

TABLE OF CONTENTS

MINUTES

OF THE MEETING OF

KIWANIS INTERNATIONAL BOARD OF TRUSTEES

JANUARY 22-27, 1987

	<u>Page</u>	<u>Exhibit Number</u>
Message of the President	2	1
Message of the President-elect	2	2
Report of the Acting Secretary	2	3
Approval of October 5-9, 1986, Minutes	2	
Approval of October 30, 1986, Minutes	2	4
Approval of December 18, 1986, Minutes	2	5
Administrative Action	2	6
Ad Hoc Committee on Constitution and Bylaws	3	7
Education and Leadership Development	3	8
International Extension	3	9
Eight Nations Deleted as Kiwanis Nations	3	
New Procedure 402(d) -- When Nation Deleted as Kiwanis Nation	3	
New Procedure 402(e) -- Criteria for Former Kiwanis Nations	3	
Policy B Amended -- New Section (8) -- Extension of Kiwanis	4	
Field Service Representative for Australia	4	
Ad Hoc Committee on Federations	4	10
Member Services	5	11
Revocation of Charters	5	
Procedure 104 Amended -- Inter-Club Meeting	5	
1985-86 Distinguished Governor Awards and Presidential Citations	5	
Program Services	6	12
New Procedure 318.4 -- Incorporation of Kiwanienne Clubs	6	
Annual Observances for Kiwanis International	7	
Circle K Sponsorship Fee	7	
Approval of Proposed 1987 Circle K Convention Budget	7	13
Circle K Enforcement Policy of Alcohol Resolution	7	14
Approval of Proposed Changes to Circle K Bylaws	7	15
Approval of Proposed New Key Club Board Policy Re: Reimbursable Expenses	7	16
Approval of Overexpenditure of Line Item 15-330-05 of Key Club Budget	8	
Subsidy for Farm-City Council	8	
Communications and Conventions	8	17
<u>Kiwanis</u> Magazine Mission Statement	8	18
Approval of Overexpenditure of Line Item 05-108-04 -- Worldwide Newsletter	8	

	<u>Page</u>	<u>Exhibit Number</u>
Kiwanis World Service Medal for 1987 to Terry Waite	8	
Approval of Overexpenditure for Simultaneous Translations in Washington, D.C.	8	
Preliminary Report of Finance Committee	9	19
Long Range Planning	9	20
Administration	9	21
Approval for Installation of Toll-Free 800 Number	9	
New Procedure 825 -- Fund for <u>Kiwanis</u> Magazine	9	
Procedure 122.1 Amended -- Central America Deleted and Netherlands Added to Year 3 for Visit by International President	10	22
Interpretation of Constitution Re: International Council	10	
Policies and Procedures Manual to be Sent to International Committee on Administration	10	
Pension Plan Administrative Committee	10	
Salary Savings Plan Administrative Committee	11	
Motion Defeated Re: District Counselor Reports ...	11	
Procedure 205 Repealed -- District Projects	11	
Board Expresses Appreciation to Donald E. Williams for Serving as Acting International Secretary	11	
New Procedure 112.1(d) -- Litigation	12	
No Smoking in Board Room or at any Board Committee Meetings	12	
Report of Treasurer	12	
Finance	13	23
Budget Assumptions for 1987/88	13	24
1987/87 Budget Amended to Incorporate the Inter-Departmental Charges for Services Provided to the Magazine	13	25
Department 21 - Publications Created	13	26
Net Surplus of General Fund and the New Magazine Fund	13	27
Building Occupancy Charges	13	28
Approval for Purchase of Simultaneous Translation Equipment	13	
Future Solvency of Life Member Program	13	
Annual Audit Report by Wolf & Company Approved	14	
Management Letter by Wolf & Company Approved	14	
Procedure 892.1 - Allowance, sub section (d) Revised	14	
Executive Committee	14	29
Performance Goals and Objectives for Inter- national Secretary	14	
Special Committee Appointed to Review the Financial Implications of Implementation of Long Range Plan	15	
Motion Defeated Re: Distribution of Election Campaign Materials	15	
Motion Defeated Re: Moving Location of Asia- Pacific Conference for 1987 from the Philippines	15	

	<u>Page</u>	<u>Exhibit Number</u>
Approval for Payment to CONPOR	15	
Fred M. Green added as member of the 1986/87 International Committee on New Club Building	15	
Robert Calabrese Named Chairman of the Children's Miracle Network Telethon in 1987	16	
Titles Approved for 1987/88 International Committees	16	
Job Descriptions Approved for 1987/88 International Committees	16	
Gratitude to Staff	16	
Adjournment Sine Die	16	

MINUTES
OF THE MEETING OF
THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES
JANUARY 22-27, 1987

A meeting of the Board of Trustees of Kiwanis International was held at the International Office in Indianapolis, Indiana, January 22-27. Those present: Frank J. DiNoto, President; Anton J. Kaiser, President-elect; Donald E. Williams, Immediate Past President; J. Donovan Jackson and Noris A. Lusche, Vice-Presidents; Gene R. Overholt, Treasurer; Kevin W. Krepinevich, Secretary; Morton O. Alper, D.D.S., Wilbur J. Blechman, M.D., C. A. Dillon, Jr., W. Donald Goodfellow, Q.C., Kurt K. Huber, M.D., William L. Lieber, Don Miles, John D. Morton, Sr., Kenneth W. Smith, D.C., Arthur D. Swanberg, Avelino V. "Beling" Tanjuakio, Robert A. Wagner, Trustees.

Also present were: Donald R. Collins, Assistant Secretary for Administration; Larry J. Horney, Assistant Secretary for Communications and Education; Speegle Berry, Assistant Secretary for Membership; Andrew C. Tinker, Assistant to the International Secretary.

The meeting was called to order by President Frank J. DiNoto on Friday, January 23, 1987, at 4:30 p.m.

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

MESSAGE OF
PRESIDENT

The Message of the President-elect was presented by Anton J. Kaiser and is attached as "Exhibit 2."

MESSAGE OF
PRESIDENT-
ELECT

The Report of the Acting Secretary was presented by Donald E. Williams. It is attached as "Exhibit 3."

REPORT OF
ACTING
SECRETARY

It was moved by Vice-President Jackson, supported by Trustee Dillon, and duly carried as follows:

RESOLVED, That the Minutes of the Board Meeting of October 5-9, 1986, be and hereby are approved.

APPROVAL OF
OCTOBER
5-9, 1986,
MINUTES

It was moved by Vice-President Lusche, supported by Immediate Past President Williams, and duly carried as follows:

RESOLVED, That the minutes of the Executive Committee Special Meeting held by conference telephone call on Thursday, October 30, 1986, be and hereby are approved. (See "Exhibit 4.")

APPROVAL OF
OCTOBER 30,
1986,
MINUTES

It was moved by Vice-President Jackson, supported by Trustee Lieber, and duly carried as follows:

RESOLVED, That the minutes of the Executive Committee Special Meeting held in Chicago, Illinois, on December 18, 1986, be and hereby are approved. (See "Exhibit 5.")

APPROVAL OF
DECEMBER
18, 1986
MINUTES

The Board reviewed the report of Administrative Action taken by staff since the last Board Meeting, a copy of which is attached as "Exhibit 6." It was moved by Trustee Smith, supported by Vice-President Jackson, and duly carried as follows:

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

ADMINISTRATIVE
ACTION

The meeting was recessed on January 23, 1987, at 5:45 p.m. until Monday, January 26, 1987.

The meeting reconvened on Monday, January 26, 1987, at 8:35 a.m. The invocation was given by Vice-President Jackson.

The Report of the Ad Hoc Committee on Constitution and Bylaws was presented by President DiNoto. It is attached as "Exhibit 7." The report was received.

AD HOC
COMMITTEE
ON CON-
STITUTION
AND BYLAWS

The Report of the Board Committee on Education and Leadership Development, J. Donovan Jackson, Chairman, was presented. It is attached as "Exhibit 8." The report was received.

EDUCATION
AND
LEADERSHIP
DEVELOPMENT

The Report of the Board Committee on International Extension, Donald E. Williams, Chairman, was presented. (See "Exhibit 9.")

INTERNATIONAL
EXTENSION

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

RESOLVED, That Nicaragua, El Salvador, Thailand, Belize, Guatemala, Ghana, Jordan, and Greece be deleted from the list of Kiwanis nations.

EIGHT
NATIONS
DELETED AS
KIWANIS
NATIONS

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

RESOLVED, That a new Procedure 402(d) be adopted as follows:

Procedure 402

d. When the charter of the last or only club in a Kiwanis nation is revoked, that nation shall also be simultaneously deleted from the list of Kiwanis nations.

NEW PRO-
CEDURE
402(d) --
WHEN NATION
DELETED
AS KIWANIS
NATION

(Referred to Committee on Administration for insertion in Procedures)

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

RESOLVED, That a new Procedure 402(e) be adopted as follows:

Procedure 402

e. For purposes of approving extension, former Kiwanis nations shall be evaluated by the same criteria as any new nation.

NEW PRO-
CEDURE
402(e) --
CRITERIA
FOR FORMER
KIWANIS
NATIONS

(Referred to Committee on Administration for insertion in Procedures)

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

RESOLVED, That Board Policy B be amended to provide for a new section (8) as follows:

Policy B - International Administration

8. Extension of Kiwanis

a. New Nation or Area

No Kiwanis club shall be formed in any new nation or area, unless such nation or area has first been approved by the Board of Trustees of Kiwanis International.

b. Non-Districted Area

For clubs formed in non-districted areas, the President of Kiwanis International shall appoint the person authorized to present the club charter. Consideration will be given to financial costs, and generally such person so designated will be the Kiwanis International Accredited Representative.

(Referred to Committee on Administration for insertion in the Policies and for publication in Kiwanis magazine.)

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

RESOLVED, That a field service representative be appointed in Australia effective March 1, 1987, at a total cost for salary and expenses of \$9,000 US for the remainder of the 1986-87 administrative year,

AND BE IT FURTHER RESOLVED, That \$3,200 currently in 05-110-12 and \$6,000 in 05-106-05 for the 1986-87 budget in support of a Korean Field Service Representative, which will not be used, be allocated to 05-110-18 and 05-106-09 to cover this expenditure.

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

The Interim Report of the Ad Hoc Committee on Federations, Donald E. Williams, Chairman, was presented. (See "Exhibit 10.") The report was received.

POLICY B
AMENDED --
NEW SECTION
(8) --
EXTENSION
OF KIWANIS

FIELD
SERVICE
REPRESENTA-
TIVE FOR
AUSTRALIA

AD HOC
COMMITTEE
ON FEDERA-
TIONS

The Report of the Board Committee on Member Services, Morton O. Alper, D.D.S., Chairman, was presented. (See "Exhibit 11.")

MEMBER
SERVICES

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

RESOLVED, That the charters of 50 clubs be revoked and the amounts of the accounts receivable be charged against the reserve for bad debts in the amount of \$11,753.59. (See "Exhibit 11-A.")

REVOCATION
OF CHARTERS

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

RESOLVED, That the definition of an Inter-club Meeting in Procedure 104 be changed to:

PROCEDURE
104 AMENDED
-- INTER-
CLUB MEETINGS

Procedure 104 - Inter-Club Meeting

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

(Referred to Committee on Administration for insertion in the Procedures.)

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

RESOLVED, That the 1985-86 Distinguished Governor Awards and Presidential Citations be approved as presented:

1985-86
DISTIN-
GUISHED
GOVERNOR
AWARDS AND
PRESIDENTIAL
CITATIONS

DISTINGUISHED GOVERNOR AWARD

<u>District</u>	<u>Immediate Past Governor (and Wife)</u>
Australia	Bryan Williams (Lonnie)
Austria-Germany	Peter Paepcke (Astrid)
Benelux-France-Monaco	Paul Francois, M.D. (Christine)
Switzerland-Liechtenstein	Georges Palluat (Mireille)

PRESIDENTIAL CITATION

<u>District</u>	<u>Immediate Past Governor (and Wife)</u>
Alabama	Raymond C. Kirkpatrick (Ruth)
Andean and Central America	Alfredo Gomez Camaco (Chris)
California-Nevada-Hawaii	Howard M. Dull (Karen)
Carolinas	Bernie Nettles (Jane)
Georgia	Frederick M. Hammill (Betty)
Indiana	Dana C. Weigle (Jean)
Pennsylvania	James A. Hallman, D.D.S. (Nancy)
Philippine Luzon	Elmer Ernesto Q. Aquino (Lany)
Wisconsin-Upper Michigan	Wilbur A. Sundt (Jean)

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

The Report of the Board Committee on Program Services, Gene R. Overholt, Chairman, was presented. (See "Exhibit 12.")

PROGRAM
SERVICES

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

RESOLVED, That a new Procedure be adopted:

Procedure 318.4 - Incorporation of Kiwanianne Clubs

NEW PRO-
CEDURE
318.4 --
INCORPORA-
TION OF
KIWANIANNE
CLUBS

When a Kiwanianne club is built, the sponsoring Kiwanis club(s) shall agree that the Kiwanianne club will incorporate within one year of its organization. After the International Office receives official notice of the intent to incorporate on the part of a Kiwanianne club, an outline of the proper procedure for incorporation will be sent.

The articles of incorporation shall have been approved first by the sponsoring Kiwanis club(s) and sent to Kiwanis International, who will review said articles of incorporation to determine if they meet acceptable standards and will then give consent to use the Kiwanianne name and trademarks.

After approval is given to file said proposed articles of incorporation, and such articles are filed with the proper governmental agency, the Kiwanianne club will be required to return a certified document of their filing and approval to the International Office.

(Referred to Committee on Administration for insertion in the Procedures.)

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

RESOLVED, That the annual observances for Kiwanis International be: Farm-City Week, Worldwide Kiwanis Week, Canada-U.S. Goodwill Week, Family Day, Kids' Day, and Prayer Week.

(Referred to Committee on Administration for insertion in the Procedures)

**ANNUAL
OBSERVANCES
FOR KIWANIS
INTERNATIONAL**

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

RESOLVED, That the sponsorship fee of Circle K International be included on the first semi-annual billing of sponsoring Kiwanis clubs.

**CIRCLE K
SPONSORSHIP
FEE**

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

RESOLVED, That approval be given to the proposed 1987 Circle K International convention budget. (See "Exhibit 13.")

**APPROVAL OF
PROPOSED
1987
CIRCLE K
CONVENTION
BUDGET**

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

RESOLVED, That approval be given to the Circle K Enforcement Policy of the Alcohol Resolution. (See "Exhibit 14.")

**CIRCLE K
ENFORCEMENT
POLICY OF
ALCOHOL
RESOLUTION**

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

RESOLVED, That approval be given to the proposed changes to the Circle K Bylaws. (See "Exhibit 15.")

**APPROVAL OF
PROPOSED
CHANGES TO
CIRCLE K
BYLAWS**

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

RESOLVED, That approval be given to the proposed new Key Club International Board Policy on reimburseable expenses of Key Club International Board Members. (See "Exhibit 16.")

**APPROVAL OF
PROPOSED
NEW KEY
CLUB BOARD
POLICY RE:
REIMBURSE-
ABLE EXPENSES**

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

RESOLVED, That approval be given for a \$2,000 overexpenditure to line item 15-330-05 of the Key Club budget and that said expenditure be applied against Key Club's unallocated surplus.

APPROVAL
OF OVER-
EXPENDITURE
OF LINE ITEM
15-330-05
OF KEY CLUB
BUDGET

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

RESOLVED, That Kiwanis International provide a subsidy of \$5,500 effective from March 1 to September 30, 1987, to Farm-City Council. Such expenses are to be shown in account #13-127-01.

SUBSIDY
FOR
FARM-CITY
COUNCIL

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

The report of the Board Committee on Communications and Conventions, John D. Morton, Sr., Chairman, was presented. (See "Exhibit 17.")

COMMUNICA-
TIONS AND
CONVENTIONS

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

RESOLVED, That the "Kiwanis Magazine Mission Statement" be accepted as an official statement of the Board. (See "Exhibit 18.")

(Referred to Committee on Administration.)

KIWANIS
MAGAZINE
MISSION
STATEMENT

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

RESOLVED, That authorization be given of expenditures of \$4,000 beyond the amount budgeted in line item 05-108-04 (Worldwide Newsletter).

APPROVAL
OF OVER-
EXPENDITURE
OF LINE ITEM
05-108-04 --
WORLDWIDE
NEWSLETTER

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

RESOLVED, That the 1987 Kiwanis World Service Medal be presented to Mr. Terry Waite.

KIWANIS
WORLD SERVICE
MEDAL FOR
1987 TO
TERRY WAITE

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

RESOLVED, That an overexpenditure of \$8,900 be permitted for simultaneous translations at the Washington, D.C. convention, and that cost savings be achieved in line item 12-103-03 by \$1,940 and line item 12-103-04 by \$1,800.

APPROVAL
OF OVER-
EXPENDITURE
FOR SIMUL-
TANEOUS
TRANSLATIONS
IN WASHING-
TON, D.C.

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

The Preliminary Report of the Finance Committee, Noris A. Lusche, Chairman, was presented. (See "Exhibit 19.")

PRELIMINARY
REPORT OF
FINANCE
COMMITTEE

The Report of the Board Committee on Long Range Planning, W. Donald Goodfellow, Q.C., Chairman, was presented. (See "Exhibit 20.") The report was received.

LONG RANGE
PLANNING

The meeting was recessed on January 26, 1987, at 5:15 p.m. until Tuesday, January 27, at 8:00 a.m.

The meeting reconvened on Tuesday, January 27, 1987, at 8:00 a.m. The invocation was given by Vice-President Lusche.

The Report of the Board Committee on Administration, W. J. "Wil" Blechman, M.D., was presented. (See "Exhibit 21.")

ADMINISTRA-
TION

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

RESOLVED, That approval be given to the installation of a toll-free (800) incoming telephone service to include three (3) United States lines and one (1) Indiana line.

APPROVAL
FOR INSTALLA-
TION OF
TOLL-FREE
800 NUMBER

AND BE IT FURTHER RESOLVED, That staff be requested to advertise the availability of this new service, monitor the effectiveness and report periodically to the Committee on results and problems.

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

RESOLVED, That a new procedure be adopted and inserted in the Procedures to implement the amending phrase approved to Article XVI, Section 3 - Official Publication at the International Convention in Houston. The amending phrase states "all subscription

NEW PRO-
CEDURE 825 --
FUND FOR
KIWANIS
MAGAZINE

funds shall be earmarked for the official publication of Kiwanis International and shall not revert to the Kiwanis general fund."

Procedure 825 - Fund for Kiwanis Magazine

A separate fund shall be established to account for the revenue and expenses related to the official organization publication, the Kiwanis magazine. All costs relating to the magazine, including the cost of an international publication, shall be charged to the Magazine Department, including inter-departmental charges (charges for services from other departments). Similarly, services provided to other departments or organizations by the Magazine Department shall be charged to the user and credited to the magazine. Advertising revenues and expenses shall be considered as an integral part of the magazine, and if a surplus exists, will be a part of the magazine fund.

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

RESOLVED, That Central America be deleted from the official visits in year 3 and the Netherlands District be inserted into year 3,

AND BE IT FURTHER RESOLVED, That Procedure 122.1 be amended to reflect these changes as shown. (See "Exhibit 22.")

