meeting
Southeast Community College	Delinquent	Non-Meeting
Trevecca Nazarene College	Delinquent	Non-Meeting
Kentucky Wesleyan University	Non-Meeting	Revoke
Hiwassee College	Non-Meeting	Revoke
Madisonville Community College	Non-Meeting	Revoke
Milligan College	Non-Meeting	Revoke
Tennessee Wesleyan College	Non-Meeting	Revoke
Cumberland University	Non-Meeting	Revoke
<u>LOUISIANA-MISSISSIPPI-WEST TENNESSEE</u>		
Delgado Eastbank College	Pending	Non-Meeting
Louisiana State University-Eunice	Delinquent	Non-Meeting
Union University	Delinquent	Non-Meeting
Mississippi State University	Non-Meeting	Non-Meeting *

<u>DISTRICT</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<u>LOUISIANA-MISSISSIPPI-WEST TENNESSEE CONTINUED</u>		
University of Mississippi	Non-Meeting	Revoke
University of Southern Mississippi	Non-Meeting	Revoke
<u>MICHIGAN</u>		
University of Michigan	Delinquent	Non-Meeting
Western Michigan University	Non-Meeting	Revoke
<u>MINNESOTA-DAKOTAS</u>		
Mary College	Non-Meeting	Revoke
<u>MISSOURI-ARKANSAS</u>		
Southern Baptist College	Non-Meeting	Revoke
<u>MONTANA</u>		
NONE		
<u>NEBRASKA-IOWA</u>		
Norfolk Christian College	Delinquent	Non-Meeting
Peru State College	Delinquent	Non-Meeting
<u>NEW ENGLAND</u>		
Boston College	Non-Meeting	Revoke
New Hampshire College	Non-Meeting	Revoke
<u>NEW JERSEY</u>		
College of Morris	Pending	Non-Meeting
Drew University	Pending	Non-Meeting
Bloomfield College	Delinquent	Non-Meeting
Fairleigh Dickinson-Teaneck	Delinquent	Non-Meeting
<u>NEW YORK</u>		
SUNY at Potsdam	Pending	Non-Meeting
Russell Sage College	Delinquent	Non-Meeting
St. Johns University	Delinquent	Non-Meeting
Hofstra University	Delinquent	Non-Meeting
New York Chiropractic College	Delinquent	Non-Meeting
Jefferson Community College	Non-Meeting	Revoke
Fordham University-Lincoln Center	Non-Meeting	Revoke
Medialle College	Non-Meeting	Revoke
Broome Community College	Non-Meeting	Revoke
<u>OHIO</u>		
Findlay College	Pending	Non-Meeting
Ashland College	Delinquent	Non-Meeting
Mount Union College	Delinquent	Non-Meeting
Wright State University	Delinquent	Non-Meeting
John Carroll University	Active	Revoke *
Malone College	Non-Meeting	Revoke
<u>PACIFIC NORTHWEST</u>		
Oregon State University	Pending	Non-Meeting
University of Idaho	Delinquent	Non-Meeting
Spokane Falls Community College	Delinquent	Non-Meeting
Skagit Valley Community College	Delinquent	Non-Meeting
Green River Community College	Delinquent	Non-Meeting
Pierce College	Delinquent	Non-Meeting

<u>DISTRICT</u>	<u>CURRENT</u>	<u>PROPOSED</u>	
<u>PACIFIC NORTHWEST CONTINUED</u>			
Malaspina College	Delinquent	Non-Meeting	
Camosun College	Non-Meeting	Revoke	
Simon Fraser University	Non-Meeting	Revoke	
Alaska Pacific University	Non-Meeting	Revoke	
<u>PENNSYLVANIA</u>			
King's College	Pending	Non-Meeting	
Penn State University-Highacres	Pending	Non-Meeting	
Millersville University	Delinquent	Non-Meeting	
Williamsport Area Community College	Delinquent	Revoke	*
Duquesne University	Delinquent	Revoke	*
Lafayette College	Delinquent	Revoke	*
University of Pennsylvania	Delinquent	Revoke	*
University of Pittsburgh-Pittsburgh	Non-Meeting	Revoke	
West Chester University	Non-Meeting	Revoke	
<u>ROCKY MOUNTAIN</u>			
NONE			
<u>SOUTHWEST</u>			
Scottsdale Community College	Non-Meeting	Non-Meeting	*
University of New Mexico	Non-Meeting	Revoke	
<u>TEXAS-OKLAHOMA</u>			
Temple Junior College	Pending	Non-Meeting	
Southern Methodist University	Delinquent	Non-Meeting	
Oklahoma Christian College	Delinquent	Non-Meeting	
<u>UTAH-IDAHO</u>			
Weber State College	Pending	Non-Meeting	
College of Southern Idaho	Delinquent	Non-Meeting	
University of Utah	Delinquent	Non-Meeting	
Utah State University	Non-Meeting	Non-Meeting	*
Westminster College	Non-Meeting	Revoke	
<u>WESTERN CANADA</u>			
NONE			
<u>WEST VIRGINIA</u>			
Bethany College	Pending	Non-Meeting	
Bluefield State College	Delinquent	Non-Meeting	
Ohio Valley College	Delinquent	Non-Meeting	
<u>WISCONSIN-UPPER MICHIGAN</u>			
University of Wisconsin-Stevens Point	Non-Meeting	Non-Meeting	#

* Indicates that the District Governor or sponsoring Kiwanis club has requested the particular status noted.

Indicates that the club's charter will be revoked January 1, 1988. The club has requested a half-year extension on charter revocation.

EXHIBIT D

Exhibit D of the Report of the Board Committee on Program Services,
"Amendments to Circle K Constitution," is now Exhibit #24 of the
October 5-7 and October 11-14, 1987, Minutes.

PresentProposedARTICLE 6. DUTIES OF OFFICERS

Section 3. Secretary. The Secretary shall keep accurate records of the proceedings of the annual convention and minutes of all meetings of the International Board of Trustees, the Executive Committee of the Board, and the International Council. He shall serve as chairman of at least one standing or temporary committee of the Board of Trustees and as International Board Counselor for at least two (2) Key Club districts. The Secretary shall also perform such other duties as usually pertain to the office or as may be assigned by the Board of Trustees.

Section 4. Trustees. The Trustees shall help define the administrative policies of Key Club International. Each Trustee shall serve as International Board Counselor for at least two (2) Key Club districts, representing these districts at meetings of the Board of Trustees and informing them about International Board policy. Each Trustee shall serve as a member of at least two (2) standing or temporary committees of the Board of Trustees and shall perform such other duties as may be assigned by the President with the approval of the Board of Trustees.

Section 3. Secretary. The Secretary shall keep accurate records of the proceedings of the annual convention and minutes of all meetings of the International Board of Trustees, the Executive Committee of the Board, and the International Council. He shall serve as chairman of at least one standing or temporary committee of the Board of Trustees and as International Board Representative for at least two (2) Key Club districts. The Secretary shall also perform such other duties as usually pertain to the office or as may be assigned by the Board of Trustees.

Section 4. Trustees. The Trustees shall help define the administrative policies of Key Club International. Each Trustee shall serve as International Board Representative for at least two (2) Key Club districts, representing these districts at meetings of the Board of Trustees and informing them about International Board policy. Each Trustee shall serve as a member of at least two (2) standing or temporary committees of the Board of Trustees and shall perform such other duties as may be assigned by the President with the approval of the Board of Trustees.

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE A strong concern has been raised over the need to define those individuals who are eligible for membership in Circle K International. It is felt that since Circle K is a collegiate organization, minimum academic standards must be met. In addition, this amendment would bring Circle K into line with most other collegiate organizations and would reinforce the importance of academics to the Circle K'er.

Current Reading Constitution Article VI,
Section 2

Any student of good character and of satisfactory scholastic standing, who is officially enrolled as a student in the institution in which a club exists, may be elected to active membership in said club. Active membership in a club shall extend over the fiscal year. When a District or International officer transfers to a school where a Circle K Club does not exist, he may be allowed a 60 day grace period to start said club. At the expiration of the allowed time, said membership in Circle K International suspended or revoked by action of the Board of Trustees of Circle K International.

Proposed Reading Constitution Article VI,
Section 2

Any student of good character who is officially enrolled for at least half time status, as defined by the institution in which a club exists, may be elected to active membership in said club. Membership shall become inactive when the above academic requirements are not met during the academic year. An academic year shall be as defined by the institution. When a District or International officer transfers to a school...

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE This amendment deals with the grace period for transferring District and International officers. It would raise the grace period to start a club from 60 to 90 days based on the raise of charter strength from 15 to 20 members.

Current Reading Constitution Article VI,
Section 2--Clubs

Any student of good character and satisfactory scholastic standing, who is officially enrolled as a student in the institution in which a club exists, may be elected to active membership in said club. Active membership in a club shall extend over the fiscal year. When a District or International officer transfers to a school where a Circle K Club does not exist, he may be allowed a 60 day grace period to start said club. At the expiration of the allowed time, said membership in Circle K International suspended or revoked by action of the Board of Trustees.

Proposed Reading Constitution Article VI,
Section 2--Clubs

...When a District or International officer transfers to a school where a Circle K Club does not exist, he may be allowed a 90 day grace period to start said club. ...

AMENDMENT TO CIRCLE K CONSTITUTIONPREAMBLE

This will provide for the official use of the name "CKI" which is already being used by some clubs, and would also allow Circle K International and Kiwanis International the right to protect the future use of this name.

<u>Current Reading</u>	Constitution, Article I, Section 1
The name of this organization shall be Circle K International.	

<u>Proposed Reading</u>	Constitution, Article I, Section 1
The name of this organization shall be Circle K International, <u>and shall also be known by its initials, 'CKI'.</u>	

AMENDMENT TO CIRCLE K CONSTITUTIONPREAMBLE

The Vision of Circle K International is a concise and profound statement of what we are as an organization and where we are heading into the future. The inclusion of this statement in the International Constitution will add a permanence and continuity that isn't possible in any other way. Our Vision gives us a direction for Circle K.

Current Reading Constitution-Article II-
Section 1 - Objects

The Objects of this organization shall be: "Objects"

Proposed Reading Constitution-Article II,
Objects and Vision

Section 1. The Objects of this organization shall be:
"Objects"

Section 2. The Vision of this organization shall be:

Circle K is the organization that holds the promise of today's college student becoming tomorrow's leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K's potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions, and those who will one day create the vision of mankind for generations to come. Circle K is the embodiment of those qualities necessary to shape the future, realized in the colleges and universities of today.

The Vision of Circle K International is dedicated to the realization of mankind's potential.

AMENDMENT TO CIRCLE K CONSTITUTIONPREAMBLE

This amendment is simply to add the Vision to another section of the Constitution in order to assure its proper implementation.

Current Reading Bylaws Article XII, Section 6

The Committee on International and Public Relations shall concern itself with the development of methods and programs to publicize Circle K International and to assist the Districts and Clubs to effectively inform the public of the ideals, objects, programs and achievements of the Circle K organization.

Proposed Reading Bylaws Article XII, Section 6

The Committee on International and Public Relations shall concern itself with the development of methods and programs to publicize Circle K International and to assist the Districts and Clubs to effectively inform the public of the ideals, vision, objects, programs and achievements of the Circle K organization.

AD HOC COMMITTEE RE: REVIEW OF THE REPORT OF THE
SPECIAL COMMITTEE TO REVIEW KIWANIS INTERNATIONAL-EUROPE
AND KIWANIS INTERNATIONAL RELATIONSHIP

Date of Committee Meeting: October 7, 1987

Place of Committee Meeting: International Office
Past Presidents' Room

Present: Members - W. J. "Wil" Blechman, M.D., Frank J. DiNoto,
Kurt K Huber, M.D., William L. Lieber, Noris
A. Lusche, Gene R. Overholt
Chairman - Anton J. Kaiser
Staff - Kevin W. Krepinevich

The Committee reviewed the report of the Special Committee to Review Kiwanis International-Europe and Kiwanis International Relationship. After reviewing the report, the Committee agrees with the recommendations and agrees in principle with the balance of the report, but recognizes that some minor changes may be required for implementation. Therefore, the Committee makes the following recommendations:

Recommendation #1:

The Committee recommends that the Board of Trustees accept the entire Report of the Special Committee to Review the Kiwanis International-Europe and Kiwanis International relationship in principle. (See Exhibit A.)

I move that Recommendation #1 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

Recommendation #2:

The Committee recommends that the Board of Trustees accept the recommendations numbered one through six on page 2 of the Special Committee report with the deletion of the numbers \$100 and \$10 in recommendation number 6. (See Exhibit A.)

I move that Recommendation #2 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

Respectfully submitted,

W. J. "WIL" BLECHMAN, M.D.
FRANK J. DiNOTO
KURT K. HUBER, M.D.
WILLIAM L. LIEBER
NORIS A. LUSCHE
GENE R. OVERHOLT
ANTON J. KAISER, Chairman

SPECIAL COMMITTEE TO REVIEW KIWANIS INTERNATIONAL-EUROPE
AND KIWANIS INTERNATIONAL RELATIONSHIP

Dates of Committee Meetings: September 9-11, 1987

Place of Committee Meetings: Zurich, Switzerland

Present: Members of Committee: Hannes Payrich (President-designate, KI-E), Thorbjorn Karlsson (President-elect-designate, KI-E), Gene Overholt (President-elect-designate, KI), Frank DiNoto (President, KI)
Staff: Kevin Krepinevich (Secretary, KI), and Egon L'Eplattenier (Secretary General, KI-E)

A meeting of a special committee to review Kiwanis International-Europe administrative procedures, office operations, and finances was held in Zurich, Switzerland. Recommendations which the committee believes will improve communications, current operations, and procedures are as follows:

1. A summary of the minutes of the meetings of the Boards of Trustees for both Kiwanis International (KI) and Kiwanis International-Europe (KI-E), excluding general administrative matters, should be sent to members of the other Board.
2. The KI Board policies and interpretations of the Kiwanis International Constitution and Bylaws should be sent to KI-E Board members. (In the future, this can be accomplished by sending them the new KI directory.)
3. A group of Kiwanis volunteers who will translate Kiwanis literature and educational materials should be developed for commonly used European languages in nations where Kiwanis clubs are located.
4. The 1987-88 club president's and club secretary's manuals should be sent to KI-E Board members.
5. The distinguished award programs should be used in Europe to increase the effectiveness of club and district services and administrations. Reports now required by KI should also be considered for use by club and district officers in KI-E.
6. At the time of the January KI-E Board meeting, a one-day regional-type conference should be held by the KI President with the KI-E President and the European governors.

7. The Kiwanis magazine should be sent to the KI-E Board members, the European district governors, and the district publication editors who should be free to use or translate Kiwanis articles and information.
8. Certain articles to be published in the Kiwanis magazine, such as Kiwanis in Action, Club Clinic, Kiwanis editorials, major emphasis articles, Kiwanis national articles, etc. should be sent to the district publication editors who would be free to translate and publish such articles.
9. A charter issued to new European clubs should have the signatures of the KI President and Secretary and the KI-E President and Secretary.
10. Copies of the above materials should also be sent to the KI-E office in Zurich.

At the present time, the Zurich office collects European membership dues, charter fees, and other income. To date, KI and KI-E have not been able to achieve a satisfactory separation of costs.

To achieve proper segregation and control of costs -- a concern to both the Boards of Trustees of KI and KI-E -- the functions of KI and KI-E must be separately defined, with separate personnel responsible to each Board.

The Committee recommends the following:

1. The functions of Kiwanis International (KI) and Kiwanis International-Europe (KI-E) must be separately defined immediately, and separate personnel should be responsible to each Board by October 1, 1988.
2. KI and KI-E will each determine its own functions and be responsible for its own budgets, personnel, income and expenses.
3. The Zurich office functions and job descriptions must be described and documented with KI and KI-E.
4. A review of prior agreements will be made to determine KI and KI-E responsibilities. A listing of suggested services to be supplied by KI is attached hereto as Exhibit AA.
5. Services performed by KI-E for KI, or vice versa, will be billed and paid at cost.
6. KI will receive dues as per Constitution (currently \$15 U.S. per member), a \$100 US new club charter fee, and a \$10 U.S. new member processing fee and net income from supply sales as currently determined. KI-E will receive its income from its dues and new club charter and member processing fees.

Further study will be needed to improve communications and to strengthen Kiwanis effectiveness in Europe. The Committee suggests that such studies be continued.

SERVICES TO BE SUPPLIED BY KIWANIS INTERNATIONALTO KIWANIS INTERNATIONAL-EUROPE

The following is a listing and general definition of Kiwanis International responsibilities in providing similar services to Kiwanis International-Europe as are provided to Kiwanis worldwide upon established budgets:

1. Leadership Education of Incoming Governors
All costs related to this educational conference would be paid 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, jointly developed by Kiwanis International (KI) and Kiwanis International-Europe (KI-E), would be provided in the necessary quantities for all to use in their various leadership capacities.
3. Reporting Forms
Standard Contact and Evaluation forms for use by the lieutenant governors and monthly club reports, both as desired by Kiwanis International-Europe, will be supplied.
4. New Club Building
 - A. Support materials and awards will be provided.
 - B. Standard procedures will be used for new club building.
 - C. Charters will be issued jointly by KI and KI-E (one charter).
5. Membership development materials, including awards for sponsorship of new members in established clubs, will be provided.
6. Distinguished award program for governors, lieutenant governors, and club presidents, including the actual awards to be presented, will be provided.
7. A newsletter will be provided as a substitution for or modification of BKO-Europe.
8. Achievement awards for clubs and districts will be provided.
9. Existing or club service bulletins will be provided as they relate to club activity interests.

10. Life Member Status will be available for Kiwanis members in Europe.
11. Translation of material as listed above and as agreed upon will be provided.
12. There will be a unification of membership records as it becomes feasible, including listing of members on the computer at the International Office.
13. All other services as are usually performed by Kiwanis International will be provided.

REPORT OF THE AD HOC COMMITTEE ON CONSTITUTION AND BYLAWS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 11, 1987

Date of Committee Meeting: August 13-14, 1987

Place of Committee Meeting: Kiwanis International Office, Indianapolis, Indiana

Present: Members: Mark Arthur, Richard Leahy, Fay McDonald,
Albert Tully

Chairman: Robert L. McCurley, Jr.

Staff: Andrew C. Tinker

This committee was appointed in 1985 by President Don Williams and reappointed in 1986 by President Frank DiNoto. Our charge was to make a comprehensive review of the Kiwanis International Constitution and Bylaws, to identify inconsistencies and conflicts, and to suggest changes.