PROCEDURE
122.1 AMENDED
CENTRAL
AMERICA
DELETED AND
NETHERLANDS
ADDED TO
YEAR 3

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

RESOLVED, That the Board of Trustees interprets Article IX, Section 1, of the Constitution to mean that International Council shall be held before March 1st of each administrative year but not necessarily after the commencement of that administrative year.

(Referred to Kiwanis magazine for publication.)

INTERPRETA-
TION OF
CONSTITUTION
RE: INTER-
NATIONAL
COUNCIL

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

RESOLVED, That a copy of the Policies and Procedure Manual be sent to the members of the International Committee on Administration prior to the beginning of their administrative term and that they be requested to return same upon completion of their term.

POLICIES
AND PRO-
CEDURES
MANUAL TO
BE SENT TO
INTERNATIONAL
COMMITTEE ON
ADMINISTRATION

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

RESOLVED, That Gene R. Overholt, Kevin W. Krepinevich, and Donald R. Collins 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.

PENSION
PLAN
ADMINISTRATIVE
COMMITTEE

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

RESOLVED, That Gene R. Overholt, Kevin W. Krepinevich, and Donald R. Collins are hereby appointed as 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.

SALARY
SAVINGS
PLAN ADMIN-
ISTRATIVE
COMMITTEE

It was moved by the Committee that District Counselor reports be sent to each member of the Board of Trustees beginning with fiscal year 1987/88. Staff was requested to redesign the current report to be more meaningful, the revised form to be completed and approved by October 1, 1987. It was also to be understood that Counselors who have confidential information from a District should forward same to the Kiwanis International President.

MOTION
DEFEATED RE:
DISTRICT
COUNSELOR
REPORTS

The motion was defeated.

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

RESOLVED, That Procedure 205 - District Projects - be repealed as it is no longer relevant.

PROCEDURE
205 REPEALED
-- DISTRICT
PROJECTS

Procedure 205 - District Projects

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

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

WHEREAS, Immediate Past President Donald E. Williams readily accepted the request of the Board of Trustees that he assume the position of Acting International Secretary, effective October 9, 1986, until such time as a new International Secretary was selected by the Board; and

BOARD
EXPRESSES
APPRECIATION
TO DONALD
E. WILLIAMS
FOR SERVING
AS ACTING
INTERNATIONAL
SECRETARY

WHEREAS, Donald E. Williams has performed the responsibilities of Acting International Secretary which continued to reflect his diplomacy, wisdom, human relations and management skills and above all his dedication to Kiwanis;

THEREFORE, BE IT RESOLVED, That the Board of Trustees hereby expresses its profound appreciation to Donald E. Williams for his exceptional service to our organization.

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

RESOLVED, That a new Procedure numbered 112.1 - sub-section d - Litigation, be added and inserted into the Procedures to read as follows:

Procedure 112.1

d. Consult, advise, and direct legal counsel on matters of litigation. If the litigation involves an uninsured amount of less than \$10,000, the International Secretary may individually consult, advise, and direct legal counsel.

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

It was moved by Trustee Blechman, supported by Trustee Huber, and duly carried as follows:

RESOLVED, That a Procedure be written for consideration at the May 1987 Board Meeting that there be no smoking at any time during the Board Meetings in the Board Room or at any Board Committee meetings.

(Referred to Committee on Administration.)

Gene R. Overholt, Treasurer of Kiwanis International, gave his report as follows:

"On December 31, 1986, Kiwanis International had cash and investments totalling \$5,593,741. The average current interest rate is 6.3%.

"Accounts Receivable from clubs and districts for uncollected dues, magazine subscriptions and liability insurance premiums totalled \$378,044 at December 31, 1986.

"The total net surplus (all funds combined) has increased by \$243,000 from the beginning of the fiscal year from \$8,292,000 to \$8,535,000 as of December 31. This net surplus is \$127,000 higher than the budgeted \$116,000 net surplus through December 31; however, the annual budgeted surplus is still expected to be as projected."

NEW PRO-
CEDURE
112.1(d)
-- LITI-
GATION

NO SMOKING
IN BOARD
ROOM OR AT
ANY BOARD
COMMITTEE
MEETINGS

REPORT OF
TREASURER

The Report of the Board Committee on Finance, Noris A. Lusche, Chairman, was presented. (See "Exhibit 23.")

FINANCE

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

RESOLVED, That the budget assumptions for 1987/88 be approved. (See "Exhibit 24.")

BUDGET
ASSUMPTIONS
FOR 1987/88

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

RESOLVED, That the 1986/87 budget be amended to incorporate the inter-departmental charges for services provided to the Magazine, and that account numbers be set up and the charges be made for 1986/87. These charges relate to the amendment passed at the Houston Convention which provided for restricting magazine subscription income and will be monitored and reviewed. ("Exhibit 25" provides a detailed description of these charges.)

1987/88
BUDGET
AMENDED TO
INCORPORATE
THE INTER-
DEPARTMENTAL
CHARGES FOR
SERVICES
PROVIDED
TO THE
MAGAZINE

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

RESOLVED, That Department 21 - Publications be created and that the 1986/87 budget be amended to incorporate the transfer of account numbers and affected budgeted amounts. (See "Exhibit 26.")

DEPARTMENT
21 - PUBLI-
CATIONS
CREATED

AND BE IT FURTHER RESOLVED, That with the recommendation for inter-departmental charges and a Department 21 being created, the net surplus of the general fund would be reduced by \$186,000 and the net surplus of the new Magazine fund would be increased from -0- to \$186,000. (See "Exhibit 27.")

NET SURPLUS
OF GENERAL
FUND AND
NEW MAGAZINE
FUND

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

RESOLVED, That the 1986/87 budget be changed to reflect the revised budget figures for building occupancy charges. (See "Exhibit 28.")

BUILDING
OCCUPANCY
CHARGES

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

RESOLVED, That approval be given for purchase of additional simultaneous translation equipment at a cost of \$2,000 to upgrade the current equipment from 3 to 6 languages.

APPROVAL FOR
PURCHASE OF
SIMULTANEOUS
TRANSLATION
EQUIPMENT

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

WHEREAS, sufficient information was provided to the Committee to warrant concern about the future impact of life member income and that consideration be made to acquire an actuarial report,

FUTURE
SOLVENCY OF
LIFE MEMBER
PROGRAM

THEREFORE, BE IT RESOLVED, That up to \$700 be expended from account #02-106-01 to determine the actuarial base for life members and determine the future solvency of the life member program.

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

RESOLVED, That the annual audit report as submitted to all Board members by Wolf & Company is approved.

ANNUAL
AUDIT BY
WOLF &
COMPANY
APPROVED

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

RESOLVED, That the Management Letter prepared as part of the annual audit by Wolf & Company is approved.

MANAGEMENT
LETTER BY
WOLF &
COMPANY
APPROVED

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

RESOLVED, That Procedure 892.1 - Allowance, sub section (d), be revised and referred to the Administration Committee for insertion into the Procedures:

PROCEDURE
892.1 -
ALLOWANCE,
SUB SECTION
(D) REVISED

Procedure 892.1 - Allowance

d. Members of the Board of Trustees are entitled to per diem when away from home on official Board business. The effective dates for per diem to be paid are those dates required for official Board business including travel days. For partial travel days up to 1/2 day, per diem shall be paid at 1/2 the established rates.

(Referred to Committee on Administration for insertion in Procedures)

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

The Report of the Executive Committee, Frank J. DiNoto, Chairman, was presented. (See "Exhibit 29.")

EXECUTIVE
COMMITTEE

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

RESOLVED, That performance goals and objectives for the International Secretary be set and reviewed by May 15 annually by the International Secretary and a committee consisting of the International President, President-elect, Immediate Past President, and Treasurer. Such performance goals and objectives will have an interim review annually in October.

PERFORMANCE
GOALS AND
OBJECTIVES
FOR INTER-
NATIONAL
SECRETARY

(Referred to Committee on Administration for insertion in Procedures)

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

RESOLVED, That the President appoint a special committee to review the financial implications of the implementation of the long-range plan.

President DiNoto appointed Noris A. Lusche, Chairman, and Gene R. Overholt and Donald E. Williams to serve on this special committee.

It was moved by the Committee that during the International Convention, there should be no distribution of election campaign materials within the convention center.

This motion was defeated.

It was moved by the Committee that the location of the Asia-Pacific Conference for 1987 be moved from the Philippines and preferably to a district or area which does not have an announced candidate for International office.

This motion was defeated.

This completed the action on the recommendations of the Executive Committee, and the report was received.

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

RESOLVED, That approval be given for a payment of \$6,000 to the Conference of Private Organizations (CONPOR) to help defray the costs by CONPOR who filed an amicus brief in behalf of Kiwanis International.

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

RESOLVED, That Fred M. Green, Forest Park, Georgia, be added as a member of the 1986/87 International Committee on New Club Building. John S. Fucile will serve on that committee for new club building in Puerto Rico only.

**FINANCIAL
IMPLICATIONS
OF IMPLEMEN-
TATION OF
LONG RANGE
PLAN**

**MOTION
DEFEATED RE:
DISTRIBUTION
OF ELECTION
CAMPAIGN
MATERIALS**

**MOTION
DEFEATED RE:
MOVING LOCA-
TION OF ASIA-
PACIFIC CON-
FERENCE
FOR 1987
FROM THE
PHILIPPINES**

**APPROVAL
FOR PAYMENT
TO CONPOR**

**FRED M.
GREEN ADDED
AS MEMBER
OF 1986/87
INTERNATIONAL
COMMITTEE ON
NEW CLUB
BUILDING**

AND BE IT FURTHER RESOLVED, That Robert Calabrese, Rochester, New York, serve as Chairman of the Children's Miracle Network Telethon in 1987.

ROBERT
CALABRESE
NAMED CHAIR-
MAN OF THE
CHILDREN'S
MIRACLE
NETWORK TELE-
THON IN 1987

It was moved by Vice-President Jackson, supported by Trustee Dillon, and duly carried as follows:

RESOLVED, That the titles be approved for each of the International Committees for 1987/88 as suggested by President-elect Kaiser.

TITLES AND
JOB DESCRIP-
TIONS
APPROVED FOR
1987/88
INTERNATIONAL
COMMITTEES

AND BE IT FURTHER RESOLVED, That the job descriptions be approved for each of the International Committees for 1987/88 as suggested by President-elect Kaiser.

A listing of the chairmen and members of the International Committees for 1987/88 will be contained in the May 1987 minutes.

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

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

GRATITUDE
TO STAFF

The next meeting of the Board of Trustees will be May 12-16, 1987.

The meeting adjourned sine die at 1:05 p.m. on Tuesday, January 27, 1987.

ADJOURNMENT
SINE DIE

MESSAGE OF THE PRESIDENTto theInternational Board of TrusteesJanuary 23, 1987

Nearly one-third of this administrative year has been completed, and our organization is continuing to provide increased service worldwide. I extend my sincerest thanks to Don Williams for his outstanding services as our Acting International Secretary and to our International Office staff for their dedication, cooperation, and efforts during this period.

The Executive Committee met in Chicago in December and selected Kevin Krepinevich as the new International Secretary. Currently serving as the Executive Vice-President of the United States Jaycees, he will be available to Kiwanis on a full-time basis on approximately March 1, 1987. His background, experience, and abilities should be beneficial as our organization meets the challenges we face. It is imperative that we as a Board cooperate and assist him as he assumes the responsibilities of his office.

Since our last Board meeting, six official district visits and four regional conferences for governors have been completed. In each district, Kiwanis clubs are carrying out our service objectives; and the Major Emphasis Program, Make Miracles Happen, is proving inspirational and motivational.

At the Service Club Leaders Conference last November, my objective was to secure agreement among the major service organizations to exchange information. This objective has been achieved, and Kiwanis has developed better communications with Rotary, Lions, and other service organizations. Information being exchanged already includes data on conventions, leadership training, finance, sponsored youth, and insurance. By assisting one another, each of us will save costs, time and efforts, and all will become stronger and more effective.

Membership growth and retention continue to be a major concern. I have suggested staff consider programs to build membership in our clubs:

1. By contacting major employers for potential members;
2. By contacting major employers to permit Kiwanis to present a program on the benefits of service organizations to men about to retire;
3. By seeking business associates of other service club members;
4. By seeking business associates of Kiwanians in the same company but in other cities;
5. By contacting business acquaintances of Kiwanians who are employed by competitors;

6. For newer, younger members and members assuming club leadership roles, a program which would emphasize public speaking and leadership development. (This program may be practical only in areas where a close proximity exists among 10 to 12 clubs.)

Also, a mail follow-up program is needed to save members who are deleted. If Kiwanis determines the reasons for deletion, members who relocate may be saved. If club problems caused the deletion, corrective measures may be taken and future losses might be avoided.

The Executive Committee has endorsed Kiwanis as an honorary sponsor of the United States-Canada Days of Peace and Friendship. For 175 years, these two nations have peacefully shared their borders. Special emphasis will be placed on July 1, Canada Day, and July 4, Independence Day. Kiwanis will encourage club observances of Canada-United States Goodwill Week, seek the beautification of our Kiwanis peace markers, have an article on this topic in the Kiwanis Magazine, and if possible, secure representation from our governmental leaders at our International Convention.

I am requesting that the Board, through the appropriate committees, consider the following:

1. Appointment of an internal auditor who would have the responsibility to review Kiwanis finances, and to determine compliance with Board policies and procedures, personnel policies and procedures, etc. (Refer to Finance.)
2. Appointment of a special committee to review all paperwork, printing, and mailings from the International Office and to review the duties, responsibilities, and effectiveness of our International committee structure and its functioning. Our class of governors at the regional conferences was unanimous that the volume of mail received was too voluminous to be effective. (Refer to Administration.)
3. Consideration of the financial implications of the forward plan. At this meeting a large number of action strategies and action statements have been presented to various Board committees. While each of the action strategies and action statements would require budget approval, I believe that it would be preferable to defer Board action, but not committee action, on all operating objectives until our May meeting. We can only determine the feasibility of such objectives after the financial implications are estimated; otherwise, staff or the Board might misconstrue the adoption of action strategies and action statements as decisions that must be implemented regardless of cost. (Refer to Executive.)
4. The leadership development program needs back-ups for persons capable of presenting the program, rather than one or two members of staff. (Refer to Education and Leadership Development.)
5. Guidelines are needed for campaigns for International offices. (Refer to Executive.)

6. A special committee should be appointed for the seventy-fifth anniversary of Kiwanis. (Refer to Executive.)

By addressing these challenges, our Kiwanis organization can and will move forward. I am impressed with the dedication and efforts of our current team of governors. I believe that they will achieve many of the goals they have set. They are taking time to care to make miracles happen.

Respectfully submitted,

Frank J. DiNoto
President

MESSAGE OF THE PRESIDENT-ELECTto theInternational Board of TrusteesJanuary 23, 1987

Incredibly and, for me, regretablely, about one-third of 1986-87 is history.

These first months of the year of the Miracle Makers have certainly had their full measure of significant events: the unfortunate resignation of Secretary Gil, the extraordinarily dedicated and competent service of Acting Secretary Don, the speedy and highly promising engagement of our new Secretary Kevin, and the encouraging but unfortunately not conclusive decision in our New Jersey litigation, to name but a few.

Future presidents-elect take heed: For Mim and me, these almost-four months of assisting President Frank and preparing for next year have been, to put it mildly, a revelation and a challenge, albeit exciting and satisfying. Just the highlights:

In October: No sooner did Council end than we were called upon to substitute for the ailing first couple at their official visit to the Iceland District and the Kiwanis International-Europe Board Meeting in Zurich.

In November: Trips to the K-Family Conference in Virginia, to the Service Club Leaders Conference in Atlanta, and to Seattle, site of our 1988 International Convention.

In December: To Indianapolis to begin to develop, with our hard-working Board Committee on Education and Leadership, the program for the very important Governors-elect Training Conference in April; then again to Atlanta for the Georgia District's Cotton States (basketball) Classic; and to Chicago with the Executive Committee for interviews of candidates for the International Secretary's position.

In January: To Washington, D.C., for two separate meetings related to two possible Kiwanis International service programs; another trip to Indianapolis for one of President Frank's four Regional Governors' Conferences; and finally, to this Board Meeting.

Each of these trips was essential or beneficial. But being on the road for Kiwanis for 40 nights since this year began, we have consequently had to compress our preparation work and other responsibilities (including the year-end holiday observances and a New Year opening bout with a flu bug) into the remaining 75 days.

The work, the thinking, and the planning required to put our 1987-88 administration and "approach" together has, of course, nevertheless gone on, and I'm happy with the progress to date:

- o Monthly team-building and philosophical letters have been written and sent to all governors-elect in English, Spanish, French, German, and Italian as appropriate, thanks to staff.
- o Our 1987-88 Theme, Major Emphasis Program, and Goals, approved by this Board in October, have led to satisfactory progress on the year's Project Guide.
- o As mentioned, thanks to the work of Don Jackson's Board committee and staff, excellent progress has been made on April's training conference, and related to this, considerable time was devoted to a personal review of the comprehensive manual to be given to the conference participants.
- o Regarding the 1987-88 International committees, my recommendations of all chairmen and virtually all committee members have been made, and new, somewhat more specific, job descriptions prepared. You will be asked to approve them all at this meeting, after which formal notifications and acceptances will finalize this very time-consuming process.
- o Following a rather extensive search and interviews in Seattle, and thanks to the great help of Trustee Don Miles, a promising and enthusiastic chairman of the 1988 convention host committee has been appointed and has accepted.

Much remains to be done before our 1987 convention, including my own district's mid-winter conference, varying amounts of preparation for and attendance at the second Kiwanis International-Europe Board Meeting, the Governors-elect Training Conference, two spring conventions of counseled districts, preparation of agenda and speeches for team meetings at the '87 convention, preparation of a major address for the Wednesday night session there, and, again, my monthly letters to the 1987-88 team members.

The moral of this rather long tale, for Treasurer Gene and our future treasurers, is: Looking at this long partial list of things to be done, do as much as possible during your year as treasurer. You will note that much of the activity is of a cerebral nature and must be done quietly and thoughtfully, at your own desk, or even in your favorite armchair -- and the more you do as treasurer, the more you will be able to enjoy your year as president-elect, and the better will be your end product.

Of the many agenda items to come before us at this meeting, I will burden this message with a brief comment on only one: Let us act favorably on the recommendation to make our Federation president a member of Council, and let us do so in Washington, D.C., regardless of what other constitutional amendments may or may not be ready for presentation to the delegates there. Surely this would but correct an oversight.

My congratulations go to President Frank and to Mary Jane on the tireless and highly effective leadership they have given to Kiwanis thus far, of which we have all seen numerous examples, and my sincere thanks go to them, to many of you, and to staff for all the help, advice, and understanding given so generously to Mim and me.

Respectfully submitted,

Anton J. Kaiser
President-elect

REPORT OF THE ACTING INTERNATIONAL SECRETARYto theInternational Board of TrusteesJanuary 23, 1987

It is a pleasure to be making my first and last report to the Board as the Acting International Secretary. I was honored to accept this special assignment, and it has been very rewarding to work so closely with our International Office staff during the past few months. Together, I believe we have succeeded in maintaining the momentum of overall administration as well as continued progress in several important areas.

Personnel matters have been a priority during this transitional period. First and foremost was the search process for a new International Secretary. Kevin Krepinevich was able to meet our entire staff at the office Christmas party, and he has also met formally with senior staff and many of the directors on a department by department basis. We have provided him with a continuing flow of briefing materials on Kiwanis and our headquarters operations, so he will be familiar with the various aspects of his new responsibilities when he arrives for full-time duty.

On January 1, a completely revised set of personnel policies and procedures took effect. These policies were reviewed and revised over a period of many months with the assistance of an employee committee. The new employee handbook is clear, comprehensive, and well organized, and the contents have been explained in detail with each employee during a series of staff meetings. Good employee relations are important to staff efficiency and effectiveness, and I believe this revised personnel program is a very positive contribution to personnel stability and job satisfaction.

Three staff positions have been filled recently. Jeff DeWitt is a new Field Service Representative, who will be working from the International Office with special emphasis on growth in the younger generation of potential members. Ed Wills has joined the communications staff as editor of the Bulletin for Kiwanis Officers, with emphasis on developing our worldwide regional editions. And Jim Wann has joined the staff as Supplies Manager.

With the return to full-time duty of Speegle Berry, Tom Nelson has been reassigned to duties as Director of Research and Development as well as International Extension. Tom will report to the International Secretary, and, in particular, develop background research and options on the women's membership issue so we will be ready to respond, one way or the other, to the pending Supreme Court ruling on this question.

Our own case in New Jersey took a gratifying turn in December when the US Court of Appeals overturned the adverse ruling of the District Court in New Jersey. It was disappointing, however, that the judges limited their ruling to the narrow basis of New Jersey state law, thus avoiding having to deal with federal First Amendment or trademark issues. The Ridgewood club has petitioned for a rehearing with the support of the state attorney general. Our legal counsel will discuss the current status and prospects of the case with the Board during this meeting. At the present time, we have identified 35 clubs in 12 states that are in violation of the membership provisions of the International Constitution and Bylaws.

Year-end results for 1985-86 are now compiled, and several reports will be presented to the Board through the appropriate committees. Most noteworthy are (1) the audit by Wolf and Company, indicating substantial improvement in almost all areas; (2) certified membership figures, which show a net growth of 206 or 0.07%, and (3) supplies sales of \$1.9 million, up 9% over last year.

Research is continuing in the areas of education, marketing, publications, personnel, and supplies to determine whether current services to our membership are meeting the real needs and how we can enhance our services in the future. The various staff departments are being encouraged to coordinate their activities to fashion stronger programs through wider use of staff resources. These inter-departmental efforts are producing benefits for convention, governors-elect training, public relations, growth, and all administrative areas.

Staff was asked to give priority to the long-range planning process during the past few months, and results in most areas should be presented to the appropriate committees this week. Andy Tinker has been temporarily assigned as staff liaison for the long-range planning committee. A commitment to long-range planning is, of course, a prerequisite to the effective use of research and the coordination of each department's activities to achieve our chosen goals.

In October, a monthly newsletter was inaugurated to summarize headquarters operations for the Board and Past Presidents. Recent progress in many areas has been reported there, so it would be redundant to repeat them here. I do not know whether our new International Secretary will choose to continue this particular means of communication, but I recommend it as a concise and timely way to keep each Board member abreast of developments in those areas where he may not have a direct committee responsibility.

It has been an interesting and rewarding challenge to serve as Acting International Secretary. I am grateful for the confidence expressed by the Board in offering me this assignment. Among many other insights, this work has given me a renewed appreciation of the distinction between the functions of leadership and management. The efficiency of the management function depends on strong, clear leadership. The leadership function depends on skilled, professional management to execute policies effectively. If Kiwanis is to achieve its ambitious goals, these two functions must be harnessed together as a balanced and effective team.

Respectfully submitted,

Donald E. Williams
Acting International Secretary

MINUTES OF EXECUTIVE COMMITTEE SPECIAL MEETING

Indianapolis, Indiana

October 30, 1986

Participants:

Frank J. DiNoto, Chairman
J. Donovan Jackson
Anton J. Kaiser
Noris A. Lusche
Gene R. Overholt
Donald E. Williams

Excused Absence:

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

A meeting of the Executive Committee was held on October 30, 1986, in the office of the International Secretary by conference telephone. President Frank J. DiNoto presided.

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

RESOLVED, That Kiwanis International will be an honorary sponsor of the United States-Canada Days of Peace and Friendship.

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

RESOLVED, That approval is given to the proposed Key Club project KICK (Kiwanis Involvement Creates Key Clubs) and GRIP (Goal Reaching Incentive Program).

Republic of China District -- The location of the Republic of China District office was discussed. Because the district has not responded to our request and the government directive to move the district office from Taichung to Taipei, questions were raised about what action should be taken. After discussion, it was agreed that there are other problems relating to the Republic of China District. Vice-President Lusche and W. Thomas Nelson Jr. are to obtain sufficient information so that the Board of Trustees can take appropriate action at the January 1987 meeting.

Non-Performing and Non-Existing Clubs -- The Committee discussed the recent memo addressed to District Governors relating to non-performing and non-existing clubs. It was agreed that the final decision on these clubs should be handled very carefully.

Schaeffer Case -- The Committee was advised that Barnes & Thornburg have filed a motion for dismissal of the Schaefer case in the State of Maryland.

Eastern Canada and Caribbean Spring District Convention -- The Committee was informed that Eastern Canada and the Caribbean District will hold their district convention in Jamaica May 3-6, 1987. They requested "written approval" to hold club elections in the Eastern Canada and Caribbean District on or after March 1, 1987, but no later than the third week of March 1987. It was pointed out that the Bylaws do not permit this kind of approval; therefore, it was suggested that the clubs hold their elections during March and reconfirm these elections during the period specified in the Bylaws (Article I, Section 5, states: "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 meeting was adjourned, its business having been completed.

WAIVER OF NOTICE OF
OCTOBER 30, 1986, 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 October 30, 1986, 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

MINUTES OF EXECUTIVE COMMITTEE SPECIAL MEETING

Chicago, Illinois

December 18, 1986

Participants:

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

Excused Absence:

Donald E. Williams

The Committee interviewed a number of candidates for International Secretary of Kiwanis International at the office of Lauer, Sbarbaro Associates, Inc., Chicago, Illinois, the search firm chosen by the Board of Trustees.

Upon motion made, supported and adopted, it was:

RESOLVED, That Kevin W. Krepinevich be offered the position of International Secretary.

This recommendation was confirmed in a telephone conversation with Donald E. Williams who could not be present because of the death of his mother.

The meeting was adjourned, its business having been completed.

WAIVER OF NOTICE OF
DECEMBER 18, 1986, 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 December 18, 1986, 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

INTERNATIONAL OFFICE ADMINISTRATIVE ACTION

January 22-27, 1987

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

<u>CLUBS BY DISTRICT</u>	<u>KEY #</u>	<u>DATE</u>	<u># MEMBERS</u>	<u>ACCOUNTS RECEIVABLE</u>
<u>ALABAMA</u>				
Athens, AL	11663	10-13-86	42	\$ 552.80
Roebuck-Center Point, Birmingham, AL	11563	10-10-86	15	675.30
<u>CALIFORNIA-NEVADA-HAWAII</u>				
Dos Picos, CA	11485	09-25-86	24	302.45
Los Alamitos, CA	10068	09-30-86	8	105.20
McKinleyville, CA	07167	11-11-86	15	199.75
North Bay, Santa Cruz, CA	06796	09-30-86	10	131.50
Torrance, CA	01426	12-01-86	20	255.50
University Park, Los Angeles, CA	02646	12-03-86	12	5.50-
<u>CAPITAL</u>				
Hyattsville, MD	11169	10-01-86	21	276.15
<u>FLORIDA</u>				
Auburndale, FL	10451	09-29-86	6	147.40
Key Biscayne, FL	09469	10-01-86	16	202.90
Lake Square, Leesburg, FL	11564	12-03-86	17	8.56-
South Halifax, FL	07422	09-30-86	12	157.80
St. Petersburg, South, FL	11168	09-29-86	13	105.20
<u>GEORGIA</u>				
South Hall County, GA	07109	09-30-86	10	211.10
<u>ILLINOIS-EASTERN IOWA</u>				
Carol Stream, IL	10612	11-07-86	8	183.20
Fairfield, IL	10783	07-03-86	8	193.20
Lewistown, IL	00947	09-30-86	2	170.95
Ridgewood, Chicago, IL	06919	10-23-86	8	105.20
University Park, IL	11281	03-30-86	17	650.75
<u>INDIANA</u>				
Eastland, Evansville, IN	10470	06-01-86	12	157.80
Indy Airport, Indianapolis, IN	06656	10-27-86	17	-0-
Rensselaer, IN	11190	10-15-86	16	556.00
Rockport, IN	01855	10-15-86	9	215.85
<u>KENTUCKY-TENNESSEE</u>				
Albany, KY	07432	10-01-86	5	-0-
Beaver Valley, Wheelwright, KY	03448	09-30-86	14	175.95
North Clarksville, TN	09802	10-01-86	11	124.00
<u>LOUISIANA-MISSISSIPPI-W. TN.</u>				
Dawn Patrol, Union City, TN	10654	09-30-86	8	105.20
Northeast Louisiana University, Monroe, LA	10631	09-30-86	7	65.75

<u>CLUBS BY DISTRICT</u>	<u>KEY #</u>	<u>DATE</u>	<u># MEMBERS</u>	<u>ACCOUNTS RECEIVABLE</u>
<u>MICHIGAN</u>				
Pontiac Phoenix, MI	03721	09-30-86	18	229.20
<u>MINNESOTA-DAKOTAS</u>				
Golden K Devils Lake, ND	10359	09-29-86	15	197.25
<u>MISSOURI-ARKANSAS</u>				
Gideon, MO	02398	09-29-86	9	118.35
Huttig, AR	11418	08-18-86	22	289.30
<u>NEW JERSEY</u>				
Lawrenceville, NJ	10896	09-05-86	15	197.25
<u>NEW YORK</u>				
Amityville North, NY	06730	11-15-86	11	251.85
Astoria, NY	09858	11-15-86	19	241.38
Baisley Park-Jamaica, NY	11277	11-15-86	9	152.30
Ballston Spa-Burnt Hills, NY	11106	11-15-86	15	310.85
City Island, NY	09011	11-15-86	19	436.00
Dobbs Ferry, NY	02406	11-15-86	5	114.50
East Harlem, NY	10056	11-15-86	24	822.15
East Side Buffalo, NY	06463	11-15-86	10	-0-
Hudson Falls-Kingsbury, NY	11515	11-15-86	27	241.55
Ischua Valley, Franklinville, NY	11697	11-15-86	27	355.05
Long Island City, NY	01849	11-15-86	10	5.22-
Wading River-Shoreham, NY	08296	11-15-86	16	555.90
<u>NEW ZEALAND</u>				
Wellington, New Zealand	06727	10-30-86	7	325.00
<u>OHIO</u>				
Dale-View, Dayton, OH	03309	09-30-86	28	363.70
<u>PACIFIC NORTHWEST</u>				
Alturas, CA	05528	10-01-86	8	188.20
Orchards, WA	06864	10-01-86	14	585.90
Qualicum Beach-Parksville, BC	06586	10-01-86	8	97.70
Southcenter, Tukwila, WA	05857	10-01-86	13	-0-
Treasure Valley, Ontario, OR	07072	10-01-86	12	144.65
<u>PHILIPPINE LUZON</u>				
Alabang	11415	10-01-86	23	345.00
B.F. Homes, Paranaque	09735	10-01-86	19	195.00
Cavite City	08788	09-12-86	16	562.50
Holy Cross Nabua	11495	10-01-86	29	778.75
Paniki	11446	10-01-86	26	767.00
Teresa	10410	10-01-86	20	405.00
<u>ROCKY MOUNTAIN</u>				
Alamosa-Sunrise, Alamosa, CO	11492	10-01-86	13	249.85
Arapahoe, Littleton, CO	06001	10-01-86	13	163.45
<u>SOUTHWEST</u>				
Paradise Valley, Phoenix, AZ	09879	12-03-86	22	229.20
Pebble Hills, El Paso, TX	11585	12-03-86	2	45.80
Loreto, Mexico	09452	12-03-86	8	534.50

<u>CLUBS BY DISTRICT</u>	<u>KEY #</u>	<u>DATE</u>	<u># MEMBERS</u>	<u>ACCOUNTS RECEIVABLE</u>
<u>TEXAS-OKLAHOMA</u>				
Atlanta, TX	11188	09-30-86	13	274.80
Chandler, OK	09458	09-17-86	12	157.80
Tri-City-Sugarland, TX	11108	08-13-86	12	227.80
<u>UTAH-IDAHO</u>				
Harrisville, UT	06972	11-08-86	5	-0-
<u>WISCONSIN-UPPER MICHIGAN</u>				
Mercer, WI	04775	10-01-86	16	206.95
<u>TOTAL:</u>	68			\$17,369.05

B. NEW KIWANIS CLUBS ORGANIZED SINCE THE OCTOBER MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

<u>CLUBS</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Apeldoorn, Netherlands	09-19-86	22
Chalons En Champagne, France	09-30-86	20
Port Lavaca, Texas	09-22-86	25
Meridian Hills, Indianapolis, Indiana	10-01-86	58
Nolan, West Virginia	10-01-86	26
Antipolo West, Philippines	10-01-86	21
Palm Beach International Airport, Florida	10-01-86	25
Bicol Express-Ligao, Philippines	10-01-86	25
May-Nar, Guinobatan, Philippines	10-01-86	20
Teresa East, Philippines	10-01-86	20
Maple Hill, Kansas	10-09-86	27
General Trias, Cavite, Philippines	10-01-86	26
Iberville, Plaquemine, Louisiana	10-14-86	28
Cloquet Area Golden K, Minnesota	10-14-86	26
Temple Golden K, Texas	10-14-86	30
Lusk, Wyoming	10-21-86	26
Barra (Mercedes), Camarines Norte, Philippines	10-16-86	26
Bay Shore-Brightwaters, New York	10-22-86	25
Rancho San Diego, California	10-23-86	25
Spittal an der Drau, Austria	10-03-86	20
L'Erguel, Switzerland	10-20-86	20
Downtown Sunrisers, Seattle, Washington	10-28-86	25
Pleasanton, California	10-28-86	30
Moss Bluff, Louisiana	10-29-86	34
Nausori, Fiji	10-28-86	39
New Washington, Philippines	10-25-86	24
Villavicencio-Centro, Colombia	11-05-86	28
Quinlan, Texas	11-04-86	34
Susquehanna Trail-Shamokin Dam, Pennsylvania	11-06-86	29
Brodhead Golden K, Wisconsin	11-11-86	26
Copiague, New York	11-13-86	39
Bula, Camarines Sur, Philippines	11-15-86	22
Johnston, Iowa	11-19-86	27
Tonto Basin, Arizona	11-18-86	33
West Jefferson County, Bessemer, Alabama	11-20-86	27
Dasmarinas, Cavite, Philippines	11-21-86	25

<u>CLUBS</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Manly-Wirringah, New South Wales	11-24-86	20
Indianapolis-Crossroads, Indiana	11-26-86	38
West Putnam, Florida	11-25-86	26
Montreal Rive-Sud, Quebec	11-25-86	27
Chailly-Lausanne, Switzerland	10-22-86	26
Greze Doiceau, Belgium	10-22-86	20
Saint-Marcellin-Vieuvre-Vercors, France	11-21-86	20
Rochelle Golden K, Illinois	12-04-86	28
Metro Bacolod, Philippines	12-02-86	25
Calinan, Philippines	10-18-86	24
Kooyong, Victoria, Australia	12-08-86	21
Fuquay-Varina, North Carolina	12-17-86	29
Central, Korea	12-23-86	20
Bordeaux-Quinconces, France	12-16-86	22
Valliant, Oklahoma	12-29-86	30
Holland Evergree, Michigan	01-06-87	28
Astoria-Long Island City, New York	01-07-87	25
Galena, Illinois	01-07-87	30
Islips (The), New York	01-13-87	30
Tamesis, Colombia	01-05-87	22
Martigues Cote Bleue, France	01-05-87	29
Elbeuf, France	01-07-87	21
Moorefield, West Virginia	01-13-87	25
New Cumberland, Pennsylvania	01-13-87	25
Monticello, Illinois	01-13-87	26
Seal Beach-Coast Line, California	01-14-87	27
Osceola, Kissimmee, Florida	01-15-87	28
Bay Roberts and Area, Newfoundland	01-14-87	29
Vigevano E Lomellina, Italy	01-13-87	21
<u>TOTAL</u> 65		

C. KIWANIS CLUBS REACTIVATED SINCE THE OCTOBER MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

<u>CLUBS</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Gateway City (The), Florida	10-17-86	18
<u>TOTAL:</u> 1		

D. CLUBS MERGED SINCE THE OCTOBER MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

<u>CLUBS</u>	<u>DATE</u>	<u>MEMBERSHIP</u>
McIntosh Trail-Peachtree City, Georgia	10-01-86	12
Riverside Biscuit-Eaters, Baton Rouge, LA	10-06-86	19
<u>TOTAL:</u> 2		

E. CLUB INCORPORATIONS

Scott County, Georgetown, KY
 East Mesa, AZ
 Foley, AL
 Naples EAst, FL
 Matsqui, Sumas, Abbotsford Golden K, BC
 Pleasant Hill, CA
 Scripps Mira Mesa, San Diego, CA

CLUB INCORPORATIONS

North Brevard, Titusville, FL
Clarke County, Berryville, VA
Sun Country De Las Cruces, NM
Hamilton, AL
Kinston, Golden K, NC
Cape Coral North, FL
Astor, FL
Jeannette, PA
Palm Beach Gardens, FL
Elizabeth City Golden K, NC
Rancho Bernardo, CA
Billings Downtown Golden K, MT
Acadiana-Lafayette, LA
Lady Lake, FL
Muscle Shoals, AL
Highland, CA
Montrose, CO
Lake Seminole, FL
Golden K Hendersonville, NC
Bethony-Brooke Hills, WV
Beaufort, SC
Columbia, KY
Lahaina, HA
Oak Lawn Area Golden K, IL
Chester, VA
Franklin Park-Breakfast, IL
Woodstock Golden K, IL
Baton Rouge, Mid-City, LA
Sesser, IL
Golden K South Bend, IN
Golden K Decatur, IL
Golden K Athens, Ga
Pungo-Virginia Beach, VA
Cloverdale, Etobicoke, ON
Fresno Airport/Sunnyside, CA
West Boca Raton, FL
Boseman, MT
Tonkawa, OK
Barefoot Bay, Sebastian, FL
Starke, FL
Homestead-South Dade, FL
Casselberry, FL
Oolitic, IN

F. CLUB NAME CHANGES

From: Greater Dennis, Cape Cod, MA
To: Dennis-Yarmouth, MA

From: Detroit-Riverside, MI
To: Grosse Pointe-Riverside, MI

From: Baytown, Villas, NJ
To: Lower Township, NJ

From: South El Monte, CA
To: Friendly Cities, Greater El Monte, CA

CLUB NAME CHANGES

From: Greater Dublin, CA
To: Tri Valley/Dublin, CA

From: Bernards Township, NJ
To: Somerset Hills, NJ

From: Merle Hay, Des Moines, IA
To: Merle Hay, Urbandale, IA

From: Saint Petersburg, FL
To: St. Petersburg, FL

From: Metz, France
To: Metz-Doyen, France

G. CANCELLED MEETING

None

H. DISTRICT BYLAW AMENDMENTS

None

I. CLUB STATUS IN LITIGATION

None

J. CIRCLE K CLUBS COMPLETED SINCE OCTOBER REPORT

NEW CLUBS

Baptist College at Charleston
East Central State University
Macomb Community College