Suggestions were solicited from the current Board, Governors, Staff, Past Presidents and numerous other Kiwanians. Each recommendation was considered and acted on by the committee. Several meetings were devoted to drafting amendments to accomplish the "administrative resolution." Both the "administrative resolution" for representation on the Board and the amendment permitting women in Kiwanis have been incorporated into the committee's draft.

The committee sought to make only clarifying changes and to not make policy decisions. Only on occasions where the committee discovered antiquated language or provisions which were no longer relevant did the committee suggest changes which may be considered of a substantive nature.

The entire constitution is set forth at length. Changes are indicated by dashing through deleted material and underlining new material, i.e., "~~male~~" and "person."

We recommend that the Board consider the committee's revisions to the constitution, make any additional clarifications it deems necessary and circulate the draft to Governors and Past Presidents. The entire revised constitution would be presented as one amendment. Policy changes should be made as separate amendments so as to keep this revision only "housekeeping."

Subsequently, we recommend that the committee's revised bylaws be considered by Council following the adoption of the constitution. The adoption of these bylaws should also be considered housekeeping.

We appreciate the many suggestions and recommendations which were made by the Board, Past Presidents, Staff and others. We especially appreciate the guidance given us by Past President Don Williams, Past President Frank DiNoto, and President Tony Kaiser.

Respectfully submitted,

MARK ARTHUR
RICHARD LEAHY
FAY McDONALD
ALBERT TULLY.
ROBERT L. McCURLEY, JR., Chairman

(The changes suggested by this committee [34 pages] are contained in the permanent minutes and are available upon request from the International Secretary.)

(Chairman McCurley was requested to develop a summary of the suggested changes to be presented at the January 1988 Meeting of the Board of Trustees.)

MEMORANDUM

TO: Kiwanis International Board

October 12, 1987

FROM: Robert L. McCurley, Jr.

SUBJECT: Constitution - Reasons for Change

ARTICLE I - No change

ARTICLE II - No change

ARTICLE III - No change

ARTICLE IV - Clarification

ARTICLE V - Section 3(b) - Taken from Bylaws Article II, Section 2
Section 4 - Clarification
Section 5 - Moved from Article XV, Section 2(a) (pg. 14)

ARTICLE VI - Section 1(i) - Notice of hearing increased
(ii) - Board may designate procedure for hearing
(iii) - District given notice since it involves district boundaries
Section 2 - Clarification
Section 5 - Moved from Article XV, Section 2(b) (pg. 14)

ARTICLE VII - Section 3 - Superfluous
Section 4 - Superfluous
Section 5 - Clarification

ARTICLE VIII - Section 2 - Next issue may be at press
See also Board Policy 5/10/83

ARTICLE IX - Section 2 - Present practice and clarification
Section 3 - Clarification and increase notice of Bylaws
Consistant with Article XVI
Section 4 - Specify who selects presider

ARTICLE X - Section 1 - Clarification

ARTICLE XI - Section 1 - Recommended to committee to coincide with practice
Section 2 - Clarification
Section 3 - Clarification

ARTICLE XII - Section 1 - Clarification
Section 2 - Superfluous
Section 4 - Present practice
Section 5 - Superfluous
Section 7 - Out of date

- ARTICLE XIII - Section 2 - Clarification
- ARTICLE XIV - Section 2,3 - Combined - see also Bylaws IV, Section 2
- ARTICLE XV - Section 2 - Transferred to Article V, Section 5 and Article VI, Section 5
- ARTICLE XVI - Section 1 - Clarification
Section 2 - See Board Policy 5/10/83
- ARTICLE XVII - Section 2 - See Board Policy 5/10/83

cc: Constitution and Bylaws Committee

Revised

CONSTITUTION

ARTICLE

I. Name

Section 1. The name of this organization shall be Kiwanis International.

II. Objects

Section 1. The Objects of Kiwanis International shall be:

To give primacy to the human and spiritual, rather than to the material values of life.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and the application of higher social, business, and professional standards.

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.

To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

III. Powers

Section 1. The powers of Kiwanis International shall be:

- a. To direct, manage, supervise, and control the business, property, and funds of Kiwanis International and any sponsored organization or program.
- b. To create, supervise, and control chartered clubs and districts or other groups of chartered clubs and divisions thereof.

IV. Membership

Section 1. Kiwanis International shall consist of Kiwanis clubs which have been accepted by the Board of Trustees and chartered in the manner provided in the Bylaws and which continue to comply with the Constitution and Bylaws as adopted or amended.

Section 2. Any member club that fails to conform to the provisions of the Constitution or Bylaws, may have its charter and membership ~~herein~~ in Kiwanis International suspended or revoked by action of the Board of Trustees. If any club charter ~~or membership~~ shall be suspended or revoked, such club shall have the right of appeal to the next succeeding convention of Kiwanis International in the manner prescribed in the Bylaws, and the action of the convention shall be final and binding.

V. Clubs

Section 1. Kiwanis clubs may be built in communities which provide acceptable conditions, and as prescribed in the Constitution and Bylaws of Kiwanis International.

Section 2. A charter shall be granted to each prospective club meeting all requirements and obligations; provided, however, that by the acceptance of such charter the club agrees to be bound by the Constitution and Bylaws of Kiwanis International then and thereafter in force.

Section 3. Membership

a. Membership in a chartered club shall be primarily of the active class as herein defined. There may be only three (3) other classes of membership, viz., Privileged, Senior, and Honorary, as defined in the Bylaws.

b. Membership in a chartered club is limited to persons over eighteen years of age who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership.

Section 4. Active Membership

a. ~~An~~ The ~~The active membership of this club shall consist of men~~ must be a person of good character and community standing who ~~residing~~ resides or ~~having~~ has other community interests within the area of the chartered ~~this~~ club.

b. ~~The~~ An active membership of this club shall be composed of a cross section of those must be a person who are is engaged in an occupation in a recognized line of business or vocation, ~~agriculture, institutional or professional life~~; or who having been so engaged ~~shall have~~ has retired. [The number of members in any one given classification shall not exceed twenty percent (20%) of the total active membership].

c. No ~~man~~ person shall be eligible to membership in ~~this~~ a club who holds membership (other than honorary) in any other Kiwanis club or service club of like character.

d. An active member ~~shall~~ must pay a membership fee and annual membership dues, and shall be entitled to all privileges of ~~this~~ a chartered club.

Section 5. A club, after receiving its charter, may incorporate subject to the approval of the Board of Trustees, but only by the name designated in its charter, such as Kiwanis Club of....., and said club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by the Constitution and Bylaws of Kiwanis International.

VI. Districts

Section 1. For the purpose of promoting the best interests of Kiwanis, the Board of Trustees shall create, supervise, and control districts of chartered clubs and shall establish the boundaries thereof. The Board of Trustees shall have the power to change the ~~said~~ boundaries of districts in such manner as it may deemed best. ~~; provided that~~ Prior to any proposed change becoming effective, ~~thirty (30)~~ sixty (60) days' notice of a hearing ~~before the Board of Trustees~~ shall be given to all affected districts and clubs in the districts affected.

Section 2. Each district shall hold an Annual Convention in accordance with the Bylaws, unless in any year the International Board of Trustees shall determine that there exists a condition of ~~national~~ emergency in the district, and because of such an emergency the holding of such convention would ~~be prejudicial~~ not be practical, in which case the International Board of Trustees by further resolution shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by such Board of Trustees, any or all business that would normally be transacted by and at such convention.

Section 3. Each district, through its convention, shall adopt the standard form of district bylaws. Any modification of, or amendment to, said district bylaws shall become effective only upon approval thereof by the Board of Trustees.

Section 4. Each chartered club situated within the territorial limits of a Kiwanis district shall be a member of said district, so long as such club continues to comply with the Constitution and Bylaws of Kiwanis International and the district bylaws, as adopted or amended.

Section 5. Districts may incorporate in the same manner and upon the same conditions provided for clubs.

VII. Officers

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, a Treasurer, twelve (12) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer, and twelve (12) Trustees, shall begin on the first day of October of each year.

Section 3. Each elected officer shall be an active, privileged, or senior member in good standing of a chartered club and shall have served as a Governor of a district of Kiwanis International. ~~except that an officer from the European Federation shall have served either as a Governor of a district of Kiwanis International or a President of the European Federation.~~ No offices shall be combined in one person; nor shall any officer simultaneously hold more than one International office.

Section 4. All officers, except ~~the Treasurer and~~ the Secretary, shall serve without compensation. ~~The Treasurer shall be paid one dollar (\$1.00) per annum for his services.~~ No elected officer shall accept any remunerative employment from Kiwanis International.

Section 5. The Board of Trustees shall appoint the Secretary and ~~fix his~~ determine the salary, and shall have the power to appoint and ~~fix~~ determine the compensation of such other administrative officers as in its judgment may be necessary.

Section 6. The President, President-elect, two (2) Vice-Presidents, and Treasurer shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws.

Section 7. The term of office of Trustees elected at each annual convention shall be two (2) years, except for those Trustees elected to fill vacancies as specified in Article XI, Section 10 and 11, of the Bylaws. No Trustee shall serve for more than two (2) consecutive two-year terms as a Trustee.

Section 8. The District Governors shall be elected by and from the districts and in the manner prescribed in the district bylaws.

Section 9. All officers shall serve until their successors are elected and qualified.

Section 10. A vacancy occurring in any elective office shall be filled in the manner prescribed by the Bylaws.

VIII. Board of Trustees

Section 1.

a. The Board of Trustees shall consist of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer, and twelve (12) Trustees.

b. (1) For the purpose of providing representation on the Board of Trustees, Kiwanis International shall be divided into five (5) electoral regions as follows:

Region I - All districts which include one or more of the 50 states of the United States.

Region II - Eastern Canada and the Caribbean District and Western Canada District.

Region III - Europe, including all European Districts.

Region IV - Asia-Pacific Area which includes the Districts of Australia, Japan, New Zealand, Philippine Luzon, Philippine South, and Republic of China.

Region V - All other areas of the Kiwanis world.

(2) All non-districted clubs and provisional districts shall be attached to a region designated by the Board of Trustees.

(3) Districts formed after the adoption of this amendment shall be assigned to a region by action of the Board of Trustees.

c. The members of the Board of Trustees shall be elected so as to provide that:

(1) Region I is guaranteed twelve (12) members and shall be elected at-large by the House of Delegates at the annual convention.

(2) Except as provided in Section 1(g), all other regions together are guaranteed four (4) members. Regions II, III, and IV are each guaranteed one member selected by the region through a procedure recommended by each region. The recommended procedure must be approved by the Board of Trustees. The remaining guaranteed seat or seats would be elected from Regions II, III, IV, or V on an at-large basis as herein provided in 1(g).

(3) Any remaining members of the Board of Trustees shall be elected by the House of Delegates at the annual convention and may emanate from any region.

d. No district may have more than one (1) member on the Board of Trustees.

e. A district shall not have a member on the Board of Trustees for one administrative year after another person from that district has completed his membership on the Board of Trustees, except where necessary to fill a guaranteed seat as provided in Section 1(c) (2).

f. When the certified paid membership with Region V reaches 2.5% of the overall certified paid membership of Kiwanis International for the first half of any administrative year, and that minimum figure is maintained for two (2) consecutive years, the Board of Trustees of Kiwanis shall certify that Region V is qualified for a guaranteed seat as a region from the at-large seat allocated in Section 1(c) (2) of this article. The member shall be selected by the procedure recommended by that region and which procedure has been approved by the Board of Trustees. Region V shall be guaranteed a seat on the Board for so long as it maintains at least 2.5% of the overall certified paid membership dues of Kiwanis International.

g. Future apportionment of the eighteen (18) elected members of the Board of Trustees will be based on growth as follows:

<u>Percent of Region I Certified Paid Membership</u>	<u>Guaranteed Number of Non-United States Seats</u>
Greater than 80%	4
80% and greater than 75%	5
75% and greater than 70%	6

If the paid membership in Region I becomes 70% or less, the Board of Trustees shall formulate a new plan of representation to be presented for adoption to the House of Delegates at an Annual Convention.

Section 2. The Board of Trustees shall define the policies and shall have full administrative authority in all matters of Kiwanis International. All policies adopted by the Board of Trustees shall be published in the ~~next issue of the~~ KIWANIS magazine within 120 days following such adoption.

Section 3. The construction and the interpretation of the Constitution and Bylaws by the Board of Trustees shall be final and binding, unless such construction and interpretation by the Board of Trustees are rescinded at a subsequent convention of Kiwanis International.

IX. International Council

Section 1. There is hereby created the International Council, which shall hold one (1) regular meeting before March 1 of each administrative year as called by the Board of Trustees. A written notice of the time and place of the meeting of the International Council shall be mailed to each member thereof by the Secretary not less than thirty (30) days prior to the meeting.

Section 2. The International Council shall consist of the Board of Trustees, the Past Presidents of Kiwanis International, the federation(s) President, and the District Governors. In case any District Governor cannot be present at a meeting of said Council, ~~he~~ the Governor may, with the approval of the International Board of Trustees, appoint the District Governor-elect or a Lieutenant Governor to attend ~~in his stead~~ as a replacement with like powers.

Section 3. The International Council shall confer with and advise ~~with~~ the Board of Trustees on matters relating to Kiwanis International. By a vote of two-thirds (2/3) of the entire Council at its first meeting, the International Council may enact or amend the Bylaws of Kiwanis International ~~subject to the provisions of~~ as provided in Article XVI of the Constitution; provided a copy of any proposed amendment to the bylaws is sent to each member of the Council ~~fifteen (15)~~ thirty (30) days prior to the meeting of the Council.

Section 4. The President shall preside at the meetings of the International Council; in ~~his~~ the President's absence one of the Vice-Presidents shall be chosen by the President to preside and confirmed by the Board of Trustees. In the absence of the Vice-Presidents the Council shall elect a chairman.

X. Conventions

Section 1. A convention of Kiwanis International shall be held once each administrative-~~calendar~~ year at such time and place as shall be determined by the Board of Trustees, as provided in the Bylaws, unless in any year the Board of Trustees shall determine that there exists a condition of ~~national~~ emergency ~~in the United States and Canada or both~~, and that because of such emergency the holding of such convention would ~~be prejudicial~~ not be practical, in which case the Board of Trustees, by further resolution, shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by the Board of Trustees, any or all business that would normally be transacted by and at an annual convention, including election of officers and Trustees for the normal term of such offices.

Section 2. Special conventions of Kiwanis International shall be called by the President upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourth (3/4) of the members of the Board of Trustees.

Section 3. Each chartered club in good standing shall be entitled in any convention of Kiwanis International to two (2) delegates.

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.

Section 5. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention, except as prescribed in the Bylaws and related to the election of guaranteed representatives as delineated in Article VIII, Section 1 c(2) of the Constitution. There shall be no voting by proxy.

Section 6. On all matters put to vote in the House of Delegates, accredited delegates and delegates-at-large may abstain from voting on any proposition. In determining the outcome of any vote, the presiding officer shall make ~~his~~ a determination on the votes actually cast; abstentions, if any, shall be excluded from all such consideration.

XI. Committees

Section 1. The President, by and with the consent of the Board of Trustees, shall appoint an Executive Committee consisting of seven (7) members from the Board of Trustees, of whom ~~three (3)~~ six (6) shall be the President, President-elect, Immediate Past President, Treasurer, and two Vice-Presidents. The Executive Committee shall perform such administrative duties and shall exercise such administrative authority as may be delegated to the said committee by the Board of Trustees. The President shall preside at all meetings of the Executive Committee. In ~~his~~ the President's absence the committee shall elect a chairman.

Section 2. The President, by and with the consent of the Board of Trustees, shall appoint a Committee on Finance ~~consisting of~~ which shall include three (3) members from the Executive Committee and one of whom shall be designated one ~~(1)~~ as chairman. The Committee on Finance shall perform such administrative duties as may be defined by the Board of Trustees.

Section 3. The International and Standing Committees, as set forth in the Bylaws, shall be appointed in the manner prescribed in the Bylaws, and they shall perform such duties as shall be authorized by the Board of Trustees.

Section 4. Special committees shall be appointed by the President whenever it may be deemed necessary or advisable by a majority of the Board of Trustees, and they shall perform such duties as may be authorized by the Board of Trustees in their creation.

XII. Revenue

Section 1. Each ~~completed~~ new Kiwanis club, before receiving its charter, shall pay to Kiwanis International the charter fee as provided in the Bylaws.

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 fifteen dollars (\$15.00) 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. These dues shall be based upon the membership of the respective clubs as shown by the semi-annual reports to Kiwanis International as of the last of the twelfth and sixth months of the administrative year. ~~one dollar (\$1.00) of these annual dues shall be allocated for international expansion.~~

The monies to be paid to Kiwanis International under this section by each new club admitted to membership in Kiwanis International during any fiscal year shall be prorated according to the unexpired portion of the installment period in which said club was completed.

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 twenty dollars (\$20.00) 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. If these dues are payable annually, they shall be due on the first day of the first month of each administrative year and payable not later than sixty (60) days thereafter and shall be based upon the membership of the respective clubs as shown on their semi-annual reports to Kiwanis International as of the last day of the twelfth month of the administrative year; if payable semi-annually, they shall be due on the first day of the first and seventh months of each administrative year payable not later than sixty (60) days thereafter and shall be based upon the membership of the respective clubs as shown by the semi-annual reports to Kiwanis International as of the last day of the twelfth and the sixth months of the administrative year respectively.

Section 4. The dues to be paid to ~~Kiwanis International and to~~ the district by each new club admitted to membership in Kiwanis International during any fiscal year shall be prorated according to the unexpired portion of the installment period in which said club was built.

Section 5. Each member of a chartered club, with the exception of honorary members, shall pay to ~~his~~ that club such membership fee and annual membership dues as are fixed by the bylaws of said club. ~~, provided that the annual membership dues shall not be less than twelve dollars (\$12.00).~~

Section 6. Revenue from sources other than those defined in this article may be raised as provided in the Bylaws.

Section 7. The word "dollar(s)" shall mean "United States dollars(s) or the equivalent thereof". ~~effective October 1, 1982.~~

XIII. Official Publication

Section 1. The Board of Trustees shall publish, or cause to be published, under its supervision and control, a periodical, which shall be the official publication of Kiwanis International.

Section 2. Each chartered club in the United States and Canada shall make it a condition of membership that each of its active, honorary, privileged, and senior members shall be a subscriber to said official publication and shall continue as such while ~~as long as he remains~~ a member. The subscription price of the official publication shall be such as is prescribed in the Bylaws.

XIV. Use of Name and Emblem

Section 1. Any active, privileged, senior or honorary member, in good standing in a chartered club, shall be entitled to wear the emblem and/or other insignia, as may from time to time be adopted by the Board of Trustees.