SPONSOR

Charleston, SC
Ada, OK
Sterling Heights & Warren, MI

K. KEY CLUB COMPLETED SINCE OCTOBER REPORT

KEY CLUBS

Wethersfield High School
Boyertown Area Senior High School
Aucilla Christian Academy
Beverly High School
Woodhaven High School
Herkimer Senior High School
St. Vincent's de Paul High School
Columbus North Senior High School
Academy of the Resurrection High School
The Cleveland Magnet School of Science
Sammamish High School
The Benhamin School
Milford High School
Columbus Briggs High School
LaCueva High School
West Fargo High School
Montgomery County High School
Mount St. Michael High School

KIWANIS SPONSOR

Kewanee, IL
Boyertown Area, PA
Monticello, FL
Beverly, MA
Woodhaven, MI
Herkimer, NY
Petersburg Breakfast, VA
Columbus Meridian, IN
White Plains, NY
Cleveland, OH
Bellevue, WA
Palm Beach Gardens, FL
Milford, OH
Westgate, OH
Coronado, Albuquerque, NM
Fargo Rough Riders, ND
Mt. Sterling, KY
Morris Park, Bronx, NY

KEY CLUBS

Auburn High School
Lourdes High School
Edward H. White High School
Wellington C. Mephram High School
Battery Creek High School
Bloomfield High School
Duarte High School
Canaan Memorial High School
Brunswick High School
Deep Creek High School
Roseville High School
Yuma High School
Columbus Alternative High School
Siver Bluff High School
Cabrini High School
Belleville High School
Roncalli High School
Holbrook High School
Chaparral High School
Queens College
West Nottingham Academy
East Union High School
Roy Miller High School
Shiloh High School
South Grenville District High School
Sunnyslope High School
Wadley High School
Wayne Memorial High School
Newbury Park High School
Royal High School
Tecumseh High School
Armstrong High School
Durham High School
Ipswich High School
Livingston High School
Rhinelanders High School
Berea High School
Tokay High School
Eastland High School
Gateway Senior High School
New Smyrna Beach High School
Union Pines High School
Monterey High School
Madison County High School
Stonewall Jackson Sr. High School
Pueblo East High School
Virginia Episcopal School
The Harrisburg Academy High School
Mary Star of the Sea High School
Harts High School
Educational Dynamics Inc. High School
Huntington High School
Edmond North Mid High School

TOTAL 71**KIWANIS SPONSOR**

Montgomery County, Blacksburg, VA
Royal City, Guelph, ON, Canada
Westside Jacksonville, FL
The Bellmores, NY
Beaufort, SC
Bloomfield, NM
Duarte, CA
Colebrook, NH
Brunswick, OH
Chesapeake, VA
Roseville, CA
Yuma, AZ
Northern Columbus, OH
Aiken, SC
New Orleans, LA
Belleville, WI
Golden K, Manitowoc, WI
Holbrook Painted Desert, AZ
Las Vegas, NV
Bridgetown, Barbados
Elkton, MD
Manteca Sunrise, CA
Corpus Christi Bay, TX
Snellville Area, GA
Prescott, ON, Canada
Sunnyslope, AZ
Wadley, AL
Westland, MI
Thousand Oaks, CA
Simi Valley, CA
Tecumseh, MI
Richmond, VA
Greater Chico, CA
Ipswich, MA
Livingston, TX
Rhinelanders, WI
Greenville, SC
Greater Lodi, CA
Eastland, TX
Greater Monroeville Area, PA
New Smyrna Beach, FL
The Sandhills, Morre County, NC
Southwest Lubbock, TX
Madison, FL
Manassas, VA
South Front Range, CO
Lynchburg, VA
Cumberland County, PA
San Pedro, CA
Chapmanville, VA
Escondido, CA
Southwest Shreveport, LA
Edmond Breakfast, OK

L. INCORPORATION OF KIWANIS CLUB OR DISTRICT FOUNDATIONS

None

CHARTER II LIST SEPTEMBER 1986-DECEMBER 1986

ALABAMA

09470	Lee County, Auburn, Alabama	September 1986
05388	Roanoke, Alabama	December 1986

AUSTRALIA

10985	Bendigo	September 1986
-------	---------	----------------

ANDEAN & CENTRAL AMERICA

09570	El Dorado, Bogota, Colombia	September 1986
-------	-----------------------------	----------------

CALIFORNIA-NEVADA-HAWAII

04735	El Camino, California	September 1986
03063	Kearny, California	September 1986
06451	Ceres, California	September 1986
08500	Greater Garden Grove, California	October 1986
11267	West Hemet, California	October 1986
04139	East San Jose, California	October 1986
05142	Ridgecrest, California	October 1986
03367	Northridge, California	November 1986
05071	West Covinia, California	November 1986
01282	East Hollywood-Los Feliz, California	December 1986
06763	South Placer, California	December 1986

CAPITAL

11565	Downtown Wilmington, Delaware	November 1986
04042	Mount Vernon, Fairfax County, Virginia	November 1986
10861	North Bethesda, Maryland	December 1986

CAROLINAS

03467	Pittsboro, North Carolina	September 1986
07180	Cumberland-Fayetteville, North Carolina	November 1986
02138	McColl, South Carolina	November 1986
11525	Chapel Hill-Tar Heel Golden K, North Carolina	December 1986

EASTERN CANADA & THE CARIBBEAN

02768	North Bay, Ontario	September 1986
05964	Aruba, West Indies	October 1986
06078	Flower City, Brampton, (The), Ontario	December 1986
05168	Lake St. Louis, Royal Mount, Quebec	December 1986

FLORIDA

10471	Tallahassee Westside, Florida	September 1986
09358	Lake Jackson, Florida	September 1986
05445	Tampa-International Airport, Florida	September 1986
08130	Central Broward, Fort Lauderdale, Florida	November 1986
05092	Indiantown, Florida	December 1986
10984	Bellevue, Florida	December 1986

GEORGIA

10986	Galleria-Atlanta, Georgia	September 1986
09089	Dekalb County, Georgia	September 1986
06040	Jonesboro, Georgia	September 1986
02282	Rockmart, Georgia	December 1986

ILLINOIS - EASTERN IOWA

06022	Elk Grove, Illinois	October 1986
02001	Montclare-Elmwood Park, Illinois	November 1986
02069	Toledo, Illinois	November 1986

INDIANA

07837	Kokomo Sunrises, Indiana	September 1986
08677	North Vernon, Indiana	September 1986
07708	Hobart, Indiana	September 1986
01180	East Chicago, Indiana	October 1986
03200	Irvington, Indianapolis, Indiana	November 1986

KENTUCKY-TENNESSEE

08925	South Bristol, Tennessee	September 1986
05605	Southtown, Owensboro, Kentucky	September 1986

LOUISIANA-MISSISSIPPI-WEST TENNESSEE

10197	University Center, Jackson, Mississippi	October 1986
05509	Columbus, Magnolia, Mississippi	October 1986
11372	Starkville Breakfast, Mississippi	November 1986
04393	Blanchard, Louisiana	November 1986
01799	West Point, Mississippi	December 1986

MICHIGAN

10519	Haslett, Michigan	October 1986
00011	Bay City, Michigan	November 1986

MINNESOTA-DAKOTAS

06364	Capital City, Bismarck, North Dakota	October 1986
05114	Westbrook, Minnesota	December 1986

MISSOURI-ARKANSAS

05138	Republic, Missouri	October 1986
02072	Southwest, Saint Louis, Missouri	November 1986
10524	Crown Center, Kansas City, Missouri	December 1986

NEBRASKA-IOWA

06459	Hy-Noon, Ottumwa, Iowa	October 1986
03635	Armstron, Iowa	November 1986
11367	South Tama Country, Iowa	November 1986
10047	Pella Early Risers, Iowa	November 1986
00925	Tecumseh, Nebraska	December 1986

NEW ENGLAND

02442	Middleborough, Massachusetts	October 1986
01791	Standish, Maine	October 1986

NEW YORK

06548	Groveland, New York	September 1986
10175	Cassadaga Valley, New York	September 1986
04766	Maine, New York	September 1986
10864	Lefferts-Liberty, Queens County, New York, NY	December 1986

NEW ZEALAND

07139	Port Vila, New Zealand	September 1986
-------	------------------------	----------------

OHIO

00572	Lisbon, Ohio	September 1986
06534	Catawba Island, Port Clinton, Ohio	December 1986
10446	Canal Fulton, Ohio	December 1986

PACIFIC NORTHWEST

09198	Cordova Bay, British Columbia	September 1986
04720	Redmond, Washington	October 1986
09509	McKenzie River, Springfield, Oregon	October 1986
11085	Southeast Tacoma, Washington	November 1986
09350	Boulevard, Vancouver, Washington	December 1986

PENNSYLVANIA

08975	Golden K, Erie, Pennsylvania	September 1986
04567	Hermitage, Pennsylvania	September 1986
03869	Sommerset, Pennsylvania	September 1986
11511	Tyrone, Pennsylvania	October 1986
01354	Charleroi, Pennsylvania	November 1986
05748	New Stanton, Pennsylvania	November 1986
05828	City Line, Pennsylvania	December 1986

PHILIPPINE LUZON

11475	Cainta Greenpark, Cainta, Rizal, Philippines	October 1986
-------	--	--------------

ROCKY MOUNTAIN

11359	Energy Capital, Gillette, Wyoming	October 1986
09040	Skyline, Longmont, Colorado	December 1986

SOUTHWEST

05387	East Mesa, Arizona	September 1986
11166	Las Vegas Sangre De Cristo Sunrise, New Mexico	October 1986
10267	Vista Hills, El Paso, Texas	October 1986

TEXAS-OKLAHOMA

04435	Portland, Texas	September 1986
01733	Sayre, Oklahoma	September 1986
09508	Hewitt, Texas	September 1986
07046	Whitehouse, Texas	September 1986
07343	Corpus Christi Bay, Texas	November 1986
11146	Broken Arrow, Oklahoma	November 1986
05757	Bowie, Texas	November 1986
05325	Walter, Oklahoma	December 1986
03842	Lampasas, Texas	December 1986

WEST VIRGINIA

06265	Bridgeport, West Virginia	October 1986
11561	Welch, West Virginia	November 1986

WESTERN CANADA

03627	Atikokan, Ontario	November 1986
01230	Saint Boniface-Saint Vital, Manitoba	November 1986
07585	Shaunavan, Saskatchewan	November 1986

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

January 23-27, 1987

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

Committee Chairman: Robert L. McCurley, Jr.

Staff Liaison: Andrew C. Tinker

At the Board's request we have drafted amendments to the Kiwanis Constitution and Bylaws pursuant to the "Administrative Resolution" adopted at the Kiwanis Annual Convention, June 24, 1986, in Houston.

We propose these revisions as one amendment to provide for an electoral region plan for representation on the Board of Trustees. This revision will become effective October 1, 1988, and will govern the electoral procedures at the 1988 Annual Convention.

The Committee recognizes that the plan governs representation for so long as the United States maintains 70% or more of the certified paid membership.

We appreciate the guidance given us by Past-President Don Williams, President Frank DiNoto and President-elect Tony Kaiser who assisted us in understanding the intent of the Kiwanis International Board who proposed the "Administrative Resolution."

Respectfully submitted,

Mark Arthur
Richard Leahy
Fay McDonald
Albert Tully
Robert L. McCurley, Jr., Chairman

Enclosures

SUMMARY

CONSTITUTION AND BYLAW AMENDMENTS

OF THE

ADMINISTRATIVE RESOLUTION

Part 1 (Art. VIII, Sec. 1 of Const.) BOARD OF TRUSTEES

Board:

President
President-elect
Immediate Past President
(2) Vice-Presidents
Treasurer
(12) Trustees

guaranteed

(12) Region I United States
(1) Region II Eastern Canada and Caribbean and Western Canada
(1) Region III Europe
(1) Region IV Asia-Pacific
Region V Rest of the world
(1) (From Regions II, III, IV, or V, at large)

one board member per district

one dark year off board after district member leaves board except, when
necessary to fill a guaranteed seat

Region V has a guaranteed seat when membership reaches 2.5% for 2 consecutive years

Future Apportionment

<u>Region I</u>	<u>Non-U.S. Guaranteed Seats</u>
Greater 85%	4
85 > 80	4
80 > 75	5
75 > 70	6
70 or less	new plan

Part 2 (Art. X, Sec. 5 of Const.) CONVENTIONS

Each non-U.S. region elects its own guaranteed board members.

Part 3 (Art. XI, Sec. 3(a) of Bylaws) NOMINATION AND ELECTION OF OFFICERS

Nomination conference consists of 3 representatives from each district.

Part 4 (Art. XI, Sec. 3(b) of Bylaws) [same]

Quorum from district delegation.

Part 5 (Art. XI, Sec. 3(g) (2) of Bylaws) [same]

Region I: Secretary shall certify the number of trustee positions available for the region plus 3. The conference shall nominate no more than this number.

Regions II, III, and IV: guaranteed representative shall be selected in each region.

The conference shall submit 1 or 2 names for election to a one year term.

Part 6 (Art. XI, Sec. 3(h) of the Bylaws) [same]

clarify language but no substantive change.

Part 7 (Art. XI, Sec. 3(i) of the Bylaws) [same]

clarify language but not substantive change.

Part 8 (Art. XI, Sec. 8 of the Bylaws) [same]

Regions II, III, or IV guaranteed trustees shall be presented in the conference on nominations report and declared elected by the President.

Part 9 (Art. XI, Sec. 9 of the Bylaws) [same]

Election of at large nominee from Region II, III, IV, or V.

Part 10 (Art. XI, Sec. 11 of the Bylaws) [same]

Vacancy on the Board during first year of a two year term results in an election for a one year term.

Part 11 (Art. XII, Sec. 4 of the Bylaws) VACANCIES IN OFFICE

Vacancies are filled by the Board of Trustees subject to the provisions for guaranteed representation.

Part 12 (Art. XII, Sec. 5 of the Bylaws) [same]

Vacancies in Regions not represented by its minimum guaranteed seats shall be filled by the Regions.

Part 13 Effective Date

October 1, 1988

shall govern elections at the 1988 convention.

January 22, 1987

This amendment to the Constitution and Bylaws of Kiwanis International provides for an electoral regional plan for representation on the Board of Trustees, which will become effective October 1, 1988, and includes the nomination and election procedures at the 1988 Annual Convention.

Part 1. Amend Article VIII, Section 1, of the Constitution of Kiwanis International by deleting the present Section 1 and substituting a new Section 1 as follows:

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. For the purpose of providing representation on the Board of Trustees, Kiwanis International shall be divided into five (5) electoral regions as follows:
 - (1) Region I - All districts which include one or more of the 50 states of the United States.
 - (2) Region II - Eastern Canada and the Caribbean District and Western Canada District.

(3) Region III - Europe, including all European Districts.

(4) Region IV - Asia-Pacific Area which includes the Districts of Australia, Japan, New Zealand, Philippine Luzon, Philippine South, and Republic of China.

(5) Region V - All other areas of the Kiwanis world.

(6) All non-districted clubs and provisional districts shall be attached to a region designated by the Board of Trustees.

(7) 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 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.

(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 at any one time.

- 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 within 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 2 consecutive years, the Board of Trustees of Kiwanis International 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</u>	<u>Number of Non-United States</u>
<u>Certified Paid Membership</u>	<u>Guaranteed Seats</u>
Greater than 85%	4
85% and 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.

Part 2. Amend Article X, Section 5 of the Constitution of Kiwanis International by deleting the present Section 5 and substituting a new Section 5, as follows:

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.

Part 3. Amend Article XI, Section 3(a) of the Bylaws by deleting the present Section 3(a) and substituting a new Section 3(a), as follows:

a. The conference shall consist of three (3) registered delegate representatives from each of the several districts 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 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, 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.

Part 4. Amend Article XI, Section 3(b) of the Bylaws by deleting the present Section 3(b) and substituting a new Section 3(b), as follows:

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.

Part 5. Amend Article XI, Section 3(g)(2) of the Bylaws by deleting the present Section 3(g)(2) and substituting a new Section 3(g)(2), as follows:

(2) The conference shall next proceed to consideration of candidates for the office of Trustee.

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 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 highest 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 highest number of votes shall be submitted by the conference 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.

Part 6. Amend Article XI, Section 3(h) of the Bylaws by deleting the present Section 3(h) and substituting a new Section 3(h), as follows:

(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.

Part 7. Amend Article XI, Section 3(i) of the Bylaws by deleting the present Section 3(i) and substituting a new Section 3(i) as follows:

(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.

Part 8. Amend Article XI, Section 8, of the Bylaws of Kiwanis International by deleting the present Section 8 and substituting a new Section 8, as follows:

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 first.

Part 9. Amend Article XI, Section 9, of the Bylaws of Kiwanis International by deleting the present Section 9 and substituting a new Section 9, as follows:

Section 9. The nominees for Trustees for regular two-year terms, except those whose election has been provided for in Section 8 above, receiving the highest number of votes shall be declared elected. When necessary to fulfill the requirements of guaranteed representation for the at-large position or positions of Trustee from Regions I, II, III, IV, or V as provided in Article VIII Section 1 c(1) or 1 c(2) of the Constitution, the nominee from Region I or Region II, III, IV, or V receiving the highest 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.

Part 10. Amend Article XI, Section 11, of the Bylaws of Kiwanis International by deleting the present Section 11 and substituting a new Section 11, as follows:

Section 11. 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.

Part 11. Amend Article XII Section 4 of the Bylaws of Kiwanis International by deleting the present Section 4 and substituting a new Section 4 as follows:

Section 4. 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.

Part 12. Amend Article XII Section 5 of the Bylaws of Kiwanis International by deleting the present Section 5 and substituting a new Section 5 as follows:

Section 5. 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, of the Constitution, the said Region shall certify to 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.

Part 13. The nomination and election of the Board of Trustees as proscribed in this amendment shall be effective for elections at the 1988 Annual Convention. The amendment shall otherwise be effective October 1, 1988. Sections deleted by this amendment shall be omitted from the Constitution and Bylaws after the effective date of this amendment.

REPORT OF BOARD COMMITTEE ON EDUCATION AND LEADERSHIP DEVELOPMENTTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESJanuary 23-27, 1987

Dates of Committee Meeting: January 24-25, 1987

Place of Committee Meeting: International Office

Present: Members - Morton O. Alper, C. A. Dillon, Jr., John D. Morton, Sr.
Chairman - J. Donovan Jackson
Staff - Larry J. Horney, John E. Johnson, A. G. Terry Shaffer

Back-up Trainers

Committee reviewed the advantages and disadvantages of several alternative approaches to providing qualified emergency back-up trainers should neither John Johnson nor Larry Horney be able to meet 1987 commitments to provide the Leadership Training Program for club presidents-elect.

One option explored was to hire an additional professional trainer. The Committee did not believe that the back-up training role justified the cost of additional staff at this time. Utilization of outside consultant/trainers was also rejected on the basis of cost.

Another alternative examined by the Committee was for staff to locate and train up to three volunteer regional training coordinators. While the Committee finds significant merit in this concept for the long-term success and vitality of the program, disadvantages exist in utilizing this approach to meet 1987 back-up trainer needs. In addition to added costs, significant staff time would be required during the next two months to prepare professional trainer materials. The Committee feels that staff should focus on its previously established commitments.

A third alternative was to train selected staff to serve in a back-up role. This would eliminate additional costs. Inhouse staff will be available on a continuing daily basis for required training as trainers. They are willing to serve on an emergency basis and will have access to existing materials.

The Committee suggests that selected staff be trained to assume this back-up role in 1987 and that the volunteer regional training coordinator concept be explored for possible implementation in fiscal year 1987-88.

Governors-elect Training Conference

The Committee reviewed the agenda for the 1987 Governors-elect Training Conference. In addition to some modifications and adjustments to the agenda developed by the Committee in December, discussion centered on a proposed three hour session on growth recently developed by staff. Once the elements of this session are firmly in place, the Committee requested a final review of the agenda prior to distribution of the printed program. The Committee wishes to express its gratitude to President-elect Tony for his active participation in the formulation of the conference plan.

Education Department Activities Report

The Committee reviewed major departmental activities which have occurred since the October meeting of the Kiwanis International Board of Trustees, and previewed major activities scheduled between now and September 1987.

Long Range Plan

The Committee reviewed the Long Range Plan of the Education Department, and commends staff for the addition of a "Resource Needs" column which projects estimated costs and manhours for each action statement. The Committee noted that projected costs for all fiscal year 1986-87 actions are contained in the existing department budget. It is suggested that the Long Range Plan should indicate beside each projected cost item if the expense is new or existing. The Committee suggested delay in implementation of Action Strategy IV (newsletter) until fiscal year 1987-88.

Survey of Kiwanis Leadership

The Committee reviewed preliminary results from a survey of Kiwanis leaders pertaining to the selection of Kiwanians to be trained as trainers. Early returns indicate a strong perception that current Kiwanis training at the district and division levels is only in the good to mediocre range, and a feeling by a majority of respondents that the leadership skills of both lieutenant governors and club presidents are in need of improvement. Early returns also indicate a genuine excitement worldwide about the Leadership Training Program for club presidents-elect.

Guidebook for Kiwanis Club Presidents

The Committee received and briefly reviewed a rough draft of the Guidebook for Kiwanis Club Presidents which is being developed by the Education Department staff. The International Committee on Education is currently reviewing this draft.

Other

The Committee also reviewed information packets sent to the district coordinators of the Leadership Training Program for club presidents-elect in each of this year's participating districts, and reviewed materials from the International Committee on Education and the International Committee on Leadership Development.

Respectfully submitted,

MORTON O. ALPER
C. A. DILLON, JR.
JOHN D. MORTON, SR.
J. DONOVAN JACKSON, Chairman

Date of Committee Meeting: January 24, 1987

Place of Committee Meeting: International Office

Present: Members - Kurt K. Huber, M.D., Anton J. Kaiser
Avelino V. "Beling" Tanjuakio
Chairman - Donald E. Williams
Staff - W. Thomas Nelson, Jr.

The Committee discussed the scope of its responsibilities as broadly provided for in Board Procedure 112.5. In accordance with the Procedure, the Committee's overall objective during the course of the year is to develop a working plan for dealing with all phases of International Extension. Initially, however, the Committee will focus on the development of a standardized approach to both new club building in extension areas and the maintenance of existing clubs through uniform application of support services and programs. The Committee expects to bring a number of specific recommendations in this regard to the May Board meeting.

The Committee reviewed the updated list of Kiwanis nations. (See Exhibit A) Two new nations - Papua New Guinea and Fiji - joined the Kiwanis family during the 1985-86 administrative year.

The Committee noted that eight nations remain on the list even though the charters of the clubs in those nations have been previously revoked.

The Committee recommends that Nicaragua, El Salvador, Thailand, Belize, Guatemala, Ghana, Jordan, and Greece be deleted from the list of Kiwanis nations.

I move that Recommendation #1 be adopted.

(Adopted)

Finance: No effect.
Procedure: In compliance.

Recommendation #2:

The Committee recommends that a new Procedure 402(d) be adopted which reads as follows:

- d. When the charter of the last or only club in a Kiwanis nation is revoked, that nation shall also be simultaneously deleted from the list of Kiwanis nations.

I move that Recommendation #2 be adopted.

(Adopted)

Finance: No effect.
Procedure: New Procedure.

Recommendation #3:

The Committee recommends that a new Procedure 402(e) be adopted which reads as follows:

- e. For purposes of approving extension, former Kiwanis nations shall be evaluated by the same criteria as any new nation.

I move that Recommendation #3 be adopted.

(Adopted)

Finance: No effect.
Procedure: New Procedure.

Additionally, staff was requested to determine the status of the Calcutta-India club and of Kiwanis in India as a whole.

Together with President Frank, the Committee studied two persistent difficulties related to approval for extension and to presentation of charters in extension nations and concluded that an amendment to the Board's Policies would provide necessary clarification and direction in the future.

Recommendation #4:

The Committee recommends that Board Policy B be amended to provide for a new section (8) which reads as follows:

Policy

B. International Administration

8. Extension of Kiwanis

- a. No Kiwanis club shall be formed in any new nation or area, unless such

nation or area has first been approved by the Board of Trustees of Kiwanis International.

- b. For clubs formed in non-districted areas, the President of Kiwanis International shall appoint the person authorized to present the club charter. Consideration will be given to financial costs, and generally such person so designated will be a Kiwanis International Accredited Representative.

I move that Recommendation #4 be adopted.

(Adopted)

Finance: No effect.

Procedure: In compliance.

Policy: Amended Policy

Language and Translation

The Committee believes that if Kiwanis is truly concerned about growth in extension areas, then certain basic Kiwanis programs and education materials must be translated into the primary languages of the various extension nations.

The Committee reviewed the current distribution of languages throughout the Kiwanis world (See Exhibit B) and noted that 75% of our nations and territories and perhaps 90% of our members are currently served by English, Spanish, and French.

The Committee also developed a proposed core group of basic education and program materials. It believes these are essential to the proper functioning of any Kiwanis club and must be made available in that club's primary language. This group includes:

1. President's Manual (abbreviated along KI-E lines)
2. Secretary's Manual
3. "What is Kiwanis?" and "We Build-Together" Brochure
4. Proposal for Membership
5. Membership Information Blank
6. Attendance Rules Bulletin
7. Standard Form of Club Bylaws
(If attached to a district, the District's Bylaws - provided by district)
8. Kiwanis International Constitution and Bylaws
9. MEP Fact Brochure
10. BKO (as substitute to Magazine)
11. Translated Examples of Official Forms Semi-annual Dues, Roster, Monthly Report Forms, Convention Registration Form
12. Any Crucial News Releases
13. Club Charters
14. Membership Certificates

The Committee next reviewed the current status of these 14 items in terms of their translation into the 16 Kiwanis languages. (See Exhibit C) The Committee noted that considerable work remains to be done in providing properly translated materials.

In this regard, the Committee reviewed the projected costs of translating the remainder of the core group into the existing Kiwanis languages. (See Exhibit D)

While costs would be substantial, the Committee believes properly translated materials are indispensable to effective Kiwanis extension and that we must move forward in making translated materials available throughout the Kiwanis world.

Accordingly, staff was requested to prepare for presentation a three year phased-in program of translated materials for possible Board action at the May, 1987 meeting.

Review of 1986-87 International Extension Plan

The Committee reviewed Action Strategy II - New Club Building - Outside North America - of Kiwanis Strategic Plan. It was noted that, with the exception of the Republic of Korea, all action statements relative to field operations are implemented and that the overall 1986-87 non-North American new club building goal should be realized.

The Committee considered it particularly noteworthy that both the Australia and New Zealand Districts have responded very positively to the addition of part time field service representatives. Our FSR's in these two nations are not only getting consistent support from their districts leadership and clubs, but members are pleased with what they view as a very tangible new service from Kiwanis International.

Republic of Korea

The Committee reviewed various reports from the Republic of Korea and noted that the Provisional District has made little new progress toward full district status since last summer. Staff reported that it will not rehire a new field service representative, but will begin reimbursing the District for actual expenses up to \$500 US for each new club built (which is the current Board-approved practice in non-districted areas). Additionally, staff will continue to provide any follow-up service and support as requested. Finally, staff was requested to once again remind Governor Kim and Governor-elect Chae of the Board's deadline of October 1, 1988 for reaching full district status. Korea's Board Counselor, John Morton, concurred with this overall approach.

Republic of China

Staff reported no new material developments in the Republic of China. Discussion with the district leadership and our lawyers in Taipei relative to a number of administrative matters will continue and a follow-up staff visit to Republic of China may take place in conjunction with the 1987 Asia-Pacific Conference.

Africa

The Committee reviewed a number of matters relative to Africa. First, responses to a call for an All-Africa Kiwanis meeting similar to those of recent years was so poor that plans have been postponed indefinitely. Second, the question of who is best positioned to coordinate African growth - Kiwanis International or Kiwanis International-Europe - was addressed and will be followed up on in May. Third, the Committee noted that Kiwanis still does not have a comprehensive plan regarding both growth in Africa and future administrative structures, nor does current staff have any direct experience in African affairs. A related question of particular concern is this: how does Kiwanis International propose to provide education and training to officers in non-districted areas such as Africa (also Singapore, Malaysia, etc.). Staff was requested to address this issue prior to the May meeting.

Field Service Representative - Australia

The Committee was apprised of an opportunity to appoint a second part time Field Service Representative in Australia to work the area between Melbourne and Adelaide as well as the state of Tasmania. It was noted that the addition of a second FSR will further facilitate the substantial growth underway in that District.

Recommendation #5:

The Committee recommends the appointment of a field service representative in Australia effective March 1, 1987 at a total cost for salary and expenses of \$9,000 US for the remainder of the 1986-87 administrative year and that \$3,200 currently in 05-110-12 and \$6,000 in 05-106-05 for the 1986-87 budget in support of a Korean FSR, which will not be used, be allocated to 05-110-18 and 05-106-09 to cover this expenditure.

I move that Recommendation #5 be adopted.

(Adopted)

Finance: Transfer among 05 line items with no net effect.
Procedure: In compliance.

Effectiveness of Major Emphasis Program Presentation in Extension Selling

The effectiveness of the Major Emphasis Program outside North America was considered. In general, the Committee determined that most Major Emphasis Programs are sufficiently broad to be of appeal in any part of the Kiwanis world. The Major Emphasis Program slide presentation, however, has frequently been ineffective because of a predominance of North American references, suggested programs and support organizations, and even slang.

The Committee suggests that staff seek to eliminate North American biases from the Major Emphasis slide presentation and, as a further step toward internationalization, consider making several versions of the slide show,

each with special appeal to various regions of the Kiwanis International world - KI-E, ASPAC, etc.

Philippine South

The Committee reviewed reports from a number of sources relative to the deteriorating situation in the Philippine South District. The number of clubs and members continues to decline. Communications with the district thus far has been non-existent, and the district's leadership is young and inexperienced. The Committee will continue to monitor the situation in the months ahead. Additionally, it was suggested that Philippine Field Service Representative Bill Santos devote more of his time to the South.

Feasibility of Regional Office

Staff reported on its preliminary study of the feasibility of opening one or more additional regional offices in the future. (See Exhibit E) The Committee noted that while criteria for site selection have been developed, considerable work remains to be done in determining the optimum administrative arrangement for such offices as well as their cost effectiveness. Staff will continue to address this question as part of the larger task of developing a comprehensive International Extension Program.

Associate Sponsor Program

Staff reported that the Associate Sponsor Program, under which North American clubs assist new extension clubs by purchasing their gong, gavel, banner, flag set, and secretary's kit, has fallen into disuse in recent years. Staff is attempting to renew the program, but initial efforts have met with little success. Additional promotional efforts are planned in the months ahead as well as a possible display at the 1987 Convention. It was also noted that the shipping of these items in the past has frequently been plagued by delays, customs problems, high duties, and insurance difficulties. Staff is investigating ways of minimizing these obstacles in the future. In light of projected non-North American growth in the years ahead, the Committee believes every effort should be made to revitalize this program.

Rates of Exchange

The Committee received information that Rotary International periodically sets fixed rates of exchange by which non-United States clubs settle their financial obligations and make contributions to the Rotary Foundation. This approach stands in contrast to the Kiwanis policy as provided in our Constitution, Article XII, Section 7, which requires each club to buy U.S. dollars at the going rate. Since this is an ongoing source of concern to many non-North American Kiwanians, the Committee requested staff to further investigate this matter with Rotary.

Criteria for Evaluating New Kiwanis Nations

The Committee continued to consider proposed criteria for evaluating future Kiwanis nations and intends to bring a proposal for greatly expanded and clarified criteria in Board Procedure 402 to the May Board meeting.

Respectfully submitted,

KURT K. HUBER, M.D.
ANTON J. KAISER
AVELINO V. "BELING" TANJUAKIO
DONALD E. WILLIAMS, Chairman

January, 1987

KIWANIS COUNTRIES IN ORGANIZATIONAL ORDER, LANGUAGE SPOKEN, AND FIRST CLUBS

1. UNITED STATES	English	Detroit, Michigan - January 21, 1915
2. CANADA	English, French	Hamilton, Ontario - November 1, 1916
3. MEXICO	Spanish	Tijuana - April 17, 1962
4. BAHAMAS	English	Nassau - December 13, 1962
5. AUSTRIA	German	Vienna - February 25, 1963
6. SWITZERLAND	German, French and Italian	Basel - April 1, 1963
7. BELGIUM	French, Dutch (Flemish)	Brussels - April 9, 1963
8. GERMANY	German	Frankfurt/Main - December 9, 1963
9. NORWAY	Norwegian	Oslo - January 10, 1964
10. ICELAND	Icelandic	Reykjavik-Hekla - January 14, 1964
11. JAPAN	Japanese	Tokyo - January 24, 1964
12. JAMAICA	English	Kingston - March 24, 1964
13. PHILIPPINES	English	Manila - July 11, 1964
14. NETHERLANDS ANTILLES	English, Dutch	Curacao - August 1, 1964
15. PUERTO RICO	Spanish	San Juan - May 26, 1965
16. FRANCE	French	Metz - June 14, 1965
17. NETHERLANDS	Dutch	Amsterdam - November 12, 1965
18. SWEDEN	Swedish	Karlstad - April 3, 1967
19. NEW ZEALAND	English	Auckland - April 26, 1967
20. COLOMBIA	Spanish	Bucaramanga - July 7, 1967
21. AUSTRALIA	English	Melbourne - October 2, 1967

* Denotes countries with no currently active clubs.

22. ITALY	Italian	Milano-Centro - October 10, 1967
23. PANAMA	Spanish	Panama City - October 20, 1967
24. REPUBLIC OF CHINA	Chinese (Mandarin)	Taipei - November 3, 1967
25. KOREA	Korean	Seoul - November 15, 1967
26. TRINIDAD AND TOBAGO	English	Port-of-Spain - April 8, 1968
27. ARGENTINA	Spanish	Buenos Aires - October 23, 1968
28. COSTA RICA	Spanish	San Jose - May 24, 1969
29. LUXEMBOURG	French & German	Luxembourg - September 13, 1969
30. HONG KONG	Chinese (Cantonese)	Hong Kong - January 6, 1970
31. ECUADOR	Spanish	Quito - July 28, 1970
32. NEW CALEDONIA	French	Noumea - September 10, 1970
33. GUYANA	English	Georgetown - February 22, 1971
34. BERMUDA	English	Hamilton - June 2, 1971
35. SINGAPORE	English	Singapore - June 15, 1971
36. MARTINIQUE	French	Fort-de-France - October 23, 1971
37. VANUATU	English & French	Port Vila - February 13, 1973
38. ENGLAND	English	Harlow and District - June 28, 1973
39. GUAM	English	Agana - January 14, 1974
40. LIECHTENSTEIN	German	Vaduz - February 1, 1974
41. MONACO	French	Monaco - March 9, 1974
42. BARBADOS	English	Bridgetown - September 17, 1974
43. CAYMAN ISLANDS	English	Grand Cayman - February 19, 1975
44. VENEZUELA	Spanish	Metropolitana, Caracas October 2, 1975
45. GUADELOUPE	French	Pointe-A-Pitre - February 24, 1976
46. MALAYSIA	Malay & English	Kuala Lumpur - April 11, 1976
47. NIGERIA	English	Kano - May 21, 1976

* Denotes countries with no currently active clubs.

48.	SURINAME	Dutch & English	Paramaribo - August 12, 1976
49.	DOMINICAN REPUBLIC	Spanish	Santo Domingo - March 22, 1977
50.	BRAZIL	Portuguese	Sao Paulo - June 13, 1977
* 51.	INDIA	English	Kanpur - September 21, 1977
52.	PORTUGAL	Portuguese	Figuerira da Foz - April 8, 1978
53.	FRENCH GUIANA	French	Cayenne - May 13, 1978
54.	TURKS & CAICOS ISLANDS	English	Grand Turk Island - June 13, 1978
55.	KENYA	English	Nairobi - June 24, 1978
56.	IRELAND	English	Blarney - August 9, 1978
57.	CAMEROON	French	Yaounde - August 22, 1978
58.	TUNISIA	French	Tunis - June 3, 1980
59.	SPAIN	Spanish	Madrid Princesa - June 11, 1980
60.	SENEGAL	French	Dakar - June 14, 1980
61.	IVORY COAST	French	Bouake - March 3, 1981
62.	FAROE ISLANDS	Danish	Torshavn - April 30, 1981
63.	FEDERATED STATES OF MICRONESIA	English	Ponape - July 15, 1982
64.	SAINT LUCIA	English	Castries - September 30, 1982
65.	FINLAND	Finnish	Tampere - September 29, 1983
66.	ANDORRA	French & Spanish	Principat D'Andorra September 30, 1983
67.	COMOROS	French	Comoros - August 21, 1984
68.	SRI LANKA	Sinhala & English	Colombo - September 30, 1984
69.	PAPUA NEW GUINEA	English	Port Moresby - August 30, 1986
70.	FIJI	English & French	Lautoka City - September 19, 1986

* Denotes countries with no currently active clubs.