Section 2. The word Kiwanis, and the name, emblem, and/or insignia of Kiwanis International shall not be used as a trade name or trade-mark by any person or organization without the written consent of Kiwanis International or used for any purpose other than that authorized by the Board of Trustees.

~~**Section 3.** The word Kiwanis, and the name, emblem, and/or insignia of Kiwanis International shall not be used for any purpose other than that authorized by the Board of Trustees.~~

XV. Auxiliary Bodies

Section 1. There shall be no auxiliary bodies created or organized within this organization.

~~Section 2.~~

~~a. A club, after receiving its charter, may incorporate subject to the approval of the Board of Trustees, but only by the name designated in its charter, such as Kiwanis Club of, and said club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by the Constitution and Bylaws of Kiwanis International, then in force or thereafter, from time to time, adopted.~~

~~b. Districts may incorporate in the same manner and upon the same conditions as in this section provided for clubs.~~

XVI. Bylaws and Amendments to Bylaws

Section 1. Bylaws for the government of Kiwanis International, not inconsistent with this Constitution, ~~shall~~ may be enacted and may be amended from time to time, as provided in Article IX of this Constitution~~5~~2, or at a convention of Kiwanis International by a majority vote of the delegates and delegates-at-large voting. Proposed amendments to the Bylaws to be voted on at a convention (except those passed by the International Council and those intitiated by the Board of Trustees) shall be received by the Secretary at least sixty (60) days prior to the date of the convention. The Secretary shall send a copy of all proposed amendments, as well as all amendments passed by the International Council, to the secretary of each chartered club, not later than thirty (30) days prior to the date of the convention. Amendments to the Bylaws passed by the International Council shall remain in force unless disapproved at the next succeeding convention.

Section 2. Proposed amendments to the Bylaws must be submitted by:

- a. International Board of Trustees,
- b. Districts, by the district board of trustees, or by the House of Delegates, or
- c. Clubs, by a majority vote of the members.

XVII. Amendments to Constitution

Section 1. Amendments to this Constitution shall be made only at a convention of Kiwanis International by a two-thirds (2/3) vote of the delegates and delegates-at-large voting. Proposed amendments (except those initiated by the Board of Trustees) shall be received by the Secretary of Kiwanis International at least sixty (60) days prior to the date of the convention. The Secretary shall send a copy of all proposed amendments to the secretary of each charter club not later than thirty (30) days prior to the date of the convention.

Section 2. Proposed amendments to the Constitution and Bylaws must be submitted by:

- a. International Board of Trustees,
- b. Districts, by the district board of trustees, or by the House of Delegates, or
- c. Clubs, by a majority vote of the members.

Revised

BYLAWS

ARTICLE

I. CLUBS

Section 1. The officers of a chartered club shall be a president, the immediate past president, one or more vice-presidents, a treasurer, and a secretary, and such other officers as may be required by the club bylaws. ~~If desired by any club, there may also be a president elect, an assistant treasurer or an assistant secretary, or all three. These~~ The officers, together with at least five (5) directors, shall constitute the board of directors. ~~They~~ The officers must be active, privileged, or senior members in good standing. The duties of the officers and of the board of directors shall be such as are prescribed in the club bylaws.

Section 2. The committees of a chartered club and their duties shall be ~~such as~~ are prescribed in the club bylaws.

Section 3. A chartered club shall not use any name except that designated in its charter.

Section 4. A chartered club shall hold one weekly meeting on such day and at such place as shall be determined by the board of directors, except (a) any club organized prior to 1924 whose approved organizational bylaws permitted the club to meet bi-weekly and such club has continuously followed such practice without having been specifically disapproved by the Board of Trustees of Kiwanis International; or (b) clubs not in Canada ~~and~~ or the United States, which shall meet at least bi-weekly. A club may hold such other meetings as the board of directors or membership may desire.

Section 5. A chartered club shall hold its annual meeting and election of officers and directors not earlier than the first meeting in April and not later than the second meeting in May. The officers shall serve for one (1) year or until their successors are duly elected and qualified. The directors shall serve for the term prescribed in the Club Bylaws or until their successors are duly elected and qualified. The terms of the officers and the directors shall begin on the first day of October.

Section 6. The president and the secretary of each chartered club shall, before the first day of June of each year, certify to the Secretary of Kiwanis International the names of the officers elected to serve in the ensuing year.

Section 7. The administrative and fiscal year of all chartered clubs shall begin on the first day of October of each year.

Section 8. A chartered club shall submit ~~to the Secretary of Kiwanis International, on official blanks furnished,~~ a monthly report by the tenth of each succeeding month; and semi-annual ~~reports~~ membership statements as of September thirtieth and of March thirty-first of each year within ten (10) days thereafter, to the Secretary of Kiwanis International. Such reports and statements shall be made on the official forms provided by Kiwanis International.

II. MEMBERSHIP IN CLUBS OTHER THAN ACTIVE

~~**Section 1.** Membership in a chartered club shall not be granted to anyone who holds membership (other than honorary) in any other chartered Kiwanis club or service clubs of like character. The active members of a chartered club shall represent a cross section of occupations in the community in which the chartered club is located. To promote this objective, the number of active members in any~~

~~one classification shall not exceed twenty percent (20%) of the total active membership.~~

~~**Section 2.** Membership in a chartered club is limited to males over eighteen years of age who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership as follows:~~

~~**a. Qualification for Active Membership**~~

~~(1) An active member must be a male of good character and community standing who resides or has other community interests within the area of the chartered club.~~

~~(2) an active member must be a male who is engaged in an occupation in a recognized line of business, vocation, agriculture, or institution or professional life or who, having been so engaged, has retired.~~

~~(3) An active member must pay a membership fee and annual membership dues and shall be entitled to all the privileges of a chartered club.~~

Section 1. Qualifications for Privileged Membership

(a) Any active member of a chartered club who, on or before July 31, 1963, shall have been elected a privileged member, may continue to be a privileged member.

(b) The board of directors of each chartered club shall review the list of privileged members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such members' privileged membership, or to reinstate any such members as active members.

(c) Privileged members must pay annual membership dues, and shall be entitled to all privileges of the club.

(d) No member of a chartered club shall be elected to privileged membership after July 31, 1963.

Section 2. Qualifications for Senior Membership

(a) Any active member of a chartered club who shall have been an active member in good standing of one or more Kiwanis clubs for ~~a number of years~~, not less than ten (10) years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by a chartered club in its bylaws, may be elected a senior member upon making written application.

(b) A senior member must meet the standards of attendance and participation as set forth by ~~a chartered club~~ the board of directors of the chartered club. A senior member must pay annual membership dues and shall be entitled to all privileges of the club.

(c) The board of directors of each chartered club shall review the list of senior members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such ~~members~~ senior membership, or to reinstate any ~~such members as~~ to active membership.

Section 3. Qualifications for Honorary Membership

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

(b) An honorary member shall pay neither membership fee nor annual membership dues, and shall be entitled to all privileges of the club except those of voting and holding office.

Section ~~3~~ 4

a. Any Kiwanian in good standing holding active, privileged, or senior membership may be granted life member status on payment of a fee of one hundred fifty dollar (\$150.00) to Kiwanis International in not more than three (3) annual installments. No life member status shall become effective until said fee is paid in full.

b. Upon a Kiwanian's attaining the status of life member, ~~his~~ the member's club is thereby relieved of any further dues obligation to Kiwanis International for that member. The ~~member's~~ financial obligations to ~~his~~ said member's local club and district, including ~~his~~ a subscription to the Kiwanis magazine and the premium payable to defray the cost of the ~~general Comprehensive Liability Insurance,~~ insurance prescribed in Article XVIII of these Bylaws payable, shall remain intact shall remain payable.

c. Such life member status shall be in force during the time an individual holding it is a member of any affiliated Kiwanis club.

d. The quota of life memberships available in any administrative year shall be determined ~~under the control of~~ by the Board of Trustees of Kiwanis International.

Section 4. 5 Privileged, senior, and honorary members shall not be obligated to attend club meetings except as provided in ~~Article II~~, Section 2c of this Article (Qualifications for Senior Membership). Active members shall maintain regular attendance at club meetings and shall actively participate in the activities of the ~~a chartered~~ club, and the board of directors of said club shall review semi-annually the attendance and activity participation record of each club member.

Section 5. 6 The election and discipline of active, privileged, senior, and honorary members in any chartered club shall be such as are authorized in the Standard Form for Club Bylaws.

III. ~~BUILDING~~ ORGANIZING AND CHARTERING OF CLUBS

Section 1. Kiwanis clubs may be built organized and chartered only in those communities that have a sufficient diversity of businesses or vocations which will ~~agricultural, institutional, and professional activity to insure the standards of personnel and~~ fidelity to the membership and classification principles prescribed by Kiwanis International for chartered clubs, and also, which has also to give promise of additional membership resources to ~~insure~~ ensure the future stability of the club.

Section 2. The minimum number of members of a prospective club for organization and charter, but not less than twenty (20) active members, shall be determined by the Board of Trustees. ~~on the basis of size and conditions of the community in which the club is to be built. The organization and charter membership shall not be less than twenty (20) active members.~~

Section 3. Application for the ~~building~~ organization of a Kiwanis club shall be made on the standard petition form as adopted by the Board of Trustees, which petition shall be duly signed by ten (10) ~~men~~ persons eligible for active membership in the prospective club and shall be approved or disapproved by the District Governor in whose district the club is to be ~~built~~ organized and ~~The said petition~~ shall be immediately forwarded to the Secretary of Kiwanis International for action by the Board of Trustees.

If the Governor disapproves the petition, the reasons for denying the petition must be stated. After reviewing the petition and the reasons for denial the Kiwanis International Board shall determine if the new club will be organized.

Section 4. Upon the official approval of a petition for a new club by the Board of Trustees, ~~the said~~ Board shall direct, through its accredited representative, the completion of the building organization and the completing of said club, in cooperation with the District Governor.

Section 5. The ~~standard~~ charter fee to be paid by a prospective club before receiving its charter shall be one hundred dollars (\$100.00).

Section 6. Upon the ~~completion~~ organization of a Kiwanis club under the direction of the accredited representative as provided in Section 4 of this article, there shall be issued to said club a charter of from Kiwanis International signed by the President and the Secretary under seal of ~~the organization,~~ Kiwanis International provided that said club shall have complied with the following conditions:

- a. Adopted the standard form for club bylaws, modified only as approved by the Board of Trustees.
- b. Secured and maintained a charter membership of the required number as established by the Board of Trustees.
- c. Elected officers, appointed committees, and completed club organization as required by the club bylaws.
- d. Certified to the Secretary of Kiwanis International that the accredited representative of Kiwanis International has instructed the officers, committees, and members.
- e. Paid to Kiwanis International the charter fee, and prorated annual dues, and the magazine subscription as required by the Constitution and Bylaws.

f. Complied with ~~all~~ the applicable provisions of its district bylaws.

~~g. Maintained all standard practices and principles for Kiwanis clubs as determined by the Board of Trustees.~~

IV. MEMBERSHIP OF CLUBS IN KIWANIS INTERNATIONAL

Section 1. Membership in Kiwanis International is limited to clubs that have been ~~accepted by the Board of Trustees and chartered as in the manner~~ provided in these Bylaws and that continue to comply with the Constitution of Kiwanis International and these Bylaws ~~as adopted~~ or amended and continues to conform to the accepted standards for chartered clubs.

Section 2. Each chartered club that continues to comply with the Constitution of Kiwanis International and these Bylaws is granted a revocable nonexclusive license to use the service marks and collective membership marks owned by Kiwanis International, including "KIWANIS", "K IN CIRCLE", "CIRCLE K", "K (INTERNATIONAL) IN CIRCLE", "KIWANIS INTERNATIONAL", "K IN GLOBE (KIWANIS INTERNATIONAL)", and "KEY CLUB AND K IN CIRCLE" ("Kiwanis Marks"), in connection with its activities as a member of Kiwanis International. Kiwanis International has the exclusive right to control such usage of the Kiwanis Marks by a chartered club and to control the nature, quality, and uniformity of the services and membership of chartered clubs in connection with which the Kiwanis Marks are used.

a. If a member chartered club fails to comply with any of the provisions of the Constitution of Kiwanis International or these Bylaws or fails to comply with the nature and quality of the services and membership required

by Kiwanis International for the use of the Kiwanis Marks, including any requirement of Article II, Section 2 of these Bylaws, then the Board of Trustees shall give the last-reported president and secretary of such chartered club written notice, stating the nature and character of the non-compliance. The chartered club shall have sixty (60) days from the date of the mailing of the written notice to cure or correct the non-compliance and to provide certification of compliance in writing to the Board of Trustees. If the non-compliance is not cured or corrected by the chartered club within the sixty (60) days, then the license to use the Kiwanis Marks shall be revoked immediately and automatically at the end of such sixty (60) day period without further notification from Kiwanis International. Such immediate and automatic revocation of the license to use the Kiwanis Marks shall not constitute automatic revocation or suspension of the charter or membership of the chartered club shall be done in accordance with Article IV, Section 4 of these Bylaws.

b. The license to use the Kiwanis Marks is terminated immediately and automatically when any chartered club resigns or disaffiliates or when its charter is revoked or suspended for any reason.

c. In the event the license granted to a chartered club to use the Kiwanis Marks is revoked or terminated, the chartered club and its members shall immediately cease the use of the Kiwanis Marks and any marks confusingly similar thereto. Failure to cease use immediately of the Kiwanis Marks or any mark confusingly similar thereto will result in immediate and irraparable harm to Kiwanis International for which there is no adequate remedy at law. Therefore, Kiwanis International shall be entitled to obtain temporary restraining orders and preliminary and permanent injunctions against such use.

d. Any revoked license may be reinstated by a majority vote of the entire Board of Trustees. All decisions with respect to the revocation or reinstatement of a license to use the Kiwanis Marks shall be final.

e. Applying for or maintaining membership in Kiwanis International by a chartered club constitutes a waiver of all separate or independent rights of such member chartered club in the Kiwanis Marks and acceptance of the terms and conditions under which the chartered club is licensed to use the Kiwanis Marks.

Section 3. Any member chartered club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or for any annual dues to a district thereof shall be considered not in good standing, ~~and may have its charter and membership herein suspended or revoked by action of the Board of Trustees;~~ provided that notice of said indebtedness shall have been duly sent by registered mail by the Secretary of Kiwanis International to the last-reported president and secretary of such club. A member chartered club may have its charter and membership herein suspended or revoked in accordance with Article IV, Section 4 of these Bylaws. The Board of Trustees may restore such club to membership in Kiwanis International upon the payment of its indebtednesses.

Section 4. Any member chartered club that fails to conform to the Constitution of Kiwanis International or these Bylaws or that fails otherwise to conform to the accepted standards for chartered clubs may have its charter and membership herein suspended or revoked, or may be otherwise disciplined, by a two-thirds (2/3) vote of the entire Board of Trustees; provided that a copy of the charges with a notice of the hearing thereon shall have been sent by registered mail by the Secretary of Kiwanis International to the last-reported president and secretary of the club thirty (30) days before the said hearing.

Section 5. If the Board of Trustees shall suspend or revoke the charter and membership of any chartered club or shall otherwise discipline any such club, the Secretary of Kiwanis International shall send, by registered mail within fifteen (15) days, a notice of such action to the last-reported president and secretary of said club; and the club, within sixty (60) days from the date of mailing such notice, may file with the Secretary of Kiwanis International written notice of appeal, which shall be considered and decided at the next convention of Kiwanis International. Upon final determination of revocation of the charter, and if the club is incorporated, said corporation shall be dissolved in accordance with local statutes; or in the event the corporation is not dissolved within one hundred and twenty (120) days, Kiwanis International has the right to petition and obtain proper orders of dissolution.

Section 6. Any member chartered club may resign from Kiwanis International, provided that all financial and other obligations of such club to Kiwanis International shall have been fulfilled, that all annual dues to any district thereof shall have been paid and that, if incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation adopted and approved by a three-fourth (3/4) vote of the active membership of such club, which resolution shall be certified by the club's secretary to Kiwanis International. Such resignation shall become effective when accepted by the Board of Trustees. The Board of Trustees may, upon written application of such club, reinstate the club to membership in Kiwanis International.

Section 7. Member chartered clubs may participate in lotteries, raffles, drawings, or other games of chance, provided that they are not in contravention of the laws, mores, customs, and traditions of the country, of the state, or the province in which the clubs exist, and provided further that the District Board of Trustees or the governing authority of non-districted clubs shall have given prior approval for the utilization of lotteries, raffles, drawings, or other games of chance to be employed in fund-raising activities. Such approval so granted does not constitute official endorsement of such activities by Kiwanis International. Nothing contained herein shall permit any chartered Kiwanis club by its activities to impugn the good name of Kiwanis. Should violations occur, appropriate disciplinary action may be taken in accordance with the Bylaws of Kiwanis International.

Section 8. A club shall not solicit the expression of attitudes by clubs located in other nations regarding the domestic or foreign policies of those nations.

V. DISTRICTS

Section 1. The officers of a district shall be a District Governor, a Governor-elect, the Immediate Past Governor, a Lieutenant Governor for each division of the district, a Secretary, a Treasurer, and such other officers as may be required by the district bylaws. There may be an Acting Governor appointed as provided in Article XII, Section 12, of these bylaws.

Section 2. The board of trustees of a district shall consist of the District Governor, the Governor-elect, the Immediate Past Governor, the Lieutenant Gover-

nors, the Treasurer, the Secretary, and such other members as may be required by the district bylaws. ~~of said district.~~ If there shall be appointed an Acting Governor, as provided by Article XII, Section 12, of the bylaws, said Acting Governor shall be a member of the board of trustees during the incapacity of the District Governor.

Section 3. The District Governor and the Governor-elect shall be elected at the annual district convention as provided in the district bylaws. The Lieutenant Governors shall be elected at a meeting of representatives of the clubs in their respective divisions, called expressly for this purpose, and held not later than the second week in April as provided in the district bylaws. The District Secretary, District Treasurer, and such other officers as may be required by the district bylaws may be elected or appointed as provided by the District bylaws. The Secretary and the Treasurer may be the same person, but no other offices shall be combined in one person. ~~Each~~ All officers shall serve for the term of one (1) year or until ~~his~~ their successors shall be duly elected and qualified. The terms of all district officers shall begin on the first day of October.

Section 4. The District Governor shall perform such duties as are prescribed in the Constitution of Kiwanis International and these Bylaws and in the district bylaws.

Section 5. The duties of other district officers and of the district board of trustees shall be as prescribed in the district bylaws.