FREQUENCY DISTRIBUTION OF CURRENT
KIWANIS LANGUAGE REQUIREMENTS

LANGUAGE	NUMBER OF COUNTRIES	%
English	30	38.4
Spanish	15	19.2
French	15	19.2
German	3	3.8
Dutch	2	2.5
Portuguese	2	2.5
Chinese-Cantonese	1	1.3
Chinese-Mandarin	1	1.3
Danish	1	1.3
Finish	1	1.3
Icelandic	1	1.3
Italian	1	1.3
Japanese	1	1.3
Korean	1	1.3
Norwegian	1	1.3
Swedish	1	1.3
TOTAL	78	100%

TYPE OF MATERIAL

LANGUAGE	President Manual	Secretary Manual	"What is Kiwanis?"	Proposal for Membership	Membership Info. Blank	Attendance Rules	Stand. Form Club Bylaws	KI Constitution and Bylaws	MEP Materials	Community Analysis	Program Comm. Sheet	BKO	Translation Examples	News Releases	Club Charter	Membership Certificate
English	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Spanish	X	X	X	X	X ¹	X ¹	X ¹	X ²	X	X ²	X ²	X	X	X		X
French	X	X	X			X ¹	X ¹	X ²	X	X ²	X ²	X	X	X		
German	X ²³	X ²³	X ²³			X ²³		X ²³	X ²³			X ²³	X ²³			
Dutch	X ²⁴	X ²⁴	X ²⁴	X ²⁴		X ²⁴	X ²⁴	X ²⁴	X ²⁴						X ²⁴	
Portuguese			X ²		X ²											
Chinese-Canton	X ^{24?}	X ^{24?}														
Chinese-Mandarin	X ^{24?}	X ^{24?}							X ^{24?}							
Danish																
Finnish																
Icelandic	X ²⁴	X ²⁴	X ²⁴	X ²⁴	X ²⁴	X ²⁴	X ²⁴	X ²⁴	X ²⁴	X ²⁴	X ^{24?}					
Italian	X ³²	X ³²	X ³²													
Japanese							X ²⁴	X ^{24?}								
Korean	X ^{24?}	X ^{24?}														
Norwegian	X ²³⁴	X ²³⁴	X ²⁴	X ²⁴	X ²⁴	X ²⁴		X ²⁴	X ^{24?}	X ^{24?}						
Swedish	X ^{24?}															

X¹ - done in house; not printed

X² - done only periodically

X³ - done in some form by KI-E

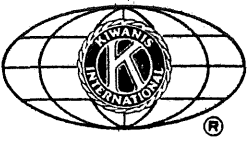
X⁴ - done locally in some nations

? - dubious translation and/or quality

PROJECTED ONE TIME COSTS OF TRANSLATING CORE MATERIAL

ITEM	ESTIMATED COST OF TRANSLATIONS PER LANGUAGE	# OF TRANSLATIONS CURRENTLY NEEDED	TOTAL COSTS
President's Manual	\$1,500	4	\$ 6,000
Secretary's Kit	1,500	5	7,500
What Is Kiwanis?	200	7	1,400
Proposal for Membership	150	11	1,650
Membership Info. Blank	100	11	1,100
Attendance Rules	350	9	3,150
Stand.Form Club Bylaws	700	10	7,000
KI Constitution & Bylaws	2,000	8	16,000
MEP Fact Brochure	250	8	2,000
Community Analysis	350	11	3,850
Set(300)Prog.Comm.Sheets	2,400	12	28,800
BKO 600/issue	2,400	12	28,800
Translated Examples	600	12	7,200
News Releases	100	13	1,300
Club Charter	50	14	700
Membership	50	14	700
TOTAL	\$12,700	161	\$117,150

1/25/87


KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL BUILDING, 3636 WOODVIEW TRACE, INDIANAPOLIS, IN 46268
 317-875-8755-CABLE ADDRESS: KIWANINTL—IND TELEX/TWX 810-341-3471

MEMORANDUM

January 21, 1987

TO: Board Committee on International Extension

FROM: W. Thomas Nelson, Jr. *WTN*
 Director of Research and International Extension

SUBJECT: Proposed Establishment of Regional Kiwanis International Office

Over the last year, staff has given preliminary consideration to the possibility of opening one or more regional offices in the years ahead. This is a brief overview of our thinking to date.

Rationale

While it is too early to tell, regional offices appear to hold considerable promise for Kiwanis' future operations. For example, they may:

1. Alleviate present difficulties of administering a global organization from Indianapolis.
2. Give Kiwanians within a region served by an office a greater sense of identity and pride in membership.
3. Promote greater growth through better planning and coordination as well as closer supervision of FSRs and KIARs.
4. Reduce administrative load in Indianapolis.
5. Reduce net operating costs.
6. Facilitate internationalization of Kiwanis programs and materials.

Site Selection

The following criteria have been developed to assess the suitability of various cities as the site for future regional offices:

1. Centrality within a region
2. Proximity to concentrations of Kiwanis clubs
3. Access by air - within region and from North America
4. State of communications technology
5. Receptivity of host government
6. Monetary policies - local and international
7. Access and support of major international banks

8. Primary business language
9. Comparative costs of opening and maintaining office, including office space, decoration, utilities, equipment, supplies, printing, postage, secretarial support, and travel/entertainment expenses
10. Availability of candidates for administrative position(s)
11. Intangibles - cultural/social factors, business customs, etc.

For illustration purposes, an informal application of these criteria to ten Asia-Pacific capitals last summer yielded the overwhelming conclusion that Singapore represents the best site for a future regional office in the Asia-Pacific Region.

Administration/Operations

Staff has not reached even a preliminary consensus on the administrative arrangement for regional offices, nor the scope of operations which should be conducted in those offices. We have the precedent of the KI-E office, headed by a generalist with Senior Management status, who implements Board policy under the direction of the International Secretary. While this model has its advantages, it also poses significant problems.

Alternatively, a regional office can be envisioned with two or more professionals at the director, manager, or even coordinator level, each a specialist in certain key operational areas who report to Assistant Secretaries in Indianapolis. In this arrangement, an administrative service specialist, reporting to Don Collins, might coordinate membership records, SA billings, finances, MIS services to clubs and districts within the region, and perhaps even a modest supplies operation. At the same time, a colleague in the office who specializes in communications might coordinate stories for the Kiwanis magazine, the regional BKO, custom tailoring of the MEP, and other service programs, and conduct leadership education, etc. while reporting to Larry Horney.

There are other possibilities, including combinations of the aforementioned models. In any case, the whole question of administration of operations within a regional office would have to be thoroughly explored before reaching a decision on how to proceed. As is so frequently the case with questions of an international nature, we could almost certainly learn a great deal from the experiences of Lions and Rotary.

Costs

Here, too, staff is far from being ready to discuss specifics with the Board. We do have comparative cost data on many of the items mentioned in site selection #9 mentioned above, but we are far from having an integrated view of the overall financial impacts of opening and maintaining a regional office.

As a general statement, however, opening an office is certainly not as unthinkable as some financial conservatives might believe. First, the three areas in which we might conceivably open offices before the turn of the century - Asia, South America, and Africa - are largely

underdeveloped economically. As a result, operating costs are considerably lower in most capitals than might be expected. Examples: Premium office space in metropolitan Kuala Lumpur goes for less than \$6/ft./year; a top grade secretary, fluent in three languages, commands less than \$8,000 per annum in Singapore; the cost of printing anything in almost any Asia capital is 1/3 what we pay in the United States.

Additionally, the opening of an office may result in reduced expenses in Indianapolis; work done at the regional level is work which doesn't have to be done in Indianapolis. This may result in savings of time, money, and manpower. One thing frequently overlooked in our assessments of the KI-E office is the considerable additional expense we would incur if we closed that office and tried to serve Europe from Indianapolis.

Finally, we would expect a regional office to generate significant membership growth within, say, three years. Each new member would increase the cost effectiveness of a regional office. Determining an absolute "break even" point is impossible without first establishing the previously raised issues of administration and scope of operation.

Implementation

Staff has never seriously considered jumping simultaneously into several regional offices. Rather, a gradual program of implementation is envisioned with offices opened as opportunity, demonstrated need, and cost-effectiveness warrant over the next 10 to 15 years.

The next logical candidate for a regional office, assuming we don't want a second North American office, is the Asia-Pacific Region with 10,570 members and 425 clubs compared with 18,484 members and 666 clubs respectively in Europe. Staff believes an office within this region can be justified in every way but cost-effectiveness at this time.

Andean-Central America and non-districted South America, on the other hand, claims only 1,150 members in 56 clubs. It is frequently argued that the opening of an office in this part of the world would be a boon to current Kiwanians and growth in the years ahead. And this may be cause enough to proceed. But in terms of cost-effectiveness, Central and South America are years away from supporting a regional office.

In this writer's opinion, an African office is a concern for the early 21st century unless the Board waives any consideration of cost-effectiveness.

Lions and Rotary

For comparison purposes, Rotary with membership of 1,000,000 has seven offices located in Evanston, Zurich Switzerland, Stockholm, Soa Paulo, Brazil, Sydney Australia, Tokyo Japan, and Delhi India. Lions with a membership of 1,331,000 has roughly the same geographical alignment.

INTERIM REPORT OF THE AD HOC COMMITTEE ON FEDERATIONS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 22-27, 1987

Date of Committee Meeting: January 21-22, 1987

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

Present: Members: Raymond B. Allen, Noris A. Lusche, Robert L. McCurley, Ted R. Osborn, Eyjolfur Sigurdsson, Ulrich Zimmermann

Chairman: Donald E. Williams

Others: Frank J. DiNoto, Anton J. Kaiser

Staff: Andrew C. Tinker

At the October, 1986 meeting of the Federation Committee, the Committee prepared and forwarded to the Kiwanis International Board of Trustees possible admendments to the Kiwanis International Constitution and Bylaws to provide for federation(s) which included KI-E. The Committee also recommended to the Kiwanis International Board of Trustees that the KI-E Constitution would no longer be required. No action was requested and the Kiwanis International Board of Trustees accepted the Committee report. Therefore, the Committee proceeded to work toward:

- A. Defining the guidelines for a federation
- B. Finalizing the model bylaws for a federation
- C. Refining the proposed amendments to the Kiwanis International Constitution and Bylaws

The Committee used the existing philosophy and language of the Kiwanis International Constitution and Bylaws, Standard Form for District Bylaws and Standard Form for Club Bylaws as a pattern for developing the guidelines and model bylaws for a federation(s). Therefore if, in the future, the language of any of the Kiwanis International Bylaws or Standard Forms for Districts or Clubs are changed then the guidelines and model bylaws for a federation(s) should be reviewed for conformance.

The Committee submits the proposed amendment to the Kiwanis International Constitution and Bylaws (Exhibit A), the Federation Model (Guidelines for Forming a Federation (Exhibit B), and the Proposed Standard Form for Federation Bylaws (Exhibit C). The Committee respectfully requests that Board comments be forwarded to Andy Tinker by April 15, 1987. Final action of these documents may be requested at the May 1987 Board meeting so that they may be submitted to the delegates in Washington, D.C.

These proposed documents have the approval of the two Committee members representing KI-E.

Respectfully submitted,

RAYMOND B. ALLEN
NORIS A. LUSCHE
ROBERT L. McCURLEY
TED R. OSBORN
EYJOLFUR SIGURDSSON
ULRICH ZIMMERMANN
DONALD E. WILLIAMS, Chairman

PROPOSED AMENDMENT TO THE
KIWANIS INTERNATIONAL CONSTITUTION

(Second Draft - January 22, 1987)

VI. Federations

Section 1. 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.

Section 2. 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 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.

Section 3. Each federation, through its convention, shall adopt the standard form of federation bylaws. Such adoption, any modification of, or amendment to, said federation bylaws shall become effective only upon approval thereof by the International Board of Trustees.

Section 4. 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.

PROPOSED AMENDMENT TO THE
KIWANIS INTERNATIONAL BYLAWS
(Second Draft - January 22, 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 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 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 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 as 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 same territory as the federation. Each member club of a federation, in good standing with Kiwanis International with said federation and in said district shall be entitled in all conventions of its federation to three (3) 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. Official delegates of newly organized Kiwanis clubs in 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 9. The administrative and fiscal year of all federations shall begin on the first day of October of each year.

Section 10. 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.

Section 11. 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 of the proceedings in writing, 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.

January 22, 1987

FEDERATION MODEL

(Guidelines for Forming a Federation)
(Seventh 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. The Kiwanis International Board of Trustees may change the boundaries of a federation. When approved by the federation board of trustees changes may also be prepared. The Kiwanis International Board of Trustees or the federation board of trustees as the case may be shall hold a hearing on the merits of the proposed change. Any club or district which may be 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 any modifications as the first order of business. The modified federation 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 approval. All amendments shall be effective upon receipt of notification by the Secretary of Kiwanis International of such approval.

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 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 provide administrative services for the districts and all non-districted clubs in the federation. The Kiwanis International dues shall be paid to the federation in U.S. dollars or equivalent currency. The federation shall provide to its districts and clubs the services as agreed upon by Kiwanis International and the federation.

7. The federation shall pay Kiwanis International a percentage of the dues which shall be proportioned between Kiwanis International and the federation as agreed, based on the services by each. The dues shall be paid to Kiwanis International within thirty (30) days of collection.

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.

PROPOSED
STANDARD FORM FOR
FEDERATION BYLAWS
(Fourth Draft - January 22, 1987)

STANDARD FORM FOR
FEDERATION BYLAWS

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
OBJECTS

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
within the federation.

To cooperate with Kiwanis International
in building new clubs and in educating
and strengthening clubs 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.

Sec. 3. Any member club that fails for two (2) successive years to have present at least one (1) delegate at the annual convention of the federation and that does not furnish a satisfactory reason for such failure to the Board of Trustees of the federation within thirty (30) days after an official request therefore, 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 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 and of promoting the interests of the clubs within the federation. It shall be his duty to attend any convention of Kiwanis International.

(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 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 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 or 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 district governors, 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" and 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 during each year, 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 shall be 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. A Committee on Resolutions shall be appointed by the federation president-elect prior to October 1 of the administrative year in which he will be president. The membership of this committee shall consist of at least two past federation officers, one of whom shall be a past federation president. This committee shall serve at the pleasure of the federation president. This provision for past officers does not apply after the first year anniversary of a federation.

The Committee on Resolutions shall consider resolutions submitted by the Board of Trustees of Kiwanis International, the Board of Trustees of the federation, the Board of Trustees or House of Delegates of a district, or by a chartered club within that federation, when submitted to the chairman in writing thirty (30) days prior to the date of the annual federation convention. The committee shall also have the authority to originate resolutions and to modify, combine and edit all resolutions submitted to it.

Sec. 2. The federation president shall appoint such other 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.

Sec. 2. An invitation from any chartered club for holding an annual convention in its city shall be delivered in writing to the federation secretary.

Sec. 3. 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. 4. 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 Board of Trustees shall have full supervision and management of all conventions.

Sec. 5. 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. 6. 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. 7. 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. 8. 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. 9. The elective officers, the federation secretary, past presidents of the federation who are active or senior members of a Kiwanis club, and past district governors shall be delegates-at-large to all conventions of the federation.

Sec. 10. 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. 11. The federation Board of Trustees may establish a uniform convention registration fee to be paid by all persons attending any convention of the federation. The proceeds derived from such registration fee shall be expended solely upon approval of the federation Board of Trustees.

Sec. 12. 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. 13. 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. 14. 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. 15. 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. All resolutions submitted thirty (30) days prior to the date of the federation convention shall be referred to the Committee on Resolutions for its consideration and recommendation to the convention. No resolutions other than those so submitted or originated by the Committee on Resolutions shall be considered unless consideration thereof shall be recommended by two-thirds (2/3) vote of the federation Board of Trustees. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolutions.

Sec. 3. Reports of committees, communications to the convention, resolutions presented by the Committee on Resolutions, and all motions save such as are ruled by the person presiding as "undebatable" 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 debate.

ARTICLE IX

Nomination and Election of Officers

(A federation may develop because of unique circumstances its own nomination and election procedure subject to approval of Kiwanis International Board of Trustees; however, adhering to the following guide where possible.)

Sec. 1. The election of officers, except the governor 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 attend training as outlined by Kiwanis International.

- (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. Same to be verified by the tellers and secretary of the conference, said record to 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 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 for the normal term of office, and to transact all other business that could otherwise be transacted at an annual federation convention, at a council meeting held during the period provided for the federation convention. Such council to be comprised of the board of trustees and other persons having the status of delegates-at-large to all federation conventions. Such council shall formulate its own procedure.

ARTICLE X

Vacancies in Office

Sec. 1. In the event, during an administrative year of a vacancy in the office of federation president, the federation Board of Trustees shall elect a past federation president or one of the district governors or former district governors who is an active or senior member of a Kiwanis club in the federation to become federation president for the unexpired term. In the event during an administrative year of a vacancy in the office of federation president-elect, the vacancy shall be filled by the federation Board of Trustees from the district governors or former district governors who are active or senior members of Kiwanis clubs in the federation.

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 one of the district governors or former district governors, who is an active or senior member of a Kiwanis club in this 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 public 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 dues. If the federation is authorized to collect Kiwanis International dues those shall be included in this amount. 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.

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 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 named by the federation Board of Trustees and a certified report shall be rendered to the federation Board of Trustees.

Sec. 5. The federation Board of Trustees shall determine the official depository or depositories.

Sec. 6. The federation Board of Trustees shall designate the official or officials who shall sign checks.

Sec. 7. The necessary traveling expenses of all federation officers when engaged in the business of the federation may be paid by the federation in accordance with the provisions of the budget.

Sec. 8. The necessary expenses of the federation president incurred in attending any convention of Kiwanis International shall be paid by the federation.

ARTICLE XIV

For Future Use. See Addendum
A Attached.)

ARTICLE XV

Rules of Order

Sec. 1. shall be the parliamentary authority
for all matters of procedure not
specifically covered in these bylaws.

ARTICLE XVI

Amendments

Sec. 1. Proposed amendments 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 to the secretary of each chartered club not less than thirty (30) days prior to the date of the convention. Amendments to the bylaws, if in conformity with the Constitution and Bylaws of Kiwanis International, may be adopted by a two-thirds (2/3) vote of the delegates and delegates-at-large voting at any convention.

Sec. 2. All amendments adopted at the convention shall be submitted to Kiwanis International for approval and become effective thirty (30) days after Kiwanis International notification of approval. The Board of Trustees

of Kiwanis International may rescind any part of these bylaws at any time if in its sole discretion said Board finds that it is inconsistent with the Constitution and Bylaws of Kiwanis International.

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

January 22-27, 1987

Date of Committee Meeting: January 23, 1987

Place of Committee Meeting: International Office

Present: Members - Kenneth W. Smith, Avelino V. "Beling" Tanjuakio,
Robert A. Wagner
Chairman - Morton O. Alper
Staff - Speegle Berry, William A. Brown, C. Jeffrey De Witt,
and Robert E. Saieg

1. REVOCATIONS OF CHARTERS

The Committee reviewed a list of 50 clubs recommended for charter revocation by various districts. (Exhibit A)

Recommendation #1:

The Committee recommends that the charters of the 50 clubs listed in Exhibit A of this report be revoked and that the amounts of the accounts receivable be charged against the reserve for bad debts in the amount of \$11,753.59.

I move that Recommendation #1 be adopted. (Adopted)

Finance: Write off \$11,753.59 as of December 31, 1986

Procedure: In compliance

2. DEFINITION OF INTER-CLUBS

The definition of an Inter-club meeting in Procedure 104 is as follows:

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

The current practice of inter-club meetings does not conform to the definition; Kiwanis clubs today seldom announce an inter-club meeting in advance, and only infrequently plan a joint meeting.

Recommendation #2:

The Committee recommends that the definition of an Inter-club Meeting in Procedure 104 be changed to, "An Inter-club Meeting is one which is held by two or more Kiwanis clubs (including clubs in formation), or by a Kiwanis club and any Builders Club, Circle K club, or Key Club. No less than four members

of the visiting club, or no less than a visiting group of four composed of a minimum of two Kiwanians plus members of a Builders Club, Circle K, and/or Key Club, must be in attendance."

I move that Recommendation #2 be adopted.

(Adopted)

Finance: No impact
Procedure: Amended Procedure

3. 1985-86 DISTINGUISHED GOVERNORS

The list of immediate past governors selected to receive the Distinguished Governor Award or a Presidential Citation was presented on behalf of Past President Donald E. Williams (Exhibit B).

Recommendation #3:

The Committee recommends that the 1985-86 Distinguished Governor Awards and Presidential Citations be approved as presented.

I move that Recommendation #3 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

INFORMATION ITEMS

1. An Action Plan for New Club Extension and Membership Growth - The Committee has reviewed and approved the Action Strategies attached as Exhibit C. The Committee concurs with the direction of this forward plan as developed by staff and recommends that the basic concepts be developed in more detail, including all financial implications of its implementation, for consideration and approval at the May 1987 Board Meeting.
2. International Committees - Growth 1987-1988 - The Committee and staff have reviewed President-elect Tony Kaiser's growth program for 1987-88 as expressed in the description of duties for various growth related International Committees, copies of which have been or will be supplied to all board members. The Committee wishes to express its wholehearted support and approval for their implementation.
3. Non-Performing or Non-Existing Clubs - The staff was asked during the October 1986 board meeting to have district governors identify clubs which they consider to be non-performing or non-existing clubs within their districts. The governors were asked to respond by January 1, 1987. (Exhibit D).

Director of Club Services, William A. Brown, received responses from 17 districts. The Committee was informed of the total numbers of clubs and members which are involved in the governors' reports, and reviewed a sample of the comments that the governors provided. (Exhibit E)

There will be a six-month period, ending July 10, 1987, for the district to place the named clubs on non-meeting status or to bring the clubs back to truly viable and functioning Kiwanis clubs. The clubs that are put on non-meeting status, with the resulting loss in membership, will not penalize the governor or lieutenant governor with reference to the criteria on membership growth in the 1986-87 awards programs.

4. Possible Program Coordination with Toastmasters International - President Frank DiNoto has requested that the Member Services staff investigate the possible development of a connection between membership in a Kiwanis club and joint participation in a related Toastmasters club program. While recognizing that many men do not continue their Kiwanis membership for a variety of reasons, it is apparent that the appeal to join a club and remain a member would be increased if there was a greater perception of personal benefit. The clubs of Toastmasters International provide deliberate and well planned opportunities for personal development of members' leadership and presentation skills.

The staff will investigate the various possible cooperative efforts with the Toastmasters programs, and present their findings and possible recommendations to President Frank DiNoto and the Committee in May 1987.

5. Andean and Central America District - Field Service Representative Raymond G. Jeanes is currently in the Andean and Central America District. While there he will contract for two part-time field service representatives to work in Venezuela and Colombia, as shown in the 1986-87 growth plan. Kiwanis International is expecting 10 new clubs in this district by September 30, 1987.

6. Deletion Survey - Staff was requested by President DiNoto to develop a questionnaire for distribution to individuals who have dropped out of membership in Kiwanis International, in an attempt to ascertain, in greater detail, why we are losing members.
7. Voting Privileges of Past Lieutenant Governors at International Conventions - The present bylaw regarding the delegate status of a past lieutenant governor at International Conventions clearly restricts his voting privilege to representation of a club from the division in which he served as lieutenant governor. District governors and secretaries, however, have adopted a fairly common practice of certifying a past lieutenant governor to the Credentials Committee as a legitimate representative to fill a vacant delegate role for the division in which he now holds club membership, even though he is not a past lieutenant governor of that division. It is very difficult to enforce this portion of the bylaws because records of past lieutenant governors from all districts are incomplete and cannot be reconstructed.

Attempts to enforce this bylaw create ill feelings among many, especially past lieutenant governors; conversely, very few would oppose certification of a past lieutenant governor who has continued to remain actively involved in Kiwanis, regardless of where he now lives or maintains his membership. Such a change in procedure would also make better use of past lieutenant governors, recognizing that they are generally an underutilized valuable resource. (Exhibits F and G)

The Committee feels strongly that the pertinent bylaw must be reinterpreted or amended to permit the Credentials Committee to give voting privileges to any past lieutenant governor who is selected to represent a club from the division in which his membership is currently held, even though that may not be the same division which he previously served as lieutenant governor.

The Committee on Member Services respectfully refers this matter to the Board Committee on Administration.

8. Number of Individuals Required for an Inter-Club

Through the years, the International Office has received many requests to reduce the number of individuals required by a small club for an inter-club meeting. The current procedure states, "No less than four members of the visiting club, or no less than a visiting group of four composed of a minimum of two Kiwanians plus members of a Builders Club, Circle K, and/or Key Club, must be in attendance."

The reasons given for the request to lower the number of individuals for an inter-club is so that smaller clubs have an equal opportunity to be recognized in district inter-club competition as well as the hope that such a change would increase the number of inter-clubs.

After considerable discussion, the Committee decided that there should not be a recommendation to change the number of individuals required for an inter-club. Such a change would not change the current rules or practices of district inter-club competition; and the Committee expressed doubts that it would result in an increased number of inter-clubs.

9. Distinguished Award Program: K-Family Involvement - The current Distinguished Award programs do not have criteria with reference to the sponsored youth programs, i.e. Circle K, Key Club and Builders Clubs. During the 1985-86 Administrative Year, both the International Committee on Achievement and the Board Committee on Administration discussed the matter of a criteria for sponsored youth. It was the consensus of each of the committees that Sponsored Youth should not be part of the Distinguished Award programs; but that separate awards should be developed for the sponsorship of Circle K, Key Clubs and Builders Clubs.

The International Board of Trustees has concurred that the distinguished Awards programs, as approved for the 1986-87 Administrative Year, should remain unchanged--at least for a few years--to provide a fair trial period from which to analyze results and determine a sound basis for proposed changes, if any; and also to alleviate the districts' common criticism of constant changes to the programs every year.

Respectfully submitted,

Kenneth W. Smith, D.C.
Avelino V. Tanjuakio
Robert A. Wagner
Morton O. Alper, D.D.S., Chairman

THE FOLLOWING CHARTERS WILL BE REVOKED
AT THE INTERNATIONAL BOARD MEETING
JANUARY 22-27, 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>ALABAMA</u>				
Saraland, AL	10475	09-23-81	08-27-85	\$194.40
<u>AUSTRALIA</u>				
Blackwood	07557	08-12-74	10-01-85	128.00
Centenary, Brisbane	10180	11-26-80	09-18-85	125.00
Woonona Bulli	08551	10-25-76	10-01-85	112.50
<u>EASTERN CANADA & THE CARIBBEAN</u>				
Lockerby, Sudbury, Ontario	04520	10-17-55	07-01-85	257.70
<u>INDIANA</u>				
Eastland Evansville, IN	10470	09-22-81	06-01-86	157.80
<u>KANSAS</u>				
Arkansas City-Daybreakers, KS	11148	04-11-84	06-05-85	520.95
<u>KENTUCKY-TENNESSEE</u>				
East Carter County, KY	11264	08-15-84	10-01-85	984.48
Frankfort Dawnbreakers, KY	09989	06-17-80	10-15-85	106.85
Loyall, KY	02483	04-23-42	06-01-85	343.40
Rockcastle, Mt. Vernon, KY	09248	07-27-78	10-01-84	169.20
West Frankfort, KY	05567	03-12-62	10-15-85	118.50
<u>LOUISIANA-MISSISSIPPI-WEST TENNESSEE</u>				
Collierville, Area, TN	11191	05-17-84	04-07-86	585.90
Cordova, TN	11056	12-06-83	04-10-86	165.75
Gautier, MS	11147	04-09-84	06-11-85	88.50
Madison-Ridgeland, MS	11201	05-24-84	05-01-86	-0-
Memphis, Mid-Town, TN	09512	03-20-79	06-30-86	180.50
Milan, TN	11279	09-04-84	01-30-86	214.50
Northeast Louisiana University, Monroe, LA	10631	03-04-82	10-30-86	65.75
<u>NEW ENGLAND</u>				
Concord, MA	06112	12-27-65	11-24-85	237.77
<u>NEW JERSEY</u>				
Orange-West Orange, NJ	00630	11-29-21	05-18-85	-0-
Pascack Hills, NJ	09677	09-13-79	07-01-85	-0-

- 2 -

PACIFIC NORTHWEST

Boring, OR	09016	12-15-77	09-30-86	\$189.75
Deschutes (The), Bend, OR	09292	09-06-78	09-25-86	157.80
Gold Coast (The), Coos Bay, OR	06672	09-15-70	09-30-86	65.75
Greater Aloha, OR	10853	12-16-82	12-01-85	-0-
Hillside, Victoria, BC	10500	09-28-81	05-07-86	107.25
Hood River Valley, OR	10043	08-20-80	09-30-85	205.80
Longview Early Risers, WA	11041	11-15-83	07-01-86	97.50
Orchards, WA	06864	10-12-71	10-01-86	184.10
Portland Center, Portland, OR	08108	09-16-75	01-31-86	10.00
Qualicum Beach-Parksville, BC	06586	11-12-69	10-01-86	97.70

PHILIPPINE LUZON

Tiaong	09595	03-03-79	05-17-86	927.50
--------	-------	----------	----------	--------

TEXAS-OKLAHOMA

Anderson Mill Area, Austin, TX	11507	07-30-85	07-03-86	92.00
Anson, TX	07307	09-14-73	07-16-86	136.50
Atlanta, TX	11188	05-08-84	09-30-86	274.80
Dallas/Ft. Worth Airport, TX	07466	04-23-74	11-10-85	170.25
Grand Saline, TX	10941	06-02-83	04-14-86	377.70
Grapevine Area, TX	06621	04-17-70	04-14-86	158.00
Killeen-Centexans, TX	06982	05-09-72	09-11-86	1,105.15
Lake Ray Hubbard, TX	07616	10-01-74	11-10-85	86.45
Noble, OK	08479	09-09-76	11-10-85	387.20
Snyder Daybreak, TX	11318	09-27-84	07-21-86	175.50
Southwest Tulsa, OK	10712	06-08-82	11-10-85	71.10
Stockyards City, Oklahoma City, OK	11088	02-07-84	08-15-85	61.96
Tri-City-Sugarland, TX	11108	02-15-84	08-13-86	227.80
Westbank, Austin, TX	10437	08-27-81	07-03-86	756.00

WESTERN CANADA

Airdrie, Alberta	11407	02-26-85	09-30-85	531.63
Montalta, Coutts, Alberta	09715	09-26-79	10-01-85	340.95
Trancona, Manitoba	04999	07-29-58	12-01-84	-0-

TOTAL: 50

\$11,753.59

1985-86 ADMINISTRATIVE YEAR

President: Donald E. Williams

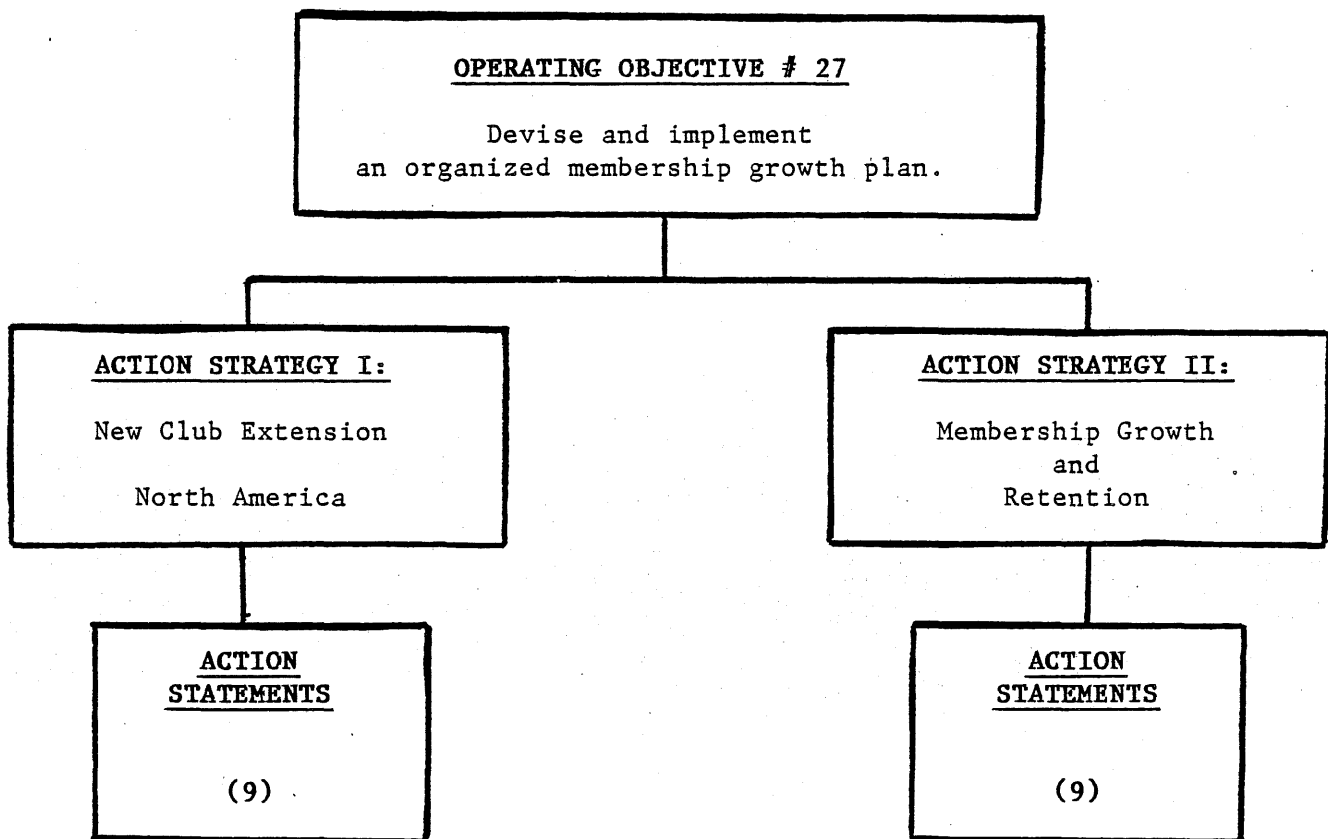
Distinguished Governor Award

<u>District</u>	<u>Immediate Past Governor (and wife)</u>
Australia	Bryan Williams (Lonnie)
Austria-Germany	Peter Paepcke (Astrid)
Benelux-France-Monaco	Paul Francois, M.D. (Christine)
Switzerland-Liechtenstein	Georges Palluat (Mireille)

Presidential Citation

<u>District</u>	<u>Immediate Past Governor (and wife)</u>
Alabama	Raymond C. Kirkpatrick (Ruth)
Andean and Central America	Alfredo Gomez Camacho (Chris)
California-Nevada-Hawaii	Howard M. Dull (Karen)
Carolinas	Bernie Nettles (Jane)
Georgia	Frederick M. Hammill (Betty)
Indiana	Dana C. Weigle (Jean)
Pennsylvania	Dr. James A. Hallman (Nancy)
Philippine Luzon	Elmer Ernesto Q. Aquino (Lany)
Wisconsin-Upper Michigan	Wilbur A. Sundt (Jean)

KIWANIS INTERNATIONAL
STRATEGIC PLANNING PROGRAM
MEMBERSHIP DIVISION
MEMBER SERVICES DEPARTMENT



Action Strategy I: New Club Extension - North America (1987-88)

Expect that Kiwanis International continue its aggressive new club extension posture by building 266 new clubs with an average of 27 members in North America for a membership gain of 7,182.

Action Statements

1. Coordinator of New Club Extension - fifteen new clubs with 405 members will be built in two districts under the supervision of the Coordinator of New Club Extension. The two districts and their new club totals for the year are:

Indiana	9
Michigan	6

2. Coordinator of Membership Growth - eight new clubs with 216 members will be built in two districts under the supervision of the Coordinator of Membership Growth. The two districts and their new club totals for the year are:

Ohio	6
West Virginia	2

3. East Coast Region - forty-one new clubs with 1,107 members will be built. A full-time field service representative will supervise new club extension in this region. The five districts and their new club totals for the year are:

New England	7
New York	13
New Jersey	3
Pennsylvania	8
Capital	10

4. Southeast Region - forty-eight new clubs with 1,296 members will be built. A full-time field service representative will supervise new club extension in this region. The five districts and their new club totals for the year are:

Alabama	6
Carolinas	10
Florida	16
Georgia	10
Kentucky-Tennessee	6

5. Mid-central Region - thirty-eight new clubs with 1,026 members will be built. A full-time field service representative will supervise new club extension in this region. The five districts and their new club totals for the year are:

Illinois-Eastern Iowa	11
Minnesota-Dakotas	10
Nebraska-Iowa	7
Western Canada	2
Wisconsin-Upper Michigan	8

6. South-central Region - sixty-one new clubs with 1,647 members will be built. A full-time field service representative will supervise new club extension in this region. The five districts and their new club totals for the year are:

Kansas	4
Louisiana-Mississippi-West Tennessee	11
Missouri-Arkansas	10
Southwest	11
Texas-Oklahoma	25

7. West Coast Region - forty-three new clubs with 1,161 members will be built. A full-time field service representative will supervise new club extension in this region. The five districts comprising this region and their new club totals are:

California-Nevada-Hawaii	18
Montana	2
Pacific Northwest	15
Rocky Mountain	5
Utah-Idaho	3

8. Eastern Canada and the Caribbean - twelve new clubs with 324 members will be built. A part-time Canadian field service representative will supervise new club extension in this district.

9. New Club Extension Manual - the Director of Member Services and Coordinator of New Club Extension will produce a new manual and related materials which reflect the procedures and techniques by which new clubs are to be developed. These will be prepared in time for use at the governor-elect training conference (April 1987), and for all subsequent orientation programs regarding new club extension and the related roles of lieutenant governors, KIARS, other district or division leaders, and field service representatives.

Action Strategy II: Membership Growth and Retention (1987-88)

Develop and implement new programs and interrelated existing programs for membership growth and retention in order to continue reduction of the annual net loss of members in existing clubs. For 1987-88 the membership losses and gains must at least achieve an even balance within existing clubs. Additionally, the number of clubs put on non-meeting status must not exceed 166, the average for the last six years (1980-86), and thus keep Kiwanis' losses in this category at approximately 2,490 members (average club size - 15).

Action Statements

1. Special Guest Program (formerly the Roundup Program) - lieutenant governor will emphasize that each club in his division should conduct at least two special membership recruitment drives during the year. The Coordinator of Membership Growth will provide cost-free, revised Special Guest Program kit to all clubs in the U.S. and Canada twice a year. The kit will contain an explanation of the program and 35 "We Build Together" brochures, 25 Proposals for Membership, and 12 Noitneter retention brochures.
2. Flagship Clubs - the Director of Member Services and Coordinators of Membership Growth and New Club Extension 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.
3. Project 39 - A Special Guest Program - this program, begun during the 1986-87 year, will be further evaluated and improved by the Coordinator of Membership Growth; its purpose is to assist aging Kiwanis clubs in attracting younger members. Lieutenant governors will be responsible for promoting this program in their divisions, with past lieutenant governors assisting where the program involves clubs below charter strength. The materials provided with this program include 25 "Warm Welcome to Kiwanis" brochures, 25 Proposals for Membership, and a Project 39 Program booklet explaining the details of the procedure.
4. Recruitment of Retirees - men 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, the Coordinators of Membership Growth and New Club Extension will develop a pilot program to recruit retired men, 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 men, 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.