Section 6. The board of trustees of each district shall hold at least two (2) meetings during each year, one (1) prior to October 31, at such time and place as are designated by the Governor, and another in connection with the district

convention at such time and place as shall be determined by the said board of trustees. If the first meeting shall be held prior to October 1, any action taken shall become effective on October 1.

Section 7. The annual convention of each district shall be held at such place and upon such dates between March fifteen and September fifteen 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. Each member club of a district in good standing with Kiwanis International and in said district shall be entitled in all conventions of its district to three (3) delegates, one (1) of whom ~~shall~~ should be the president, said delegates to be selected and to have such powers as are prescribed in the district bylaws. All officers and Past District Governors of the district shall be delegates-at-large to the district convention.

Section ~~7~~ 8. Within thirty (30) days after the close of any convention, of any meeting of the board of trustees, and of any conference of the officers of a district, the Secretary thereof shall make a report of the proceedings in writing, approved by the District Governor, and shall send the same to the Secretary of Kiwanis International. This report need not be a verbatim transcript of the entire proceedings, but shall include copies of all resolutions and recommendations adopted, and a complete synopsis of the actions taken.

Section ~~8~~ 9. Official delegates of newly organized Kiwanis clubs shall be granted full privileges at district conventions after the charter has been issued by Kiwanis International whether or not then formally presented to such clubs.

Section ~~9~~ 10. The administrative and fiscal year of all districts shall begin on the first day of October of each year.

Section ~~10~~ 11. The Board of Trustees shall, so far as is practicable, assign an official representative to attend each convention, meeting of the board of trustees, and conference of officers of each district. Notices of all such meetings shall be received by the Secretary of Kiwanis International at least fifteen (15) days in advance of the date of meeting.

VI. DUTIES OF OFFICERS

Section 1. President. The President shall preside at all conventions and at all meetings of the Board of Trustees, Executive Committee, and the International Council of Kiwanis International. ~~He~~ The President shall be ~~its~~ the chief executive officer, exercising general supervision over the work and activities of Kiwanis International, ~~and He~~ and shall perform such other duties as usually pertain to the office of President.

Section 2. President-elect. The duties of the President-elect shall be such as are from time to time assigned by the Board of Trustees.

Section 3. Immediate Past President. The duties of the Immediate Past President, except as otherwise provided in the Constitution and Bylaws, shall be such as are from time to time assigned by the Board of Trustees.

Section 4. Vice-Presidents. Subject to the provisions of Article XII, Section 6, of these Bylaws, and in the event of the inability of the President to perform ~~his~~ the duties of the office, the Board of Trustees by a two-thirds (2/3) vote of the entire

Board of Trustees shall elect one of the Vice-Presidents to perform the duties of, and to have the same authority as, the President. Upon the removal of ~~his~~ such inability, the President shall resume the duties of ~~his~~ office. The Vice-Presidents shall also perform such other duties as usually pertain to the office or as may be assigned to them by the President or the Board of Trustees.

Section 5. District Governors. Under the direction and supervision of the Board of Trustees of Kiwanis International, ~~each~~ District Governors shall have the duty of furthering the Objects of Kiwanis International and of promoting the interests of the chartered clubs within ~~his~~ their districts.

Section 6. Secretary. The Secretary shall be the active managing officer of Kiwanis International under the supervision and direction of the President and the Board of Trustees. ~~He~~ The Secretary shall assist the President and the Board of Trustees in conducting the business of Kiwanis International, and shall perform such duties as are specified ~~or implied~~ in the Constitution and Bylaws, or as may be assigned to him by the Board of Trustees.

~~He~~ The Secretary shall attend all meetings of the Board of Trustees, the Executive Committee, and the International Council, and all conventions of Kiwanis International, and shall act as the Secretary thereof but shall have no vote.

~~He~~ The Secretary shall sign all documents issued by Kiwanis International when required; shall affix the corporate seal of the organization when required; shall keep the accounts; shall receive all monies paid to Kiwanis International, and shall turn the same over to the Treasurer within thirty (30) days after receipt thereof, taking the Treasurer's receipt therefor.

He The Secretary shall make a report to Kiwanis International at the Annual Convention and such other reports as directed by the President or the Board of Trustees. ~~His~~ The records and books of the Kiwanis International shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. ~~He~~ The Secretary shall give bond for the faithful discharge of ~~his~~ the duties of such office in a sum and with such sureties as are required by the Board of Trustees.

~~He~~ The Secretary shall be in executive charge of the Headquarters of Kiwanis International and its several departments, and shall be responsible for the selection and the supervision of the staff and ~~workers~~ employees, subject to the direction and control of the Board of Trustees. ~~He~~ The Secretary shall act as Editor of the official publication of Kiwanis International with the duties as defined in Article XVI of these Bylaws.

Section 7. Treasurer. The Treasurer shall receive from the Secretary all funds paid to Kiwanis International and shall deposit the same in the official depositories designated by the Board of Trustees, and shall disburse the same by order of said Board of Trustees. ~~His~~ The accounts and books of the Treasurer shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees.

~~He~~ The Treasurer shall make a report at the Annual Convention of Kiwanis International and at such other times as the President or the Board of Trustees may require. ~~He~~ The Treasurer shall give bond for the faithful discharge of ~~his~~ the duties of such office in a sum and with such sureties as are required by the Board of Trustees.

VII. BOARD OF TRUSTEES

Section 1. The Board of Trustees of Kiwanis International shall meet at such times and places as may be determined by action of the Board, by call of the President, or by the written request of seven (7) members of the Board, provided there shall be at least three (3) meetings each year. A written notice of the time and place of all meetings of the Board of Trustees shall be mailed to each member of the Board by the Secretary not less than thirty (30) days prior to said meeting.

Section 2. The Board of Trustees may, without meeting together, transact business by mail by voting upon proposed resolutions mailed to them by the Secretary with the approval of the President. If within twenty (20) days thereafter, a majority of the members of the Board of Trustees shall send in writing to the Secretary their vote in favor of any such resolution, said resolution shall be deemed carried, otherwise, it shall fail; provided, however, that no such affirmative action shall go into effect for ten (10) days after the Secretary, by registered mail, shall have sent to each ~~Trustee~~ member of the Board of Trustees a report of the tabulated result of such vote, the ballots of which are to be produced at the following meeting of the Board of Trustees or the Executive Committee before being destroyed.

Section 3. Nine (9) members of the Board of Trustees shall constitute a quorum for the transaction of all business, except in cases where a larger vote is required under the Constitution or these Bylaws.

Section 4. The Board of Trustees shall establish and implement a strategic management plan for Kiwanis International. The plan shall be annually reviewed and revised as necessary.

VIII. CONVENTIONS

Section 1. The Annual Convention of Kiwanis International shall be held at such time during the months of May, June, or July as shall be determined by the Board of Trustees, said determination to be effected not less than ninety (90) days prior to the date of said convention.

Section 2. The selection of the city in which the Annual Convention of Kiwanis International is to be held shall be made by the Board of Trustees at least three years before said convention, provided said Board of Trustees shall have power to substitute another city in case circumstances later make such action necessary or advisable.

Section 3. The time and the place of special conventions of Kiwanis International shall be determined by the majority vote of the Board of Trustees.

Section 4. The Secretary shall mail to each chartered club an official call to the Annual Convention at least ninety (90) days prior to the date of the convention, and an official call for any special convention at least thirty (30) days prior to the date of the same.

Section 5. The Board of Trustees shall have full supervision and management of all conventions of Kiwanis International and shall announce the official program and order of business of each convention.

Section 6. The officers of each annual or special convention shall be the officers of Kiwanis International. At or prior to any convention, the President may appoint a Recording Secretary of the convention to assist the President and Secretary.

Section 7. At each duly called convention or prior thereto, the President shall appoint a Sergeant at Arms at the convention and such Assistant Sergeants at Arms as ~~he~~ may be deemed necessary or advisable.

Section 8. At each duly called convention or prior thereto, the President shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least fifteen (15) members from chartered Kiwanis clubs. In the case of the Committee on Elections all members shall be delegates or delegates-at-large. Five (5) members of each of the foregoing committees shall constitute a quorum.

Section 9. Each chartered club in good standing shall, at the time of electing its delegates for a convention as herein specified, choose two (2) alternates, designated as alternate number one (1) and alternate number two (2), ~~who~~ Such alternates will serve in the numerical order certified, for either of the two (2) delegates of the club, if either or both of such delegates shall be absent from the convention. Each delegate and alternate shall be an active, privileged, or senior member in good standing of the chartered club ~~he represented,~~ or occupy one of the following categories: ~~the office of lieutenant governor, or be a past lieutenant governor of the division, or of which the club is a member, or occupy the office of district secretary, in which case~~ The lieutenant governor and or a past lieutenant governor may each represent any one club each in their the division of which the Lieutenant Governor's club is a member and not otherwise represented by two (2) delegates, or The district secretary may represent any one club in his the Secretary's district not otherwise represented by two (2) delegates, and they The lieutenant governor, past lieutenant governor, or district secretary shall be elected by such clubs not less than sixty (60) days prior to the date of any Annual Convention, ~~and or~~ or not less than twenty (20) days prior to the date of any special convention, ~~and~~ Their election shall be evidenced by a certificate duly authenticated by the president and the secretary of the club. The status of persons as ~~the~~ past lieutenant governors ~~as a past lieutenant governor~~ shall be certified by the district governor or district secretary. In the event any chartered club shall fail to certify the

election of its delegates and alternates as herein set forth, then the Committee on Credentials shall ~~have the right to determine as to~~ the seating of the delegates or alternates for such chartered club.

Section 10. Official delegates of newly organized Kiwanis clubs shall be granted full privileges at International Conventions after the charter has been issued by Kiwanis International, whether or not then formally presented to such clubs.

Section 11. The Board of Trustees shall establish ~~a uniform~~ registration fees to be paid to Kiwanis International by all persons attending any convention of the organization. The proceeds derived from such registration fees shall be expended solely in accordance with the provisions of the annual budgets hereinafter referred to. No delegate shall be entitled to vote in a convention unless and until ~~his~~ the delegate's registration fee has been paid.

Section 12. The quorum of any convention of Kiwanis International shall consist of not less than five hundred (500) delegates and delegates-at-large, provided that in time of ~~war or national~~ emergency, three hundred (300) delegates and delegates-at-large shall constitute a quorum.

IX. CONVENTION PROCEDURE

Section 1. The official program of a convention as approved by the Board of Trustees shall be the order of the day for ~~all sessions~~ the convention. Changes in the program may be made from time to time by a majority vote of the delegates and delegates-at-large present and voting.

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, and approved by the Board of Trustees 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 by the Convention unless considered by the Resolutions Committee and recommended by the International Board of Trustees ~~shall recommend~~, by a two-thirds (2/3) vote, ~~consideration of such resolutions by the Resolutions Committee.~~

~~Debate on any resolution shall not be in order until it has been reported out by the Resolutions Committee.~~ At any time prior to the voting thereon by the delegate body, the Resolutions Committee shall be authorized to make editorial changes in any resolution provided the import of the resolution is not changed thereby.

Section 3. Reports of committees, communications to the convention, resolutions ~~presented by the Committee on Resolutions~~, and all motions ~~save such as are known to parliamentary practice as~~ except those "undebatable," under Robert's Rules of Order Newly Revised may be debated upon the floor of the convention, unless by a two-thirds (2/3) vote, ~~the convention decides to dispose of them without~~ dispenses with debate. No Kiwanian shall speak in convention longer than five (5) minutes at one time, except as provided in the order of the day or by a majority vote. The members of the Committee on Resolutions shall

have the privilege of the floor during the time that the resolutions are being considered by the delegate body, but no member of the Resolutions Committee shall have the right to vote on the resolutions unless said member is an accredited delegate.

X. DESIGNATION OF OFFICERS AFTER THEIR ELECTION AND BEFORE THEIR ASSUMPTION OF OFFICE

Section 1. After their election and before their assumption of office, all officers of Kiwanis International and of the districts thereof shall be known and designated by the titles of the offices to which they have respectively been elected followed by the term "designate".

XI. NOMINATION AND ELECTION OF OFFICERS

Section 1. The official program of the Annual Convention shall indicate the days ~~and the hours~~ for nomination and election of officers and shall be subject to change only in accordance with the rules of convention procedure.

Section 2. The Committee on Elections shall have general charge of the election, ~~and of the printing, the distributing, and the counting~~ including the distribution and tabulation of the ballots.

Section 3. The President of Kiwanis International shall at the first business session of an Annual Convention give notice of, and cause to be called, a conference of representatives of the several districts to determine and to submit to the convention nominations for the several offices to be filled at the convention. The conference is to be constituted as provided herein and to proceed as follows:

- a. The conference shall consist of three (3) registered delegate representatives from each of the several districts ~~and the European Federation~~ selected by the majority vote of the duly registered delegates thereof at a meeting called by the Governor of such district or ~~in his absence~~ if absent, by the most recent Past Governor present at the convention, or in the absence of the Governor or any Past Governor, by the President of Kiwanis International. At said meeting the Governor or ~~in his absence~~ if absent, the most recent Past Governor present at the convention, shall preside. If none of these officers be present, the delegates at said meeting shall select a chairman from among those in attendance. The chairman shall forthwith certify to the Secretary of Kiwanis International the names of the three (3) representatives selected.‡
- b. ‡A majority of the registered delegates, including delegates-at-large, as shown by the report of the Committee on Credentials, shall constitute a quorum in the district delegation.‡
- c. No persons other than the representatives selected to the conference ~~as aforesaid~~ and the chairman of the conference shall be eligible or be permitted to attend or to participate in the proceedings of the conference.
- d. The chairman of the conference shall be the Immediate Past President of Kiwanis International, or ~~in his absence~~ if absent, ~~his~~ the immediate predecessor, and so on, but without vote. In the event of the absence of all the Past Presidents the conference shall appoint one (1) of its members to act as chairman with the right to vote. The conference shall further appoint one (1) of its

members to act as secretary, and the chairman of the conference may appoint such tellers as may be considered necessary.

e. It shall be the duty of the Secretary of Kiwanis International at the session of the House of Delegates prior to the meeting of the Conference on Nominations to announce to the convention the posting or publication, or both, of the complete list of the representatives to the conference called by the President.

f. The conference of said representatives shall be held on the second day of the Annual Convention at a time and place to be designated and announced to the convention. Two-thirds (2/3) of said representatives shall constitute a quorum.

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents, Treasurer and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

(1) The conference shall submit to the Annual Convention the name of the President-elect as the sole candidate for the office of President and shall submit all candidates suggested to the conference for the following offices: President-elect, two (2) Vice-Presidents, and Treasurer. Provided, however, if more than two (2) candidates are suggested to the con-

ference for either the office of President-elect or the office of Treasurer, or more than four (4) candidates for the two (2) offices of Vice-President, the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and in such vote the two (2) candidates receiving the highest number of votes for the office of President-elect, or the office of Treasurer, and the four (4) candidates receiving the highest number of votes for the two (2) offices of Vice-President shall be submitted by the conference to the Annual Convention.

(2) ~~1~~The conference shall next proceed to consideration of candidates for the office of Trustee.~~1~~

The Secretary of Kiwanis International shall have submitted to the conference upon its convening his certification of the number of Trustees to be elected by the current Annual Convention for two-year terms and one-year terms, if any.

(a) The Secretary shall certify the number of Trustee positions potentially available for candidates from Region I and those non-guaranteed Trustee positions potentially available for candidates from regions II, III, IV, and V. The conference shall submit to the Annual Convention all candidates for the office of Trustee from Region I suggested to it up to such number so certified by the Secretary plus three (3). The conference shall submit to the Annual Convention all candidates for the office of Trustee from Regions II, III, IV, and V suggested to it up to such number so certified by the Secretary plus three (3). In the event

a lesser number is suggested to the conference, such number shall be submitted. If more candidates than such number plus three (3) are suggested to the conference from Region I, then the conference shall ballot, each delegate voting for the number of Trustees to be elected and those candidates equaling the number of Trustees to be elected from Region I by the Annual Convention plus three (3) who receive the greater number of votes shall be submitted by the conference to the Annual Convention. If more candidates than such number plus three (3) are suggested to the conference from Regions II, III, IV, and V, then the conference shall ballot, each delegate voting for the number of Trustees to be elected and those candidates equaling the number of Trustees to be elected from Regions II, III, IV, and V by the Annual Convention plus three (3) who receive the greater number of votes shall be submitted by the conference to the to the Annual Convention.

(b) In the event of the necessity for election of a Trustee for a one-year term (as provided in Article XI, Section 11 of the Bylaws) the conference must submit at least one (1) candidate for each such one-year term but not more than two (2) candidates for each such one-year term.

(c) For the Region II guaranteed representative, the conference shall submit to the Annual Convention for election the candidate for the office of Trustee who has been certified to the Secretary of Kiwanis International pursuant to the procedure approved by the Board of Trustees. In the event of the necessity for election of a Trustee for a one-year-term (as in Article XI, Section 11 of the Bylaws), the conference shall submit the candidate who has been certified to the Secretary of Kiwanis International pursuant to the procedure approved by the Board of Trustees.

(d) For the Region III guaranteed representative, the conference shall submit to the Annual Convention for election the candidate for the office of Trustee who has been certified to the Secretary of Kiwanis International pursuant to the procedure approved by the Board of Trustees. In the event of the necessity for election of a Trustee for a one-year term (as provided in Article XI, Section 11 of the Bylaws) the conference shall submit the candidate who has been certified to the Secretary of Kiwanis International pursuant to the procedure approved by the Board of Trustees.

(e) For the Region IV guaranteed representative, the conference shall submit to the Annual Convention for election the candidate for the office of Trustee who has been certified to the Secretary of Kiwanis International pursuant to the procedure approved by the Board of Trustees. In the event of the necessity for election of a Trustee for a one-year term (as in Article XI, Section 11 of the Bylaws) the conference shall submit the candidate who has been certified to the Secretary of Kiwanis International pursuant to the procedure approved by the Board of Trustees.

(3) No person shall be suggested to the conference as a candidate for any office without the consent of such person having first been obtained.

h. Prior to the convening of the next regular session of the Annual Convention succeeding the adjournment of the conference, the presiding officer of the conference shall certify to the Secretary of Kiwanis International the result of the conference as to all recommendations for nomination for each office. The recommendations shall be verified by the tellers and secretary of the conference, and preserved by the Secretary of Kiwanis International until the adjournment of the convention.

i. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International. The candidates shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents, Treasurer, and Trustees.

j. Except as otherwise provided in these Bylaws, nothing contained in this section shall be construed as limiting the right to make further nominations from the floor of the convention, provided the written consent of persons so nominated has been obtained and presented to the Secretary prior to the nomination.

~~Section 4. Before the opening of the polls the Secretary shall provide the Committee on Elections with a list of the delegates and delegates-at-large as shown by the report of the Committee on Credentials.~~

Section 54. The voting shall be by ballot only where there are two or more candidates for the same office. Ballots books shall be numbered consecutively. No delegates or delegates-at-large shall be allowed to vote unless his their names appears on the delegate list. ~~mentioned in Section 4. Upon adoption, this amendment shall be given immediate effect.~~

Section 65. A majority of all votes cast shall be necessary for the election of the President, the President-elect, ~~the Vice Presidents,~~ and the Treasurer. In the event that any ballot cast for President, President-elect, or Treasurer does not show a majority for any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot

shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast. The two candidates for Vice-President receiving the greatest number of votes cast shall be elected.

Section ~~7~~6. No ballot for Vice-President shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees for said office than there are vacancies to be filled.

Section 7. The nominee for a guaranteed office of Trustee from one or more of Regions II, III, or IV shall be presented to the delegate body in the report of the Conference on Nominations and shall be declared by the President elected to the Board of Trustees, as of the following October 1.

Section 8. The nominees for Trustees for regular two-year terms, except those whose election has been provided for in Section 8 above, receiving the greater number of votes shall be declared elected. When necessary to fulfill the requirements of guaranteed representation for the at-large position of Trustee from Regions II, III, IV, or V as provided in Article VIII, Section 1 c(2) of the Constitution, the nominee from Region II, III, IV, or V receiving the greater number of votes shall be declared elected. No ballot for Trustee shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than there are possible vacancies to be filled.

Section 109. In the event that a vacancy occurs in the Board of Trustees by reason of the election of a Trustee to some other office, such vacancy or vacancies shall be filled as follows:

- a. The presiding officer shall announce to the convention the total number of Trustees to be elected for the two-year term. ~~He~~ and shall also announce the vacancy, or vacancies, to be filled, if any.
- b. The delegates shall then vote for the number of Trustees to be elected for the two-year term, no more and no less.
- c. Trustees shall be elected by the vote of the delegates present and voting, and the nominees receiving the ~~largest~~ greater number of votes so cast shall be declared elected Trustees for the announced number of two-year terms, and those nominees receiving the next ~~largest~~ greater number of votes respectively shall be declared elected Trustees to fill the remaining vacancy or vacancies, if any, occurring during the election.

Section ~~11~~ 10. In case of any vacancy or vacancies occurring in the Board of Trustees during the first year of a two-year term, thus necessitating the election of a Trustee at the next Annual Convention for a one-year term, the Secretary of Kiwanis International shall inform all district governors, the President of Kiwanis International-Europe and the Asia-Pacific Conference Chairman that an election for the said one-year term will be held at the next International Convention after the vacancy has been created, and that nominations may be submitted in accordance with procedures outlined in Section 3 (g)2 in this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations.

Section ~~12~~ 11. Cumulative voting shall not be permitted.

Section ~~13~~ 12. The Committee on Elections shall report promptly to the convention the results of the balloting, and the report shall be signed by a majority of the committee. After the committee has so reported, the chairman shall deliver all ballots to the Secretary to be kept by him for a period of ninety (90) days after the close of the convention, when the ballots shall be destroyed.

~~**Section 14.** When the Board of Trustees shall by resolution declare that there exists a condition of national or international emergency, the Board of Trustees shall have power, by further resolution, to abrogate or change in any way any bylaw provisions relating to the Annual Convention or its procedure, and to fix different provisions for such Annual Convention, and for the election of officers.~~

XII. VACANCIES IN OFFICE

Section 1. In the event of a vacancy in the office of President, President-elect, Vice-President or Treasurer during the administrative year, the Board of Trustees shall elect from among its own number a President, President-elect, Vice-President, or Treasurer for the unexpired term.

~~**Section 2.** In the event of a vacancy in the office of President-elect during the administrative year, the Board of Trustees shall elect from among its own number a President-elect for the unexpired term.~~

~~**Section 3.** In the event of a vacancy in the office of Vice-President or of Treasurer during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.~~

Section 4 2. In the event of a vacancy in the office of Trustee during the administrative year, subject to the provisions for guaranteed representation in Article VIII of the Constitution, the Board of Trustees shall elect a qualified member of a chartered club to fill such office, who shall serve only until the end of the administrative year.

Section 5 3. When, due to election results, any Region is not represented by its minimum number of guaranteed representatives on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said Region shall certify to the Secretary of Kiwanis International, at the Annual Convention and pursuant to the procedure approved by the Board of Trustees, the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

Section 6 4. In the event the President ~~shall be~~ is temporarily ~~so~~ incapacitated ~~as to be~~ and unable to discharge the duties of ~~his~~ the office, the Board of Trustees by a two-thirds (2/3) vote of the entire Board of Trustees shall elect one of the Vice-Presidents to become acting president until the President is able to resume ~~his~~ those duties. While the President is incapacitated, the Acting President shall be the executive officer of Kiwanis International and shall have all the duties, responsibilities, and authority given to the President by the Constitution and Bylaws. If, after a period of sixty (60) days, it

shall appear to the Board of Trustees that the President continues to be incapacitated and ~~that he~~ is not able to resume the duties and responsibilities of ~~his~~ the office, the Board of Trustees may declare the office of President vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in office as ~~contained~~ prescribed in the Constitution and Bylaws.

Section 7 5. Whenever it shall appear to the President that any member of the Board of Trustees is failing to perform the duties of ~~his~~ the office, the President shall give such member of the Board of Trustees ~~immediate~~ written notice of the fact, and shall indicate that at the next regularly scheduled meeting of the Board of Trustees consideration shall be given to such facts and reasons why the office should be declared vacant. In the event that the Board of Trustees shall find the alleged facts to be true, the Board of Trustees shall have the power by a 2/3 vote of the entire Board of Trustees to declare such office vacant, and the vacancy shall be filled in accordance with the provisions for filling vacancies in office as ~~contained~~ prescribed in the Constitution and Bylaws.

~~**Section 8.** In any year in which no Annual Convention is held, the International Council in such year shall elect a qualified member of a chartered club for the succeeding administrative year for each of the following offices: President, President elect, Vice President and Treasurer; and Trustee for the normal term of said office.~~

Section 9 6. In the event, ~~after his election and before October first,~~ of disability or inability, as certified by the President-designate and affirmed by a 2/3 vote of the entire Board of Trustees-designate, of any member-designate of the Board of Trustees to serve for the year for which ~~he was elected and as certified by the President designate and affirmed by the Board of Trustees-designate,~~ the Board of Trustees-designate ~~for the year beginning October first~~ shall proceed ~~forthwith~~ to elect ~~his~~ a successor ~~in the manner now provided as~~ prescribed for filling vacancies in office during the administrative year.

Section 10 7. In the event of a vacancy in the office of District Governor for any district during the administrative year, the vacancy shall be filled by the board of trustees of said district from their own members or from former Lieutenant Governors who are active, privileged, or senior members of Kiwanis clubs thereof. However, in any year in which a condition of emergency compels the cancellation of the annual district convention, the District Governor for the following year shall be elected for one (1) year by a district council meeting held during the period provided for the district convention, such council to be comprised of the district board of trustees and other persons who would have had the status of delegates-at-large at the cancelled convention.

Section 11 8. In the event, ~~after his election and before October first,~~ of disability or inability as certified by the Governor and affirmed by a 2/3 vote of the entire Board of Trustees-designate of a Governor-designate to serve for said year for which he was elected, the district board of trustees-designate for said year shall proceed ~~forthwith~~ to elect ~~his~~ a successor as ~~in the manner now provided~~ prescribed in the district bylaws for filling vacancies in office during the administrative year.

Section 12-9. In the event that a District Governor ~~is for any district shall~~
~~be temporarily so incapacitated as to be~~ and unable to discharge the duties of
~~his~~ the office, the district board of trustees ~~of said district~~ may appoint
shall elect by a 2/3 vote of the entire district board of trustees a Past Gover-
nor, ~~of said district or one of the~~ Lieutenant Governors, or former Lieutenant
Governors of the District, who is an active, privileged, or senior member of a
Kiwanis club in ~~that~~ the district, to become Acting Governor of the district
until the District Governor is able to reassume ~~his~~ said duties. While the
District Governor is so incapacitated, the Acting Governor shall be the execu-
tive officer of the district and shall have all the duties, responsibilities,
and authority given to the District Governor by the Bylaws of the district and
the Constitution and Bylaws of Kiwanis International. If, after a period of
sixty (60) days, it shall appear to the district board of trustees ~~of the~~
~~district~~ that the District Governor continues to be incapacitated and ~~that he~~ is
not able to reassume the duties and responsibilities of ~~his~~ the office, the
board of trustees of the district may declare the office of District Governor
vacant and the vacancy shall be filled in accordance with the provisions for
filling vacancies in office as ~~contained~~ prescribed in the district bylaws ~~of~~
~~the district.~~

XIII. EXECUTIVE AND FINANCE COMMITTEES

Section 1. The Executive Committee shall meet at the call of the President or
upon the written request of three (3) members of the committee. Notice in wri-
ting of such meetings shall be sent by the Secretary not later than ten (10)
days prior to the date of the meeting and a copy of said notice shall be sent
also to each member of the Board of Trustees not a member of said committee.
Four (4) members of the Executive Committee shall constitute a quorum.

Section 2. The Committee on Finance shall meet ~~immediately prior to each~~
~~meeting of the executive Committee and of the Board of Trustees and~~ at such
other times as may be determined by the chairman with the approval of the Presi-
dent. Notice in writing of such meetings shall be given the members by the
chairman through the Secretary, not later than 10 days prior to the date of the
meeting. A majority quorum of the Committee on Finance shall ~~consist~~ consti-
tute ~~of a quorum majority of the same.~~

XIV. INTERNATIONAL AND STANDING COMMITTEES

Section 1. The President-elect of Kiwanis International, with the consent of the
Board of Trustees, shall appoint during ~~his~~ the term of office as President-elect
such International Committees as will make it possible ~~for him~~ to give direct
and effective leadership. The International Committees authorized by ~~the~~ this
Article shall serve for the administrative year for which they are appointed.

Section 2. The duties of the International Committees shall be as defined by
the President-elect with the consent of the Board of Trustees.

Section 3. The International Committees shall consist of not less than three
(3) nor more than five (5) members, except as otherwise noted in this Article,
with one (1) member of each committee being named as chairman by the President,
or by the President-elect for those committees appointed by ~~him as~~ the President-
elect. If an International Committee is subdivided geographically, each sub-
divisions shall have no more than four (4) members, one (1) of whom shall be
named as ~~vice~~ co-chairman by the President-elect or by the President-elect for
those committees appointed by the President-elect.

Section 4. There shall be a Standing Committee of Past International Presidents, which shall be composed of all the Past International Presidents, and there shall be added thereto each year the retiring International President. The quorum of the Committee of Past International Presidents shall be five (5).

Section ~~8~~ 5. The Committee of Past International Presidents shall consider and report to the International Board of Trustees its conclusions on all matters referred to it. It ~~shall~~ may initiate subjects for consideration, and report to the said Board its conclusions to the Board of Trustees. A summary of the committee's ~~its~~ proceedings shall be provided to each Past International President, member of the committee, and to the International President, and to the International Secretary. The committee shall meet at the times of the International Council, and the International Convention and may hold such other meetings at the call of the chairman, as provided in Section 6 of this Article, upon approval of the International President, provided that such other meetings shall not be held less than thirty (30) days prior to the Annual Convention.

Section ~~5~~ 6. There shall be a Standing Committee on Resolutions, which shall consist of not less than seven (7) members from chartered clubs, at least one (1) of whom shall be a Past President of Kiwanis International. The quorum of the Committee on Resolutions shall be four (4).

Section ~~9~~ 7. The Committee on resolutions shall consider and make recommendations of resolutions to be submitted for action at International Conventions. ~~and make recommendations thereon.~~ Only resolutions submitted by the International Board of Trustees, districts, and chartered clubs which are in good standing shall be considered. The committee shall also have the authority to originate resolu-

tions and to modify, combine, and edit all resolutions submitted to it. When the Board of Trustees of Kiwanis International proposes ~~shall certify~~ to the Resolutions Committee the emphasis program or programs ~~the Board proposes~~ for the ensuing administrative year, the Committee on Resolutions shall embody such program or programs in an appropriate resolution or resolutions, and present the same for delegate action at the International Convention.

Section ~~6~~ 8. Any International or Standing Committee shall meet at the call of its chairman upon the approval of the International President, and Notices in writing of such meetings shall be received ~~sent~~ by the Secretary of Kiwanis International at least thirty (30) days in advance of the date of the meeting.

Section ~~7~~ 9. All International and Standing Committees shall report to the President and the Board of Trustees at such times and places as requested by the President or Board of Trustees.

XV. SPECIAL COMMITTEES

Section 1. Special committees shall consist of at least three (3) members.

Section 2. Special committees shall meet at the call of the chairman upon the approval of the President and notices of such meeting shall be received by the Secretary of Kiwanis International at least ten (10) days in advance of the date of meeting.

Section 3. Special committees shall report to the President and the Board of Trustees, and any such committee report may be made public with the approval of the Board of Trustees. ~~In addition to making such reports between conventions, each special committee shall make a report to the Annual Convention if so instructed by the Board of Trustees.~~

XVI. OFFICIAL PUBLICATION

Section 1. The Board of Trustees shall determine ~~have full control~~ of all questions of editorial and publication policy of the official publication.

Section 2. The Secretary, as Editor, shall be ~~have complete charge of~~, and responsible ~~responsibility for~~, the issuance of the official publication, subject to the direction and control of the President and Board of Trustees. ~~He~~ The Secretary may select, as determined by the Board of Trustees, such additional ~~workers~~ employees as may from time to time be deemed necessary to assist in the work of the official publication. The Secretary shall receive no additional compensation for performing ~~his~~ the duties ~~as~~ of Editor.

Section 3. The subscription price of the official publication of Kiwanis International in the United States and Canada shall be six dollars and fifty cents (\$6.50) per annum, to be paid in semi-annual installments, due on the first day of the first and seventh months of each administrative year, and payable not later than sixty (60) days thereafter. All subscription funds shall be earmarked for the official publication of Kiwanis International and shall not revert to the Kiwanis general fund. Billing shall be based upon the membership of the respective clubs as shown in their semi-annual reports to Kiwanis International as of the last day of the twelfth and sixth months of each administrative year. The official publication of Kiwanis International may be made available to Kiwanis clubs in bulk orders of ten (10) or more copies at a cost to be determined by the Board of Trustees ~~of Kiwanis International~~ for distribution to Key Club and Circle K members only.

Section 4. Each chartered club in the United States and Canada shall collect from each of its members the subscription price of the official publication as part of the regular membership dues. Such subscription shall be duly entered upon the books of the club in a special subscription account, and the subscriptions for the official publication shall be forwarded to the Secretary of Kiwanis International.

XVII. FINANCE AND ACCOUNTING

Section 1. The fiscal year of Kiwanis International shall ~~be begin on the first day of October 1 to September 30 of each year~~ commence October 1 and terminate the following September 30.

Section 2. The Board of Trustees shall install and maintain an efficient system of accounts. ~~as directed by the Board and to that end shall engage competent certified public accountants.~~

Section 3. Not later than the first day of October of each fiscal year, the Board of Trustees shall adopt ~~an and pass~~ a budget, ~~making appropriations therein for the~~ fiscal year twelve month period beginning with October 1. Each budget shall specify the purpose and the amount of each appropriation, and include a statement of the estimated income and source of thereof, and a comparison of the previous year's budget of income and expenses. ~~revenue of Kiwanis International for each fiscal period, and the sources thereof.~~

Section 4. All reimbursements and purchases ~~disbursements~~ shall ~~be made solely~~ require standard ~~by~~ voucher checks, which shall show the date, payee, the type ~~times~~ of service rendered or material product purchased, and the amount of payment.

Section 5. Disbursements in any year shall not exceed the gross amount of the annual budget.

Section 6. The Board of Trustees shall designate the depositories of all funds of Kiwanis International.

Section 7. The Board of Trustees shall have power to authorize such officers and employees as in its judgment may seem advisable to approve, execute and countersign the vouchers and checks ~~aforesaid~~, and to ~~do and~~ perform other acts to ~~as will~~ carry out the purposes and objects of this Article.

XVIII. INSURANCE

Section 1. It shall be the responsibility of the Board of Trustees to purchase, when economically feasible ~~possible~~, a comprehensive general liability insurance program for the protection of Kiwanis clubs, their members, and Kiwanis-sponsored organizations and activities, and a limited blanket accident medical insurance policy to provide coverage for medical expenses incurred as a result of injuries sustained in an accident by Kiwanis members and/or other volunteers participating in Kiwanis-sponsored functions or events. Each member club in the districts of the United States and Canada, as presently constituted, annually shall pay to Kiwanis International as a premium ~~the~~ a sum to be determined by the Board of Trustees, which sum shall be based upon the actual cost of said insurance to Kiwanis International, prorated among the clubs on the basis of membership in the clubs, excluding honorary members, as shown by their monthly reports to Kiwanis International as of the first day of the twelfth month of the preceding administrative year. Such sum shall be due on the first day of the first month of the administrative year and payable not later than sixty (60) days thereafter. Clubs are hereby expressly authorized to allocate from revenue

of fund-raising projects, as a legitimate expense, all premium charges over and above a basic sum of twenty-five cents (.25) per member per annum, which must be paid from club administrative funds.

When available, such insurance coverage may be extended to clubs in other geographical areas which, by appropriate action, request the same.

XIX. AUDIT OF ACCOUNTS

Section 1. The Board of Trustees shall provide for the audit of the books of accounts of Kiwanis International by certified public accountants annually or in its discretion at more frequent periods. ~~in its discretion. The Secretary and Treasurer shall submit their books and vouchers for audit whenever required by the Board of Trustees.~~

Section 2. On or before the first day of March in each year, the Board of Trustees shall ~~cause to be mailed~~ to the Secretary of each chartered club the auditor's certified balance sheet and a statement of the receipts and expenditures of Kiwanis International for the previous fiscal year. ~~duly certified by the auditors.~~

XX. MOTTO

Section 1. The motto of Kiwanis International shall be "We Build."

XXI. PARLIAMENTARY AUTHORITY

Section 1. "Robert's Rules of Order Newly Revised" ~~new revised~~ shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International.

XXII. AMENDMENTS

Section 1. Amendments to these Bylaws may be made from time to time as provided in Article IX, Section 3, and in Article XVI of the Constitution.

INTERIM REPORT OF THE AD HOC COMMITTEE ON FEDERATIONS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 11-14, 1987

Date of Committee Meeting: August 3-4, 1987

Place of Committee Meeting: Kiwanis International Office, Indianapolis, Indiana

Present: Members: Raymond B. Allen, Noris A. Lusche, Ted R. Osborn,
Eyjolfur Sigurdsson, Ulrich Zimmermann, Robert McCurley

Chairman: Donald E. Williams

Others: Frank J. DiNoto, Anton J. Kaiser

Staff: Andrew C. Tinker

The current structure of Kiwanis International includes two sub elements called Kiwanis International-Europe and Asia-Pacific Conference. Neither the Federation of Kiwanis International-Europe nor the Conference of Asia-Pacific are adequately described in the Kiwanis International Constitution and Bylaws. Therefore, the responsibilities of either organization are not sufficiently defined.

Considering that Kiwanis International has these two organizations, this Committee believes that as the international membership of Kiwanis grows there will be a need for a change in the Kiwanis International structure. Whether or not a federation structure is the answer this Committee is not trying to determine. Kiwanis International does, however, have an existing Federation which this Committee addresses. Additionally, an international structure called the Asia-Pacific Conference (ASPAC) is in existence. This Committee has concluded that ASPAC is, however, a political element as opposed to an administrative support organization. Furthermore, ASPAC has recently requested that it be identified as the Asia-Pacific Council. The Board of Trustees needs to give serious thought to this request. The responsibilities of this conference or a council are also yet to be defined.

To date, Kiwanis International has used the federation concept as a technique to recognize the collective body of Kiwanians in Europe. This recognition has been formalized via a Kiwanis International-Europe Constitution and Bylaws, the establishment of a Kiwanis International-Europe Board of Trustees, by the representation of the Kiwanis International President at the Kiwanis International Convention, etc. If the Kiwanis International Board of Trustees desires to collectively recognize large bodies of the Kiwanis International non-North American world, some thought should be given as to how this could be achieved.

Therefore, this Committee has worked toward developing those documents which this Committee considers applicable to KIE or possibly any other part of the Kiwanis world where such a structure would be appropriate. Those documents are:

- A. Proposed Amendments to the Kiwanis International Constitution and Bylaws.
- B. Federation Model (Guidelines for forming a federation).
- C. Model Standard Form for Federation Bylaws.

It is suggested that Kiwanis International use these documents as guidelines when considering additional elements. It is further suggested that the Kiwanis International Board of Trustees and the existing Federation, KIE, work toward replacing the existing KIE Constitution and Bylaws with new Bylaws using the Model Standard Form for Bylaws as a guide.

While this Committee has succeeded in drafting the proposed amendments, the federation model guidelines and the federation standard form of bylaws, structure and format are only part of the solution. Such areas as membership, growth, retention, charter issuance, communications, public relations, sponsored youth, education and leadership development, program services, club reports, conventions, office operations responsibilities, and financial considerations must be addressed and resolved.

This Committee recommends that:

a committee similar to this one continue to pursue all areas until an agreement is reached between Kiwanis International and Kiwanis International-Europe or any other structural organization that may exist on Federation responsibilities and financial considerations between a Federation and Kiwanis International.

It is not meant to imply that there are major problems with the Kiwanis International and KIE relationship but the Committee thinks that it would be mutually beneficial to pursue the study of the different aspects of this relationship. The thrust of this study should focus on further defining the functional relationship. The Committee suggests that the Board of Trustees undertake this effort using the following milestones:

- A. Board accepts the proposed amendments, the proposed federation model guidelines and the proposed federation standard form at the October, 1987 Board Meeting.
- B. The Kiwanis International Board of Trustees request KIE submit a new set of Bylaws (based on model) by July, 1988.
- C. The Kiwanis International Board of Trustees submit the proposed amendments of the Kiwanis International Constitution and Bylaws to the Seattle Convention in 1988.

The Committee recommends that the Board of Trustees approve the following recommendation resolving that the Kiwanis International Constitution and Bylaws be amended to provide for the Kiwanis International-Europe Federation and further resolve that the Federation Model and Standard Form be approved and made part of the Board Procedures.

The above recommendations would require funding the costs of meetings of the Special Committee and would result in new Board Procedures.

Respectfully submitted,

Raymond B. Allen
Noris A. Lusche
Robert L. McCurley
Ted R. Osborn
Eyjolfur Sigurdsson
Ulrich Zimmermann
Donald E. Williams, Chairman

NOTE: The Board of Trustees agreed in concept with this report as it applies to Kiwanis International-Europe. See minutes (page 13) for complete resolution.

(This report was referred to the Board Committee on Policies, Procedures, and Structures.)

(The changes suggested by this committee [29 pages] are contained in the permanent minutes and are available upon request from the International Secretary.)

PROPOSED AMENDMENT TO THE
KIWANIS INTERNATIONAL CONSTITUTION
(Fourth Draft - August 18, 1987)

VI. Federations and Districts

Section 1. Federations

- a. For the purpose of promoting the best interests of Kiwanis, the International Board of Trustees has the authority to create, supervise, and control federations of districts and shall establish the boundaries of federations. The Board of Trustees shall have the power to establish and change the boundaries of federations in such manner as may deem best. Prior to any proposed change becoming effective, sixty (60) days notice of a hearing before the Board of Trustees shall be given to all clubs, districts, and federation(s) in the geographical area affected.
- b. Each federation shall hold an Annual Convention in accordance with the Bylaws of the federation, unless in any year the International Board of Trustees shall determine that there exists a condition of emergency, and because of such an emergency the holding of such convention would not be practical, in which case the International Board of Trustees by further resolution shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by such Board of Trustees, any or all business that would normally be transacted by and at such convention.
- c. Each federation, through its convention, shall adopt the standard form of federation bylaws. Any modification of or amendment to said federation bylaws shall become effective only upon approval thereof by the International Board of

Trustees. The new federation bylaws, when approved by the Kiwanis International Board of Trustees, shall replace any constitution or bylaws in effect prior thereto.

d. Each district and each club situated within the territorial limits of a Kiwanis federation shall be a member of said federation as long as such district and club continue to comply with the Constitution and Bylaws of Kiwanis International and the federation bylaws, as adopted or amended.

Section 2. Districts

a. For the purpose of promoting the best interests of Kiwanis, the Board of Trustees shall create, supervise, and control the districts of chartered clubs and shall establish the boundaries thereof. The Board of Trustees shall have the power to establish and change the said boundaries of districts in such manner as may be deemed best; provided that prior to any proposed change becoming effective, thirty (30) days' notice of a hearing before the Board of Trustees shall be given to all clubs, districts, and federation(s) in the geographical area affected.

b. Each district shall hold an Annual Convention in accordance with the Bylaws, unless in any year the International Board of Trustees shall determine that there exists a condition of national emergency, and because of such an emergency the holding of such convention would be prejudicial, in which case the International Board of Trustees by further resolution shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by such Board of Trustees, any or all business that would normally be transacted by and at such convention.

c. Each district, through its convention, shall adopt the standard form of district bylaws. Any modification of, or amendment to, said district bylaws shall become effective only upon approval thereof by the Board of Trustees.

d. Each chartered club situated within the territorial limits of a Kiwanis district shall be a member of said district, so long as such club continues to comply with the Constitution and Bylaws of Kiwanis International and the district bylaws, as adopted or amended.

PROPOSED AMENDMENT TO THE
KIWANIS INTERNATIONAL BYLAWS
(Fourth Draft - August 18, 1987)

V. Federation

Section 1. The officers of a federation shall consist of a president and such other officers as provided by the federation bylaws.

Section 2. The board of trustees of a federation shall consist of the officers and other trustees as provided in the federation bylaws.

Section 3. The federation president and other federation officers and trustees shall be elected as provided in the federation bylaws. Each officer and Trustee shall serve for the term of one (1) year or until his successor shall be duly elected and qualified. The terms of all federation officers and Trustees shall begin on the first day of October.

Section 4. The federation president shall be a member of the International Council and shall perform such duties as are prescribed in the Constitution and Bylaws of Kiwanis International and the federation bylaws.

Section 5. The duties of other federation officers and of the federation board of trustees shall be as prescribed in the federation bylaws.

Section 6. The board of trustees of each federation shall hold at least two (2) meetings during each year, one (1) prior to October 31, at such time and place as are designated by the president, and another in connection with the federation convention at such time and place as shall be determined by the said board of trustees. If the first meeting shall be held prior to October 1, any action taken shall become effective on October 1.

Section 7. The federation annual convention shall be held as provided in the federation bylaws, except that no federation shall schedule its convention to be held within the period of twenty (20) days prior to, during, or twenty (20) days following the convention of Kiwanis International, unless the Kiwanis International Convention is held within the geographical boundaries of the federation. Each member club of a federation, in good standing with Kiwanis International, with said federation and with its district shall be entitled in all conventions of its federation to two (2) delegates, said delegates to be selected and to have such powers as are prescribed in the federation bylaws. All federation officers and past district governors in the federation shall be delegates-at-large to the federation convention.

Section 8. Within thirty (30) days after the close of any convention, of any meeting of the board of trustees, and of any conference of the officers of a federation, the secretary thereof shall make a report in writing of the proceedings, approved by the federation president, and shall send the same to the Secretary of Kiwanis International. This report need not be a verbatim transcript of the entire proceedings, but shall include copies of all resolutions, amendments, and recommendations adopted, and a complete synopsis of all actions taken.

Section 9. Official delegates of newly organized Kiwanis clubs within the geographical boundaries of the federation shall be granted full privileges at federation conventions after the charter has been issued by Kiwanis International whether or not then formally presented to such clubs.

Section 10. The administrative and fiscal year of all federations shall begin on the first day of October of each year.

Section 11. The board of trustees of the federation may, so far as is practicable, assign an official representative to each district within the federation to attend the district's convention, meeting of the board of trustees, and conference of officers.

August 4, 1987

FEDERATION MODEL

(Guidelines for Forming a Federation)
(Ninth Draft, 1987)

1. For the purpose of promoting the best interests of Kiwanis, the Kiwanis International Board of Trustees may create, supervise, and control federations within a geographic area and shall establish the boundaries thereof. No country may be divided for the purpose of forming one or more federations. The minimum number of members required for formation shall be determined by the Kiwanis International Board of Trustees. Upon petition by two or more districts within a geographic area, the Kiwanis International Board of Trustees at its sole discretion may poll the clubs within the districts of the proposed federation as well as any non-districted clubs within the geographic area. If 60% of all of the affected clubs (each club having one vote) within the geographic area approve the creation of such a federation, the Kiwanis International Board of Trustees may call an organizing convention, and establish the rules and procedures which govern its deliberations until the requirements of paragraph 3 below are satisfied.
2. Only the Kiwanis International Board of Trustees may change the boundaries of a federation. A federation Board of Trustees may recommend such changes. The Kiwanis International Board of Trustees or the federation Board of Trustees as the case may be as provided in the proposed change to the Kiwanis International Constitution and Bylaws shall hold a hearing on the merits of the proposed change. Any club or district affected by the proposed change may make a submission at the hearing by personal representative or in writing. The Kiwanis International Secretary or the federation secretary as the case may be shall notify by mail such clubs or districts of the time and date of the hearing at least 90 days prior thereto. Upon the conclusion of the hearing, the Kiwanis International Board of Trustees shall take the matter under advisement and render a decision.
3. Each new federation at its organizing convention and each existing federation at its next convention shall adopt the standard form of federation bylaws with necessary modifications as the first order of business. The modified bylaws when approved by the Kiwanis International Board of Trustees shall replace any constitution or bylaws in effect prior thereto.
4. Amendments to the bylaws of a federation consistent with the Constitution and Bylaws of Kiwanis International may be proposed by any member club, the board of trustees of any district within the federation, the house of delegates of any district within the federation, or the board of trustees of the federation. Amendments so adopted shall be submitted to the Kiwanis International Board of Trustees for consideration. All amendments shall be effective upon approval of the Kiwanis International Board of Trustees.

5. Each federation shall hold an annual convention under such terms and conditions as provided in its bylaws; however, such annual convention shall not be held within twenty (20) days before, during, or after the Kiwanis International Convention except when the Kiwanis International Convention is held in the same territory as the federation.
6. A federation, at its own expense, shall hold its annual convention, and shall provide administrative services for districts and all non-districted clubs in the federation, and will provide to its districts and clubs the services as agreed between Kiwanis International and the federation.
7. By agreement, the Kiwanis International dues may be paid to the federation.
8. Each chartered club situated within the geographic area of a Kiwanis federation shall be a member in good standing of said federation, as long as such club continues to comply with the Constitution and Bylaws of Kiwanis International, the bylaws of such federation, and its district's bylaws (if the club is a member of a district), as adopted or amended.

MODEL

STANDARD FORM FOR

FEDERATION BYLAWS

(Seventh Draft - August 18, 1987)

MODEL
STANDARD FORM FOR
FEDERATION BYLAWS
(Guidelines for drafting a federation standard form)

As Amended to and Including

ARTICLE I
NAME AND TERRITORIAL LIMITS

Sec. 1. The name of this federation
shall be KIWANIS INTERNATIONAL -
_____.

Sec. 2. The territorial limits of
this federation shall be _____

These shall not be changed unless
permission shall first have been obtained
from the Board of Trustees of Kiwanis
International.

ARTICLE II
OBJECTIVES

Sec. 1. The objectives of this
federation shall be: To seek within
the federation and through the clubs
of the federation the attainment of
the Objects of Kiwanis International
as set forth in the Constitution.

To increase the fellowship and
cooperative effort of the clubs
and districts within the federation.

To cooperate with Kiwanis International
in building new clubs and in educating
and strengthening clubs and districts
within the federation.

To promote participation of the clubs
of the federation in the general
objectives, programs, and policies
of Kiwanis International and the
federation.

ARTICLE III
Membership

Sec. 1. Every chartered Kiwanis club and each Kiwanis District within the territorial limits of this federation shall be a member of the federation.

Sec. 2. Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or to this federation shall be considered not in good standing.

ARTICLE IV
Officers

Sec. 1. The officers of the federation shall be a federation president, a federation president-elect, the immediate past federation president, a governor for each district, a treasurer and a secretary. If in any year the immediate past federation president ceases to be an active, privileged, or senior member in a club of the federation, the active, privileged, or senior member who served as federation president most recently prior to the immediate past federation president shall automatically become the immediate past federation president. No offices other than those of secretary and treasurer may be combined in one person.

Sec. 2. Each officer shall be an active or senior member in good standing in a club of the federation.

Sec. 3. The terms of all officers shall begin on the first day of October of each year and continue for one (1) year, or until their successors shall be duly elected and qualified.

Sec. 4. The duties of the officers shall be as follows:

(a) The federation president shall be the executive officer of the federation, shall be a member of the International Council, and shall preside at all federation conventions and at all meetings of the federation Board of Trustees. He shall be an ex-officio member of all standing and special committees. Under the direction and supervision of the Board of Trustees of Kiwanis International, the federation president shall have the duty of furthering the Objects of Kiwanis International, the objectives of the federation, districts, and the clubs and of promoting of the federation. It shall be his duty to attend any convention of Kiwanis International and attend all the Kiwanis International Council.

(b) The duties of the federation president-elect shall be such as are from time to time assigned by the federation Board of Trustees.

(c) The district governors shall assist the President of Kiwanis International in the work of Kiwanis International and the federation president in the work of the federation. They shall represent Kiwanis International and the federation in their respective district. The district governors shall also perform such other duties as may be assigned to them by the President of Kiwanis International, the federation president, or the federation Board of Trustees.

(d) The federation treasurer shall receive from the federation secretary all funds paid to the federation and shall deposit the same in the official depository. He shall disburse these funds in the manner authorized by the federation Board of Trustees. His accounts and books shall at all times be open to the inspection of the Kiwanis International Board of Trustees, the federation president, the federation Board of Trustees, and any authorized auditor. He shall make a report at the annual convention and at such other times as the federation president, the International or the federation Board of Trustees may require. He shall give a good and sufficient bond and in an amount set by the federation Board of Trustees.

(e) The federation secretary shall keep all records of the federation and minutes of the convention and of the meetings of the federation Board of Trustees. He shall collect all funds due the federation and shall promptly turn the same over to the federation treasurer, taking the federation treasurer's receipt therefor. He shall submit a report to the annual convention and at such other times as the federation president or the federation Board of Trustees may require. He shall submit to the proper officials and committees the appropriate communications received from Kiwanis International. He shall cooperate with the federation president in forwarding all official reports required by Kiwanis International. He shall perform such other duties as may be assigned to him by the federation president or the federation Board of Trustees. He shall give a good and sufficient bond and in an amount set by the federation Board of Trustees.

ARTICLE V
Board of Trustees

Sec. 1. The Board of Trustees shall consist of the federation president, the federation president-elect, the immediate past federation president, the trustees, the treasurer and secretary. The secretary shall not have a vote.

[Note-If a federation provides that one person serve as both federation secretary and federation treasurer, substitute "the federation secretary-treasurer" for "the federation treasurer and the federation secretary". If one person serves as both the federation treasurer and secretary, that person shall not have a vote.]

Sec. 2. The management and control of the affairs of the federation not otherwise provided for in these bylaws shall be vested in the federation Board of Trustees, subject to the direction of the Board of Trustees of Kiwanis International.

Sec. 3. The federation Board of Trustees shall hold at least two (2) meetings for each administrative year within the territorial boundaries of the federation, one prior to October 31 at such time and place as designated by the federation president, and another in connection with the federation convention at such time and place as shall be determined by the federation Board of Trustees. If the first meeting of the incoming Board of Trustees is held prior to October 1, any action taken shall become effective on October 1. A written notice of the time and place of all meetings of the Board of Trustees shall be mailed to each member of the Board by the Secretary not less than thirty (30) days prior to said meeting.

Sec. 4. A special meeting of the federation Board of Trustees may be called by the federation president or two-thirds (2/3) of the members

of the federation Board of Trustees. The federation secretary shall notify in writing each member of the federation Board of Trustees and the Secretary of Kiwanis International, via electronic means, of the time, place, date, and purpose of any meeting, notice shall be sent at least three (3) weeks in advance of the date of the meeting.

Sec. 5. In the absence of the federation president from a meeting, the federation Board of Trustees shall designate one of its members to act as chairman.

Sec. 6. One-half ($\frac{1}{2}$) of the total members of the federation Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in these bylaws.

Sec. 7. Within thirty (30) days after any special or regular meeting of the federation Board of Trustees, the federation secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the Secretary of Kiwanis International and the federation Board of Trustees.

ARTICLE VI
Committees

Sec. 1. The federation president shall appoint such committees as may be deemed necessary to implement the objectives of the federation.

ARTICLE VII
Conventions

Sec. 1. The annual convention of the federation shall be held at such place and date, between March 15 and September 15, as shall be mutually agreed to by the Board of Trustees of the federation and the Board of Trustees of Kiwanis International, except that no federation convention shall be held within the period of twenty (20) days prior to, during, or twenty (20) days following the convention of Kiwanis International unless the Kiwanis International Annual Convention and the federation annual convention are held within the territorial boundaries of the federation.

Sec. 2. Special conventions of the federation shall be called by the federation president upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourths (3/4) of the members of the federation Board of Trustees.

Sec. 3. The federation secretary shall mail to each chartered club and to the Secretary of Kiwanis International an official call to the annual convention at least sixty (60) days prior to the date of the convention, and an official call for any special convention at least thirty (30) days prior to the date of the same. The federation Board of Trustees shall have full supervision and management of all conventions.

Sec. 4. At each duly called convention, or prior thereto, the federation president shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least five (5) members. Of the Committee on Elections, all members shall be delegates or delegates-at-large. Three (3) members of each of the foregoing committees shall constitute a quorum.

Sec. 5. Each chartered club in good standing in the federation shall be entitled in any convention to two (2) delegates, one of whom shall be the president or president-elect. Each chartered club at the time of the selection of delegates for the convention may choose one (1) alternate for each delegate, including the president and president-elect.

Sec. 6. Official delegates of newly organized Kiwanis clubs shall be granted full privileges at federation conventions after the charter has been issued by Kiwanis International whether or not then formally presented to such clubs.

Sec. 7. The delegates and their alternates shall be active or senior members in good standing of the chartered clubs they represent and shall be elected by such clubs not less than thirty (30) days prior to the date of the annual convention nor less than fifteen (15) days prior to the date of any special convention, and their election

shall be evidenced by a certificate to the federation secretary duly authenticated by the president and secretary of the club. Should any chartered club fail to certify the election of its delegates and alternates as herein set forth, then the Committee on Credentials shall have the right to determine the seating of the delegates or alternates for such chartered club.

Sec. 8. The elective officers, the federation secretary, past presidents, past district governors of districts of the federation who are active or senior members of a Kiwanis club within the federation shall be delegates-at-large to all conventions of the federation.

Sec. 9. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention. There shall be no voting by proxy. A delegate or delegate-at-large to be accredited must have paid a convention registration fee, if such is required.

Sec. 10. The federation Board of Trustees may establish uniform convention registration fees. The proceeds derived from such registration fee shall be expended solely upon approval of the federation Board of Trustees.

Sec. 11. The convention may propose, discuss, and adopt resolutions making recommendations to Kiwanis International. It shall also consider and act upon matters submitted to it by Kiwanis International.

Sec. 12. In the absence of the federation president from any convention of the federation, the federation Board of Trustees shall designate the federation president-elect, the immediate past federation president or a district governor to act as chairman.

Sec. 13. A quorum at any convention of the federation shall comprise the official delegates present and representing not less than one-fourth (1/4) the total number of clubs within the federation.

Sec. 14. Within thirty (30) days after any convention, the federation secretary shall make a report of the proceedings of the convention comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the Secretary of Kiwanis International and a copy to the secretary of each chartered club within the federation, and to each officer of the federation.

ARTICLE VIII Convention Procedure

Sec. 1. The official program of a convention as approved by the federation Board of Trustees shall be the order of the day for all sessions. Changes in the program may be made at any time by a majority vote of the delegates and delegates-at-large present and voting.

Sec. 2. Reports of committees, communications to the convention, and all motions except those that are "undebatable" may be debated, unless by a two-thirds (2/3) vote the convention decides to dispose of them without debate. If resolutions are to be presented, then the Bylaws should provide a methodology for presentation to the federation.

ARTICLE IX
Nomination and Election of Officers

Adhering to the following guide where possible, a federation may develop its own nomination and election procedure subject to approval of Kiwanis International Board of Trustees, however. Federation bylaws must provide method for the election of Trustees.

Sec. 1. The election of officers, except the governors and the federation secretary*, shall be held at the annual convention.

The official program of the annual convention shall indicate the time for the federation nominating conference and a later time for the election of officers, and the places for both, and such times and places shall be subject to change only in accordance with the rules of convention procedure.

*[Note-If the federation provides in Article IV, Section 1, that one person serve as both federation secretary and treasurer, this provision must be modified by changing "federation secretary" to "federation secretary-treasurer."]

Sec. 2. At times designated and announced by the federation president and at places designated and announced by the respective district governors all at the site of and prior to the time of the nominating conference at the annual federation convention there shall be held a district meeting for each district in the federation. If the governor of any district is absent from the convention, the place of meeting and the presiding officer thereof for his district shall be designated by the federation president.

Sec. 3

(a). All delegates in attendance at the convention from clubs within a given district shall be eligible to attend the meeting for that district and one-third (1/3) of such delegates shall constitute a quorum at such meeting; and a majority of such persons present at such meeting shall decide all choices and questions in such meeting.

(b) The district governors shall preside over their respective district meetings. In absence of any district governor, the presiding officer for the meeting for that district shall be designated by the federation president.

(c) The meeting shall proceed forthwith, upon nomination from the floor and a vote, to elect three (3) delegates in attendance at the convention from clubs within that district as the representatives of that district to the federation nominating conference.

(d) The chairman of the district meeting shall then, immediately upon the adjournment of the district meeting, certify the names of the three (3) said representatives to the federation nominating conference to the federation secretary.

(e) Upon receiving such certification from such district meeting, the federation secretary shall further certify all such representatives' names to the chairman of the federation nominating conference, and no person other than those whose names are so certified (except the presiding officer of the federation nominating conference) shall be permitted to attend the federation nominating conference.

(f) The chairman of the conference shall be the immediate past federation president, or in his absence his immediate predecessor, and so on,, but without vote. In the event of the absence of all the past federation presidents, the conference shall select one (1) of its members to act as chairman with the right to vote. The conference shall further select one (1) of its members to act as secretary, and the chairman of the conference shall appoint such tellers as may be considered necessary.

(g) Two-thirds (2/3) of the representatives as certified to the federation secretary shall constitute a quorum at the conference.

(h) Upon completion of organization as above outlined, the conference shall proceed to select the candidates for the offices of federation president, federation president-elect, and treasurer.* The candidates are to be selected and submitted to the convention in accordance with the following provisions:

*[Note-If the federation provides in Article IV, Section 1, that one person serve as both federation secretary and treasurer, this provision must be modified by adding of "and" before "federation president-elect" and by the omission of "and federation treasurer."]

(1) The conference shall submit to the convention the name of the federation president-elect as the sole candidate for the office of federation president and shall submit all candidates for the offices of federation president-elect, and treasurer** provided, however, if more than two (2) candidates are suggested to the conference for any of said offices the conference shall vote (by such means as the conference shall determine) on the candidates for such office

separately, and in such vote the two (2) candidates receiving the highest number of votes for such office shall be submitted by the conference to the convention.

**[Note-If the federation provides in Article IV, Section 1, that one person serve as both federation secretary and treasurer, this provision must be modified accordingly.]

- (2) No person shall be submitted to the conference as a candidate for any office without the consent of said person being first obtained nor without assurance from said person that he will fulfill the duties and responsibilities of such office.

- (i) Prior to the convening of the next regular session of the annual convention succeeding the adjournment of the conference, the presiding officer of the conference shall certify to the federation secretary the result of the conference as to all recommendations for nominations for each office. These results are to be verified by the tellers and secretary of the conference and said record shall be preserved by the federation secretary until the adjournment of the convention.

- (j) When the nomination of candidates for federation offices shall become the order of business of the annual convention, the report of the conference shall be presented by the federation secretary.

- (k) Nothing in this section shall be construed as limiting the right to make further nominations from the floor of the convention.

Sec. 4. The Committee of Elections shall have general charge of the election and of distributing and counting the ballots.

Before the election, the federation secretary shall provide the Committee on Elections with a list of the delegates and delegates-at-large as shown by the report of the Committee on Credentials.

All of the elective officers shall be chosen by ballot by the delegates and delegates-at-large present and voting. There shall be no voting by proxy.

A majority of all votes cast shall be necessary to determine the choice of any officer to be elected. In the event that any ballot cast does not show a majority for any nominee for any particular office, the federation president shall designate a time and place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each ballot the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Cumulative voting shall not be permitted.

The Committee on Elections shall report promptly to the convention the results of the balloting and the report shall be signed by a majority of the committee.

Sec. 5. The federation secretary* shall be appointed by the federation president with the approval of the board of trustees which comes into office with the federation president.

If Kiwanis International operates a regional office in the federation, the person in charge of that office may, upon agreement between the federation's board of trustees and the Secretary of Kiwanis International, be appointed federation secretary and perform the duties of both positions.

*[Note-If the federation provides in Article IV, Section 1, that one person serve as both federation secretary and treasurer, this provision must be modified by changing "federation secretary" to "federation secretary-treasurer."]

Sec. 6. In the event that any year the Kiwanis International Board of Trustees shall by resolution determine that there exists a condition of widespread emergency so affecting the federation as to compel cancellation of the annual federation convention, the federation board of trustees shall then have power to elect federation officers except governors for the normal term of office, and to transact all other business that could otherwise be transacted at an annual federation convention, at a special meeting in lieu of a federation convention.

ARTICLE X
Vacancies in Office

Sec. 1. In the event during an administrative year of a vacancy in the office of federation president or federation president-elect, the federation Board of Trustees shall elect a past federation president or past district governor who is an active or senior member of a Kiwanis club in the federation to become federation president for the unexpired term.

Sec. 2. In the event during an administrative year of a vacancy in the office of federation treasurer, the federation Board of Trustees shall elect a qualified member of a chartered club of the federation to fill the office for the unexpired term.*

*[Note-If a federation provides in Article IV, Section 1, that one person serve as both federation secretary and treasurer, this section should be omitted.]

Sec. 3. In the event that the federation president shall be temporarily so incapacitated as to be unable to discharge the duties of his office, the Board of Trustees may appoint a past federation president or past district governors, who is an active or senior member of a Kiwanis club in the federation, to become acting federation president until the federation president is able to reassume his duties. While the federation president is incapacitated, the acting federation president shall be the executive officer of the federation and shall have all the duties, responsibilities, and authority given to the federation president by these bylaws and the Constitution and Bylaws of Kiwanis International. If, after a period of sixty (60) days, it shall appear to the Board of Trustees that the federation president continues to be incapacitated and that he is not able to reassume the duties and responsibilities of his office, the Board of Trustees may declare the office of federation president vacant and the vacancy shall be filled in accordance with the provisions of filling vacancies in office as contained in these bylaws.

ARTICLE XI
Public Activities

Sec. 1. No action on any political question or proposed legislation shall be taken by the federation.

Sec. 2. The federation shall not be used in any way for political purposes, nor shall it as a federation actively participate in the political candidacy of any person.

ARTICLE XII
Revenue

Sec. 1. Each member club shall pay to the federation for each of its members, with the exception of its honorary members, the sum of _____ per annum as federation dues. If the federation is authorized to collect Kiwanis International dues or other funds, those shall be in addition to all federation charges. Such dues collected shall include all federation charges, other than the registration fees paid by those in attendance at federation conventions or conferences, such total amount to be payable in semi-annual installments of one-half ($\frac{1}{2}$) thereof each due October 1 and April 1 of each year and payable not later than sixty (60) days thereafter and based upon the membership of the respective clubs as shown by the semi-annual reports to Kiwanis International as of September 30 and March 31. Kiwanis International and the federation shall adopt a plan for proration of dues or contract for services rendered by the federation to Kiwanis International.

Sec. 2. The dues to be paid to the federation by any new club admitted to membership during any fiscal year, shall be pro-rated on a monthly basis according to the unexpired portion of the fiscal year in which said club was completed.

Sec. 3. No financial obligation other than the annual dues, herein provided, shall be placed upon the clubs by the federation and no voluntary contribution for any federation activity except by a two-thirds (2/3) vote of the delegates at a convention or a two-thirds (2/3) vote upon a referendum submitted to all clubs of the federation.

ARTICLE XIII

Finance

Sec. 1. The fiscal year of the federation shall begin on the first day of October of each year.

Sec. 2. At the first meeting of the federation Board of Trustees a budget of estimated income and expenditures for the year shall be approved and adopted by the federation board.

Sec. 3. Total disbursements in any year shall not exceed the gross amount of the budget adopted by the federation Board of Trustees in each year.

Sec. 4. The books of account of the federation shall be audited at least once each administrative year by an independent auditing firm jointly named by the International and federation Boards of Trustees and a certified report shall be rendered to the International and federation Boards of Trustees not later than January 15th of each year.

Sec. 5. The Kiwanis International and the federation Boards of Trustees shall jointly determine the official depository or depositories.

Sec. 6. The federation Board of Trustees shall designate the official or officials who shall sign checks.

ARTICLE XIV
Rules of Order

Sec. 1.
shall be the parliamentary authority
for all matters of procedure not
specifically covered in these bylaws.

ARTICLE XV

Amendments

9 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044

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

October 5-7, and October 11-14, 1987

Dates of Committee Meeting: October 6 and 8, 1987

Place of Committee Meeting: International Office

Present: Members - C.A. Dillon, Jr., Frank J. DiNoto, Noris A. Lusche,
 Robert A. Wagner, Kurt Huber, M.D.
 Chairman - W.J. "Wil" Blechman, M.D.
 Staff - Kevin Krepinevich, Donald R. Collins, Robert M.
 Scroggin and Kathy Cadwell
 Other - Gene R. Overholt

Attending on Monday, October 5, 1987 the following members of the 1986/87 Board Committee on Finance:

Members - William L. Lieber, W.J. "Wil" Blechman, M.D., Gene
 R. Overholt
 Chairman - Noris A. Lusche
 Other - Frank J. DiNoto

CAPITAL EXPENDITURES

The Committee reviewed the list of Capital Expenditures proposed for the 1987/88 fiscal year, which includes additional equipment for the office automation system and should result in increased productivity.

Recommendation #1:

The Committee recommends approval of the capital expenditures in the amount of \$84,643 as shown in Exhibit A.

I move that Recommendation #1 be adopted.

(Adopted)

Finance: \$84,643 expenditure from Capital Improvements Fund
 Procedure: None

CAPITALIZED VALUE

The Committee discussed the current procedure 816.1 which requires that items costing \$500.00 or more be capitalized. Current business practice permits this limit to be raised to \$1,000 with items purchased under this limit being expensed.

Recommendation #2:

The Committee recommends that Procedure 816.1 - Capitalized Value be amended to read:

"The capitalized value of the International Office furniture, fixtures and equipment will be at cost. Donated fixed assets will be recorded at fair market value at the date of gift. Only assets costing \$1,000.00 or more will be capitalized."

I move that Recommendation #2 be adopted and referred to the Board Committee on Policies, Procedures and Structures for insertion into the procedures.

(Adopted)

Finance: Assets costing less than \$1,000 will be expensed.
Procedure: Amended procedure

COSTS OF SERVICING DISTRICTS

The Committee requested that Staff prepare information for both the Member Services Committee and the Finance Committee which shows the costs of providing future services to District Offices, including computer services and a possible data link.

GENERAL LIABILITY INSURANCE FOR CLUBS IN THE CARIBBEAN AND MEXICO

The Committee discussed the fees charged to clubs in the Caribbean and Mexico. Clubs in these areas were recently billed for liability insurance at \$2.40 per member for the first half of the 1987/88 semi-annual billing cycle. Actual annual costs for providing this coverage is approximately \$1.20 plus administrative cost.

Recommendation #3:

The Committee recommends that fees for liability insurance coverage for clubs in Mexico and the Caribbean be waived for the second half semi-annual billing for 1987/88, and that they be billed for actual costs including administrative costs, effective October 1, 1988.

I move that Recommendation #3 be adopted.

(Adopted)

Finance: In budget
Procedure: In compliance

BUDGET ASSUMPTIONS FOR 1988/89 AND 1989/90

The Committee discussed the Budget Assumptions as presented by staff for guidelines for the preparation of the 1988/89 budget and 1989/90 forward plan.

Recommendation #4:

The Committee recommends that the Budget Assumptions as shown in Exhibit B be used by staff as guidelines in the preparation of the 1988/89 budget and 1989/90 forward plan.

I move that Recommendation #4 be adopted.

(Adopted)

Finance: None
Procedure: In compliance

DUES INCREASE

The Committee requested that staff prepare background information and a comprehensive study for the January, 1988 meeting to address whether or not a dues increase will be necessary for the 1988/89 administrative year.

INTERNAL AUDITOR

The Committee discussed the need for an internal auditor and agrees with the concept of responsibilities in the position description as presented by staff. Staff will proceed with the half-time filling of this position. This position will be filled using half-time of a present staff member.

COMPETITIVE BIDS

The Committee discussed the procedure for obtaining competitive bids which was inadvertently omitted from a recent update of the financial section of the Policies and Procedures manual. The procedure had set a limit of \$1,000.00 for obtaining competitive bids for projects or services. This was deemed to be unreasonably low. The Committee feels that the Procedure for Competitive Bids should be reinserted as Procedure 809.4 - Competitive Bids and that the dollar amount be increased to a \$10,000 limit.

Recommendation #5:

The Committee recommends approval of:

Procedure 809.4 - Competitive Bids - Materials, Products and Services

"Whenever any of the subject items are to be purchased, the cost of which will exceed \$10,000, the Secretary shall secure three bids from qualified sources if three are available. The subject items shall be purchased from the lowest bidder, other considerations being equal."

I move that Recommendation #5 be adopted and referred to the Board Committee on Policies, Procedures and Structures for insertion in the Procedures.

(Adopted)

Finance: None
Procedure: New Procedure

1987/88 BUDGET

The Committee reviewed the 1987/88 Budget with revised projections for the current fiscal year.

Recommendation #6:

The Committee recommends that the 1987/88 budget for Kiwanis International (as shown in Exhibit C) be adopted as presented with the following exception:

The budgeted surplus for all funds combined will be increased by \$174,025. The International Secretary has been requested to adjust the budget to reflect a total surplus of all funds of \$381,385, of which \$181,385 will be in the unrestricted fund.

I move that Recommendation #6 be adopted.

(Adopted)

Finance: None
Procedure: In compliance

Respectfully submitted,

C. A. DILLON, JR.
FRANK J. DiNOTO
NORIS A. LUSCHE
KURT K. HUBER, M.D.
ROBERT A. WAGNER
W. J. "WIL" BLECHMAN, M.D., Chairman

EXHIBIT A
EXHIBIT B
EXHIBIT C

Exhibit A of the Report of the Board Committee on Finance,
"Capital Purchase Requests, 1987/88 Proposed Budget," is
now Exhibit #29 of the October 5-7 and 11-14, 1987, Minutes.

Exhibit B of the Report of the Board Committee on Finance,
"Budget Assumptions for Preparation of 1988/89 Budget and
1989/90 Forward Plan," is now Exhibit #30 of the October 5-7
and 11-14, 1987, Minutes.

Exhibit C of the Report of the Board Committee on Finance,
"1987/88 Budget for Kiwanis International," is now Exhibit #31
of the October 5-7 and 11-14, 1987, Minutes.

CAPITAL PURCHASE REQUESTS1987/88 PROPOSED BUDGET

<u>QTY</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>	<u>Priority Code</u>	<u>Priority Sequence</u>
	Priority items 1 & 2 go together and are essential in meeting the expanded utilization of the office automation system.			
(9)	IBM Compatible P.C.'s For CPT System (various locations)	\$22,500	1	1
(1)	Expansion Of CPT Ports For P.C.'s (MIS)	3,700	1	2
(1)	MB Memory - Nixdorf (MIS)	6,000	1	3
(1)	CPT Phoenix Terminals (Translators)	2,500	1	4
	Priority items 5 through 8 go together and are essential for completing the linkage between all systems, including the district office.			5
(1)	Tempus-Link Software Package 9,000]		1	6
(1)	Nixdorf CIP Board 3,250]	13,225	1	7
(1)	Nixdorf 9810 Board 975]			
(1)	CPT Communications Protocol Converter	4,995	1	8
(1)	A.B. Dick Offset Press - Used - (Office Services)	4,041	1	9
(1)	Snow Blower - Replace Worn Out Unit (Office Services)	803	1	10
(1)	Panafax Facsimile Machine	2,695	1	11
(1)	Saba Pagescan Unit	1,295	1	12
(1)	Saba Handscan Unit	650	1	13
(1)	Optical Character Reader (OCR) Scanner	5,595	1	14
(1)	International VHS Video Player (replacement)	679	1	15

(1)	Programmable Check Endorser (Finance)	2,170	2	17
(1)	Floor Model Collator (Supplies)	4,195	2	18
(1)	High Speed Printer for Draft Documents	2,350	2	19
(1)	Fireproof File (Personnel)	920	3	21
(1)	Lateral File Cabinet (Key Club)	665	3	22
(1)	Lateral File Cabinet (Circle K)	665	3	23
	International Secretary's Emergency Contingency	<u>5,000</u>		24
	TOTAL	\$84,643		

BUDGET ASSUMPTIONS FOR PREPARATION
OF 1988/89 BUDGET AND 1989/90 FORWARD PLAN

1. Budget Assumptions

A. The budget assumptions for 1988-89 and the 1989-90 Forward Plan are as follows:

(1) <u>Projected Membership Levels</u>	<u>1987/88</u>	<u>1988/89</u>	<u>1989/90</u>
Total annual dues-paying members			
Kiwanis International	280,000	280,000	280,000
Kiwanis International-Europe	19,500	20,500	21,500
Kiwanis International - Dollar Amt	\$4,200,000	\$4,200,000	\$4,200,000
Kiwanis International-Europe - Dollar Amount	\$ 292,500	\$ 307,500	\$ 322,500
Total annual magazines-paying members			
Kiwanis International	274,000	274,000	275,000
Kiwanis International-Europe	---	---	---
Kiwanis International - Dollar Amt	\$1,781,000	\$1,781,000	\$1,787,500
Total annual insurance-paying members			
Kiwanis International	272,000	272,000	273,000
Kiwanis International-Europe	---	---	---
Kiwanis International - Dollar Amt	\$1,311,600*	\$1,305,600	\$1,310,400
(*Adjusted for change in insurance for non-North American clubs)			
Number of new clubs formed	325	325	325
Number of new members paying processing fees			
Kiwanis International	37,500	37,500	37,500
Kiwanis International-Europe	1,500	1,500	1,500

(2) Assumed Inflation Rate Level

Labor

Total Salary \$	\$2,880,000	To be determined-----
FICA Tax Rate for 1987 - 7.15% on first	\$43,800	\$43,800
FICA Tax Rate for 1988 - 7.51% on first		\$43,800 (est.)

Non-Labor

Postage - Bulk, permit, and first class	4%	7.5%	5%
Postage - Second Class (magazine)	4%	7.5%	5%
Utilities (overall)	12%	10%	8%
Gas	10%	5%	5%
Electricity	15%	10%	6%
Telephone	4%	4%	6%
Other	5%	5%	6%
Printing, Outside	5%	5%	6%
Travel	6%	6%	6%
Interest Rate for Income	6%	6.5%	6.5%
General Overall Inflation Rate	4%	4.5%	5%

(3) <u>Convention</u>	<u>Seattle</u>	<u>Orlando</u>	
<u>Convention</u>	<u>1987/88</u>	<u>1988/89</u>	<u>1989/90</u>
Members	6,000	6,700	
Spouse/Guest	5,000	5,100	
Registration Fee - Members			
If paid by 5/1 - (80%) - \$75	\$360,000	\$402,000	
After 5/1 - (20%) - \$85	102,000	113,900	
	<u>\$462,000</u>	<u>\$515,900</u>	
Registration Fee - Spouse/Guest - \$30	\$150,000	\$153,000	
Total Fees	<u>\$612,000</u>	<u>\$668,900</u>	

Super Star:

Attendance	9,000 @\$20	9,000 @\$20	
	<u>\$180,000</u>	<u>\$180,000</u>	
Total Revenue	<u>\$792,000</u>	<u>\$848,900</u>	

Convention - St. Louis 1989/90

Members		6,000
Spouse/Guest		4,600
Registration Fee - Members		
If paid by 5/1 - (80%) - \$75		\$360,000
After 5/1 - (20%) - \$85		102,000
		<u>\$462,000</u>
Registration Fee - Spouse/Guest - \$30		\$138,000
Total Fees		<u>\$600,000</u>

Super Star:

Attendance	8,000	
Price - \$20		\$160,000
Total Revenue		<u>\$760,000</u>

(4) Program Services and Levels

Sponsorship will continue for Circle K and Key Club. Costs attributable to sponsorship, amount will not increase. Procedure #885.3.

Support from the Kiwanis International Foundation will continue to be pursued.

The long-range plan will be included in the preliminary budget .

A surplus of at least \$200,000 should be budgeted.

- * A management compensation consultant will be selected to review our total salary administration and benefit programs and changes and/or modifications may result from the recommendation.

EXHIBIT 31

The following page is the 1987/88 budget for Kiwanis International that was submitted to the Board of Trustees at the October 1987 Meeting.

DEPARTMENT NO. NAME	83/84 ACTUAL	84/85 ACTUAL	85/86 ACTUAL	86/87 BUDGET	86/87 CURRENT YTD: AUG	86/87 PROJECTED ANNUAL	87/88 BUDGET	88/89 FORWARD PLAN
01 BOARD ADMINISTRATION AND	253,498	217,869	261,517	332,091	318,779	355,684	344,661	338,474
02 EXECUTIVE	343,986	455,680	566,725	651,995	505,226	563,763	422,706	410,212
03 OFFICE SERVICES	707,623	682,115	454,712	475,864	465,674	478,098	515,026	568,391
04 PUBLIC RELATIONS	216,060	249,481	267,398	270,908	236,434	279,015	243,741	261,048
05 INTERNATIONAL EXTENSION	616,245	563,078	750,705	732,308	685,521	788,205	857,325	858,652
06 MEMBER SERVICES	644,551	718,792	767,072	776,094	718,100	790,782	839,523	871,626
07 MANAGEMENT INFORMATION S	486,269	510,116	529,140	388,988	361,562	404,673	409,240	431,574
10 SUPPLIES	432,150	444,718	550,197	566,214	501,397	571,451	532,649	531,256
11 MEETINGS AND CONVENTIONS	32,579	28,929	32,728	33,967	32,547	35,887	33,996	33,074
13 PROGRAM SERVICES	226,009	259,171	214,208	245,291	166,811	235,768	250,718	252,090
16 FINANCE	269,795	305,211	357,371	301,942	274,698	301,498	297,972	306,269
17 SPECIAL SERVICES	35,887	27,555	113,268	143,907	124,725	133,162	141,326	148,409
18 INTERNATIONAL COUNCIL	796	65,744	63,868	74,028	69,543	69,975	71,965	73,140
20 CLUB SERVICE	204,071	178,851	207,958	210,455	178,715	194,764	216,098	222,495
21 PUBLICATION	28,500	34,564	33,626	99,836	81,099	92,126	97,275	99,695
23 BUDGETARY	0	0	0	35,000	0	0	35,000	0
24 CIRCLE K (SUBSIDIZED)	63,632	101,987	108,917	176,540	154,849	173,624	197,043	205,296
25 KEY CLUB (SUBSIDIZED)	163,136	165,507	199,113	304,392	276,380	223,746	296,734	330,012
28 EDUCATION	72,126	91,862	167,866	220,606	178,880	193,305	237,326	282,878
30 SPONSORED YOUTH SERVICES	66,978	63,781	2,996	3,965	4,750	5,075	6,029	6,599
31 PERSONNEL	25,538	65,371	73,772	73,073	64,505	71,803	135,850	106,156
32 EMPLOYEE WAGES AND BENEF	21,088	2,736CR	1	22,307	23,659	24,997CR	25,367CR	10,324CR
50 LIFE COSTS DEPARTMENT	0	30,382	74,547	65,741	67,394	78,570	80,525	83,488
** EXPENSE TOTALS:	4,916,517	5,258,028	5,797,665	6,205,514	5,511,648	6,015,977	6,237,361	6,410,510
90 KIWANIS INTERNATIONAL	5,201,272CR	5,512,586CR	5,481,043CR	5,565,400CR	4,907,525CR	5,419,779CR	5,438,455CR	5,480,633CR
92 SUPPLIES	750,548CR	660,599CR	748,688CR	768,474CR	719,672CR	808,460CR	845,798CR	884,588CR
** INCOME TOTALS:	5,951,820CR	6,173,185CR	6,229,731CR	6,333,874CR	5,627,197CR	6,228,239CR	6,284,253CR	6,365,221CR
OPERATING FUND	1,035,303CR	915,157CR	432,066CR	128,360CR	115,549CR	212,262CR	46,892CR	45,289
08 MAGAZINE	1,022,835	1,097,768	1,208,943	1,467,825	1,229,302	1,393,184	1,471,906	1,527,306
09 ADVERTISING	404,987	521,603	536,690	625,046	543,033	608,804	641,108	677,348
91 MAGAZINE	1,476,521CR	1,633,627CR	1,650,533CR	2,280,670CR	2,039,501CR	2,250,244CR	2,309,032CR	2,346,904CR
** MAGAZINE FUND	49,099CR	14,256CR	95,100	187,795CR	267,166CR	248,256CR	196,016CR	142,250CR
12 INTERNATIONAL CONVENTION	559,441	725,310	800,815	825,733	840,221	867,080	820,805	837,542
93 INTERNATIONAL CONVENTION	715,030CR	775,682CR	632,795CR	832,100CR	844,638CR	859,460CR	777,886CR	832,450CR
** INT'L. CONVENTION FUND	155,589CR	50,372CR	168,020	6,367CR	4,417CR	7,620	42,925	5,092
22 CAPITAL IMPROVEMENTS FUN	269,243	257,901	232,687	232,000	233,239	254,925	240,625	253,200
96 CAPITAL IMPROVEMENTS FUN	340,815CR	307,112CR	252,337CR	255,000CR	241,471CR	267,300CR	251,500CR	267,500CR
** CAPITAL IMPROVEMENT FUND	71,572CR	49,211CR	19,650CR	23,000CR	8,232CR	12,375CR	10,875CR	14,300CR
26 GENERAL LIABILITY INSURA	233,985	381,797	699,371	1,090,047	558,716	1,090,047	1,387,500	1,387,500
97 GENERAL LIABILITY INSURA	328,187CR	330,986CR	571,108CR	1,315,000CR	1,212,186CR	1,341,350CR	1,384,000CR	1,384,000CR
** GEN. LIABILITY INS. FUND	94,202CR	50,811	126,263	224,953CR	213,470CR	251,303CR	3,500	3,500
TOTAL ALL FUNDS	1,405,765CR	978,185CR	60,333CR	570,475CR	608,634CR	716,576CR	207,360CR	102,669CR

EXHIBIT 31-A

The following page is the adjusted final approved budget for 1987/88 based on the recommendations made by the Finance Committee to the Board of Trustees at the October 1987 Meeting.

FINALIZED 1987/88 BUDGET -- KIWANIS INTERNATIONAL

11/11/87

DEPARTMENT NO. NAME	83/84 ACTUAL	84/85 ACTUAL	85/86 ACTUAL	86/87 BUDGET	Preliminary - Pre-Audit		87/88 BUDGET	88/89 FORWARD PLAN
					86/87 CURRENT YTD:SEP	86/87 PROJECTED ANNUAL		
01 BOARD ADMINISTRATION AND	259,498	217,869	261,517	332,091	348,632	355,684	344,661	338,474
02 EXECUTIVE	343,986	455,680	566,725	651,995	559,265	563,763	427,485	410,212
03 OFFICE SERVICES	707,623	682,115	454,712	475,864	490,795	478,098	505,318	568,391
04 PUBLIC RELATIONS	216,060	249,481	267,398	270,906	277,057	279,015	243,524	261,048
05 INTERNATIONAL EXTENSION	616,245	563,078	750,705	732,306	771,061	788,205	865,717	866,652
06 MEMBER SERVICES	644,551	718,792	767,072	776,094	796,630	790,782	838,083	871,626
07 MANAGEMENT INFORMATION S	486,269	510,116	529,140	388,986	409,602	404,673	408,759	431,574
10 SUPPLIES	432,150	444,718	550,197	566,214	577,392	571,451	528,673	531,256
11 MEETINGS AND CONVENTIONS	32,579	28,929	32,728	33,967	37,786	35,887	34,737	33,074
13 PROGRAM SERVICES	226,009	259,171	214,208	245,291	238,931	235,768	248,986	252,090
16 FINANCE	269,795	305,211	357,371	301,943	307,220	301,498	297,395	306,269
17 SPECIAL SERVICES	35,887	27,555	113,268	143,907	137,206	133,162	140,446	148,409
18 INTERNATIONAL COUNCIL	796	65,744	63,868	74,028	69,943	69,975	71,965	73,140
20 CLUB SERVICE	204,071	178,851	207,958	210,455	197,622	194,764	213,323	222,495
21 PUBLICATION	28,500	34,564	33,626	99,836	93,345	92,126	97,213	99,695
23 BUDGETARY	0	0	0	35,000	0	0	35,000	0
24 CIRCLE K (SUBSIDIZED)	63,632	101,987	108,917	176,540	177,529	173,624	198,228	204,201
25 KEY CLUB (SUBSIDIZED)	163,136	165,507	199,113	304,393	311,826	223,746	272,626	309,729
28 EDUCATION	72,126	91,862	167,826	220,606	197,361	193,305	237,632	282,878
30 SPONSORED YOUTH SERVICES	66,978	63,781	2,996	3,965	5,059	5,075	6,029	6,599
31 PERSONNEL	25,538	65,371	73,772	73,073	63,454	71,803	136,810	106,156
32 EMPLOYEE WAGES AND BENEF	21,088	2,736CR	1	22,307	29	24,997CR	10,067CR	10,024CR
50 KIF COSTS DEPARTMENT	0	30,382	74,547	65,741	79,507	78,570	80,525	83,488
** EXPENSE TOTALS:	4,916,517	5,258,028	5,797,665	6,205,514	6,147,652	6,015,977	6,223,066	6,397,432
90 KIWANIS INTERNATIONAL	5,201,272CR	5,512,586CR	5,481,043CR	5,565,400CR	5,367,383CR	5,419,779CR	5,558,455CR	5,645,633CR
92 SUPPLIES	750,548CR	660,599CR	748,688CR	768,474CR	776,552CR	808,460CR	845,798CR	884,588CR
** INCOME TOTALS:	5,951,820CR	6,173,185CR	6,229,731CR	6,333,874CR	6,143,935CR	6,228,239CR	6,404,253CR	6,530,221CR
OPERATING FUND	1,035,303CR	915,157CR	432,066CR	128,360CR	3,717	212,262CR	181,185CR	132,789CR
08 MAGAZINE	1,022,835	1,097,768	1,208,943	1,467,829	1,418,581	1,393,184	1,468,669	1,527,306
09 ADVERTISING	404,587	521,603	536,690	625,046	618,321	608,804	641,138	677,348
91 MAGAZINE	1,476,921CR	1,633,627CR	1,650,533CR	2,280,670CR	2,239,323CR	2,250,244CR	2,302,532CR	2,340,404CR
** MAGAZINE FUND	49,099CR	14,256CR	95,100	187,795CR	202,021CR	248,256CR	192,725CR	135,750CR
12 INTERNATIONAL CONVENTION	559,441	725,310	800,815	825,733	869,190	867,080	839,380	854,292
93 INTERNATIONAL CONVENTION	715,030CR	775,682CR	632,795CR	832,100CR	862,428CR	859,460CR	847,880CR	908,600CR
** INT'L. CONVENTION FUND	155,589CR	50,372CR	168,020	6,367CR	6,762	7,620	8,500CR	54,308CR
22 CAPITAL IMPROVEMENTS FUN	269,243	257,901	232,687	232,000	253,724	254,925	240,625	253,200
96 CAPITAL IMPROVEMENTS FUN	340,815CR	307,112CR	252,337CR	255,000CR	263,607CR	267,300CR	251,500CR	267,500CR
** CAPITAL IMPROVEMENT FUND	71,572CR	49,211CR	19,650CR	23,000CR	9,883CR	12,375CR	10,875CR	14,300CR
26 GENERAL LIABILITY INSURA	233,985	381,797	699,371	1,090,047	1,097,466	1,090,047	1,387,500	1,387,500
97 GENERAL LIABILITY INSURA	328,187CR	330,986CR	571,108CR	1,315,000CR	1,325,611CR	1,341,350CR	1,375,600CR	1,369,600CR
** GEN. LIABILITY INS. FUND	94,202CR	50,811	128,263	224,953CR	228,145CR	251,303CR	11,900	17,900
TOTAL ALL FUNDS	1,405,765CR	978,185CR	60,333CR	570,475CR	429,570CR	716,576CR	381,385CR	319,247CR