5. Charter II Program - the Director of Member Services and Coordinator of Membership Growth 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.
6. Noitneter Net 2 - the Director of Member Services and Coordinator of Membership Growth will administer this program aimed at growth in clubs by the retention of current members while bringing in new men. Any club with a net gain of two members at the end of the year will be awarded an attractive "Net 2" banner patch.
7. Promotion and Recognition of Growth - the Director of Member Services and the Coordinators of Membership Growth and New Club Extension will use the BKO's, general and special mailings, and the KIWANIS magazine to broadly promote and recognize the importance and progress of membership growth and new club extension.
8. Training of Field Service Representatives - the Assistant Secretary for Membership will conduct a two day training workshop in the International Office for all field service representatives from the Americas. He will be assisted by the Director of Member Services and the Coordinators of New Club Extension and Membership Growth. The training emphasis will strongly relate to new programs, techniques, and materials developed in new club extension and membership growth and retention.
9. KIAR Manual and Training - the manual for Kiwanis International Accredited Representatives (KIARS) will be revised by the Director of Member Services and the Coordinators of New Club Extension and Membership Growth. The Director will also administer the procedure by which KIARS are officially appointed, recognized, trained, and supported. The Director and Coordinators will support the field service representatives' efforts to provide training for the KIARS in their districts.

GENERAL RESPONSIBILITIES

1. Responsible in coordination with the Director of Member Services for the conduct and operation of areas related to new club extension.
2. Assist in organizing and conducting internal training programs related to new club extension, creating an atmosphere that is conducive to an efficient and productive performance throughout the department.
3. Assist in the creation of a departmental budget, keeping with needs and projections based on past experience as well as anticipated additional requirements; assignment of appropriate account numbers to purchasing requisitions, etc.
4. Provide necessary materials for direct mailings, general mailings, leadership training programs, club handbooks, district officer manuals and other; preparing appropriate articles for each issue of the Bulletin for Kiwanis Officers, magazine references, and district bulletin distribution.
5. Assist in the preparation of new club related agenda items for meetings of International Board Committees, reference materials, background experience, statistics, projections; implement actions and directives as appropriate.
6. Provide International Committee with background material, assist in planning of annual promotional programs and implementation of these programs when adopted, disseminating this information to the districts through district chairmen, district officers, general mailings and BKO.
7. Respond to all related correspondence in the department, telephone requests and inquiries and internal requests.
8. Provide requested materials for leadership training conferences, guidance to participants along with resource and reference information, personally becoming involved and participating as assigned.
9. Compilation of all new club extension figures forwarding to all interested persons; maintenance of weekly, monthly, annual, and permanent records. Assist in determining certified membership, actual paid membership, or other specific requests based on Board action.
10. Assist the Director of Member Services in providing all KIARS with necessary training and materials to function effectively. This would include constant updating of new club and KIAR manual and related materials.
11. Supervise the preparation and distribution of all permanent records relating to organization and issuance of charters.
12. Assist in the continual updating of manuals, bulletins and promotional items in keeping with Board directives, International Committee recommendations, etc.

13. Review and keep available an inventory as required of manuals, awards, bulletins, and all other items necessary for the efficient operation of the new club extension program.
14. Preparation and submission, in coordination with Director of Member Services, of necessary graphic arts requests and purchase orders for all items required from outside suppliers.
15. Process or refer to appropriate departments all club inquiries on Board Policies and Bylaw provisions, particularly those relating to classes of membership, attendance rules, dues, processing fees, and the credentials operation at an International Convention.
16. Maintenance of good working conditions throughout the department area for proper performance of required tasks, equipment in good working condition, necessary office supplies, etc.
17. Responsible for the issuance of charters and charter replacements, maintenance of club sponsor cards, and assignment of club key numbers.
18. Responsible for supervising distribution of all new club building kits and organizational kits.
19. Responsible for preparation and recording of non-meeting lists -- obtaining district governor approval, charter revocations, and club reactivations.
20. Assist the Director of Member Services with the supervision of FSRs, assignments, coordination, approval of expense vouchers, training, district relationship, etc.
21. Careful and planned follow-up with KIARS and others to secure all organizational reports within a reasonable length of time following the date of organization of a new Kiwanis club.
22. Provide distribution materials at International Conventions for Club Clinic, panels, forums, etc., also at district conventions when requested.

GENERAL RESPONSIBILITIES

1. Responsible in coordination with the Director of Member Services for the conduct and operation of areas related to membership growth and retention and Life Member Status recognitions.
2. Assist in organizing and conducting internal training programs related to growth, creating an atmosphere that is conducive to an efficient and productive performance throughout the department.
3. Assist in the creation of a departmental budget, keeping with needs and projections based on past experience as well as anticipated additional requirements; assignment of appropriate account numbers to purchasing requisitions, etc.
4. Provide necessary materials for direct mailings, general mailings, leadership training programs, club handbooks, district officer manuals and other; preparing appropriate articles for each issue of the Bulletin for Kiwanis Officers, magazine references, and district bulletin distribution.
5. Assist in the preparation of growth related agenda items for meetings of International Board Committees, reference materials, background experience, statistics, projections; implement actions and directives as appropriate.
6. Provide International Committees with background material, assist in planning of annual promotional programs and implementation of these programs when adopted, disseminating this information to the districts through district chairmen, district officers, general mailings & BKO.
7. Respond to all related correspondence received in the department, telephone requests and inquiries and internal requests.
8. Provide requested materials for leadership training conferences, guidance to participants along with resource and reference information, personally becoming involved and participating as assigned.
9. Compilation of membership figures, as released by Management Information Services, in proper form, forwarding to all interested persons; maintenance of weekly, monthly, annual, and permanent records. Assist in determining certified membership, actual paid membership, or other specific requests based on Board action.
10. Responsible for the accuracy of the resource data on Kiwanis clubs and their membership records, billing for processing fees, handling all membership adds, deletes, changes of addresses, etc.
11. Supervise the preparation and distribution of all "Official Lists" throughout the office continually updating all names and address changes as they occur; club president and club secretary card files updated weekly.
12. Supervise the maintenance of a file on officers-elect with photos, biographical information, addresses, telephone numbers, wives names, profession, etc.

13. Assist in the continual updating of manuals, bulletins and promotional items in keeping with Board directives, International Committee recommendations, etc.
14. Review and keep available an inventory as required of manuals, awards, bulletins, New Member Add Forms, Semi-Annual Billing Statements, regular billing statements, Membership Record cards, envelopes, and all other items necessary for the efficient operation of the growth area.
15. Preparation and submission, in coordination with the Director of Member Services, of necessary graphic arts requests and purchase orders for all items required from outside suppliers.
16. Provide the Department of Club Services with weekly reports on total membership, additions, deletions, and Life Member Status recognitions.
17. Process or refer to appropriate departments all club inquiries on Board Policies and Bylaw provisions, particularly those relating to classes of membership, attendance rules, dues, processing fees, and the credentials operation at an International Convention.
18. Maintenance of good working conditions throughout the department area for proper performance of required tasks, equipment in good working condition, necessary office supplies, etc.

RESPONSIBILITIES OF THEFIELD SERVICE REPRESENTATIVEI. General Description

A Field Service Representative is a professional member of the Kiwanis International staff. His role is to promote Kiwanis growth through new club building, and through improved membership recruitment and retention within existing clubs; the primary focus is on new clubs. In general, his role is accomplished by his training and support of Kiwanis International Accredited Representatives (KIARS) and district and local leaders who are actually responsible for Kiwanis growth in the field.

II. Specific Responsibilities

The Field Service Representative (FSR) works through the International Office and is assigned to specific Kiwanis districts. His responsibilities in each district are:

A. Train and Support KIARS: The Accredited Representatives are appointed by Kiwanis International, upon nomination of the governors following a recommendation by the lieutenant governor; Kiwanis International provides some reimbursement of their related necessary expenses. Thus it is the responsibility of Kiwanis International to provide appropriate training and ongoing support for the KIARS.

1. The FSR will hold training sessions for KIARS in each district to which he is assigned. The training should be done at the district convention the previous year. The sessions must thoroughly acquaint the KIARS with Kiwanis International growth objectives, concepts, and techniques.
2. The FSR will act as the primary contact between Kiwanis International and the KIARS in his districts. He will remain in contact with the KIAR during new club building efforts, and provide assistance whenever needed and possible.
3. The FSR will maintain an ongoing program to support and increase the effectiveness of the KIARS. He will also encourage the appropriate recognition of KIARS for their services at Kiwanis International events.

B. Help Train Local Leaders: The FSR will assist his assigned districts' governors-elect in the training of new lieutenant governors and other district leaders regarding membership growth, including appropriate information about the concepts and techniques of recruitment, retention, and new club extension.

- C. Attend Meetings & District Conventions: The FSR will attend the mid-year meetings and district conventions of his assigned areas. As arranged with the respective governors, he will use these opportunities to promote the membership growth objectives and present the related concepts and techniques required for local Kiwanians to build new clubs and recruit members. Whenever possible, he will also attend division-level meetings to do the same.
- D. Help Build New Clubs: The FSR will help to build new Kiwanis clubs in divisions which do not have the assistance of a KIAR, or where unusual circumstances require the FSR to directly support the efforts of a KIAR. The FSR's activities related to building a new club will be done in a "teach-by-example" fashion, working beside local Kiwanians who will learn from the experience. These activities may include any of the following:
1. Assist the lieutenant governor and his division leadership with the selection of potential new club sites.
 2. Motivate the lieutenant governors and his division and club leaders to sponsor a new club.
 3. Demonstrate to the new club building committee how to develop a solid prospect list.
 4. Recruit initial members of the new club from the prospect lists.
 5. Prepare the sponsoring club(s) and division leaders to provide ongoing support for their new club.
 6. Prepare and conduct the official organization meeting in the absence of a KIAR.
 7. Report the new club to the International Office in accordance with the prescribed procedure.
- E. Help Rebuild Weak Clubs: The FSR will work with lieutenant governors and club leaders to help rebuild the membership of weak, below charter strength clubs while he is in their areas.
- F. Assist Large City Clubs: The FSR will work with lieutenant governors, KIARS, and past lieutenant governors to help the traditionally large club in specified major metropolitan areas to reach and maintain an enduring level of membership consistent with the positive image of a flagship club.
- G. Help Produce Regional Workshops: The FSR will work with International Trustees and other staff members to produce regional workshops in his assigned districts.

III. Schedule Coordination

Because the Field Service Representative has several divisions within his assigned districts, it is very important that his schedule be carefully coordinated. His responsibilities require that the vast majority of his time, Mondays through Fridays will be spent in the field, working with local Kiwanis volunteers. Several weekends during the year will be used to attend district and division meetings.

In advance of his participation at training sessions or visits to assist with the development of new clubs, there will be important local preparations which must be completed prior to his arrival. He will let local leaders, such as the governor or lieutenant governor, know what must be prepared and will then check back to see that the arrangements have been completed prior to his visit.

He will maintain regular contact with the International Office as determined by the Assistant Secretary for Membership

ACCREDITED REPRESENTATIVE (KIAR)

- I. Kiwanis International Board Policy: Up to \$100 in actual expenses will be paid to Accredited Representatives on the Kiwanis International approved list for building and/or organizing a Kiwanis club. Additionally, the KIAR program has been expanded to include expense reimbursement not to exceed \$100 for bringing a club back to charter strength from 15 or fewer members.
- II. Kiwanis International Accredited Representatives (KIARS) will be appointed by the International Office upon nomination of the governor of the district in which they are to work.
 - A. The district governor-elect will be asked before the beginning of each year to file a list, with the Member Services Department at the International Office, of the Kiwanians he nominates as KIARS. The nominees are recommended to the governor by the lieutenant governors of the divisions within his district. Each lieutenant governor is to appoint a KIAR in his division.
 - B. Criteria for the governor and lieutenant governor to follow in choosing the Kiwanis International Accredited Representatives (KIARS):
 1. **HE SHOULD BE A PAST OR CURRENT DISTRICT OFFICER** -- a Kiwanian who has served or is serving as governor, lieutenant governor, secretary or treasurer of the district, if at all possible.
 2. **HE SHOULD BE AN EXPERIENCED NEW CLUB BUILDER**, having **PERSONALLY** helped to build and organize one or more clubs. He should also be familiar with the major growth and retention programs available from Kiwanis International.
 3. **HE SHOULD BE WILLING AND ABLE TO DEVOTE SUFFICIENT TIME** to carry the new club building process to organization or bring a below charter strength club back to charter strength.
 4. **CONSIDERATION SHOULD BE MADE TO REAPPOINTING KIARS** from year to year to take advantage of their previous training and experience. However, consideration should also be given to not reappointing those KIARS which do not fulfill their responsibilities.
- III. Duties and Responsibilities of the KIAR
 - A. Assist in the building of new clubs and increasing the productivity of clubs below charter strength. This may include:
 1. Selection of potential sites for new clubs in conjunction with the lieutenant governor and his division leadership.
 2. Motivation of the lieutenant governor and division and club leadership in sponsoring a new club and/or bringing a club back to charter strength.

3. Demonstrate to the new club building committee how to organize a new club by the development of a solid prospect list.
4. Assure through frequent contact, when needed, personal assistance in prospecting new members so that the new club comes to organization.
5. Train the division leaders in the art of new club building utilizing membership growth and retention principles for that club and also for clubs not at charter strength.

B. Conduct the official Organization Meeting:

1. Confer with the lieutenant governor and new club committees of the sponsoring club PRIOR TO the organization meeting to assure that proper arrangements have been made.
2. Conduct the Organization Meeting as the official representative of Kiwanis International after careful review of the KIAR Manual.
3. Instruct the newly elected officers and directors in the basic elements of Kiwanis to ensure that the new club can immediately start functioning.
4. Report the organization of the new club to Kiwanis International, within 24 hours, by telephone or telex. In reporting an organized club, the KIAR verifies ON HIS PERSONAL GOOD WORD the following:
 - a. A minimum of 25 members have signed and paid with more than 50% of these at the Organization Meeting.
 - b. The club has agreed to function as a Kiwanis club through its adoption of the Standard Form for Club Bylaws.
 - c. The KIAR has IN HIS POSSESSION the \$100. organization fee.
5. Complete and forward to the International Office within ten days the organizational papers, records, and fees.

IV. Assignment of the KIAR: A KIAR is to assist the lieutenant governor in the building and organizing of a new club.

- A. It is highly important that the governor inform the Member Services Department at the International Office of this nomination from his lieutenant governor so that expense remuneration can be approved for the KIAR.

V. Expense Reimbursement: KIARS will be reimbursed by Kiwanis International for up to \$100 U.S. in actual expenses under these conditions:

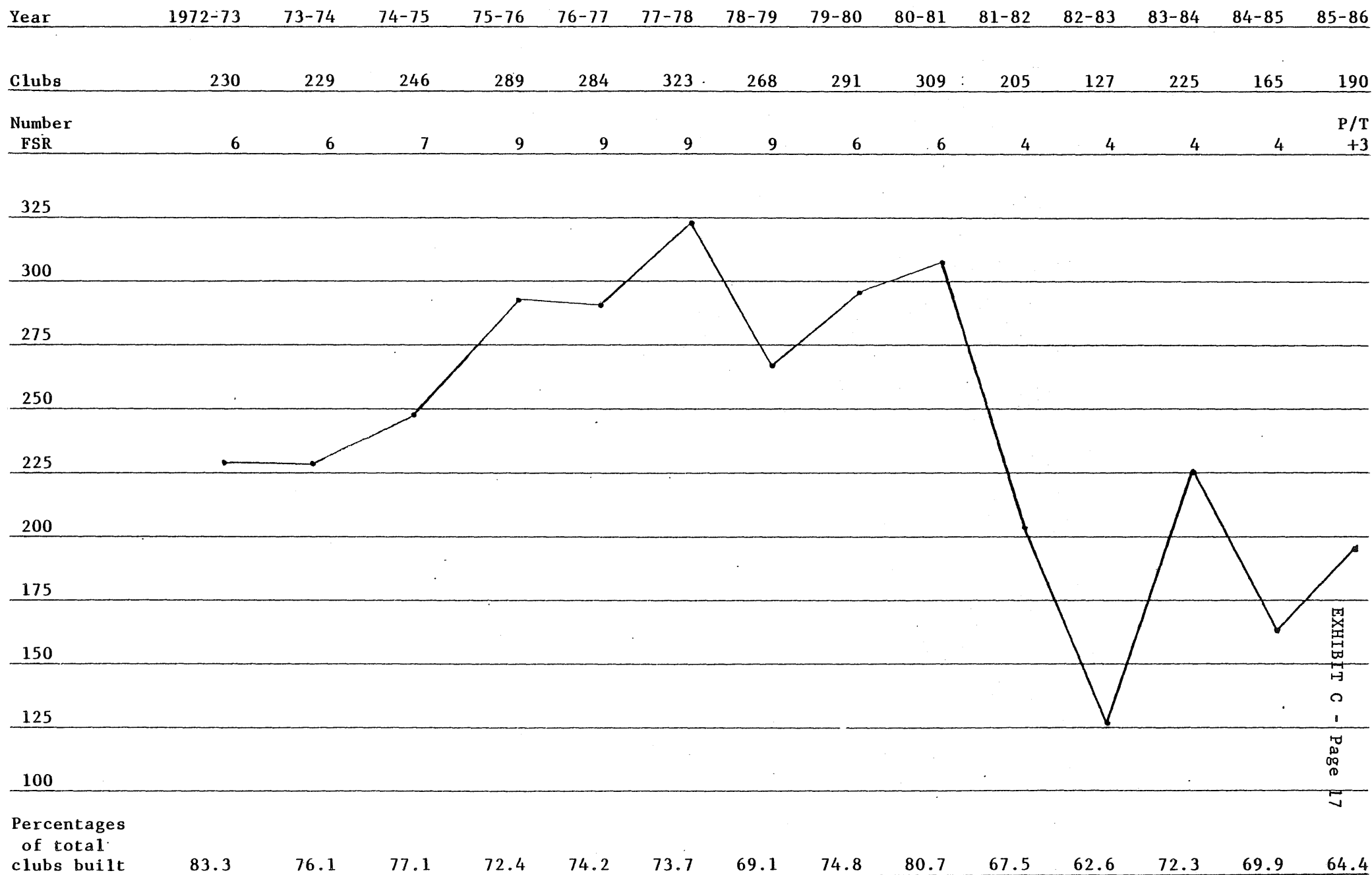
- A. In the case of a new club, payment will be made only after notification of the official organization of the club and receipt of all club papers and fees in the International Office.
- B. In bringing a below charter strength club back to charter strength the KIAR must send in at least ten new member add forms and the appropriate fees from a club with a previous membership of 15 or fewer individuals.
- C. Only one KIAR will be sent reimbursement for building/organizing each new club. If more than one KIAR has worked on a club, the expense of the one can be added to the expense reimbursement of the other. This also applies to the KIAR program as it relates to below charter strength clubs.
- D. Kiwanis International will NOT give expense reimbursement for more than \$100 for any one club.
- E. Expenses will be paid upon receipt in the International Office of a properly filled out and signed "Kiwanis International Expense Report Form" and all club papers. These are included in each Organizational Kit.
- F. Reimbursable expenses include:
 - 1. Automobile travel costs at the rate of 20¢ per mile.
 - 2. Other travel costs, such as airplane, train or bus.
 - 3. The KIARS meal and lodging costs involved with organizing the club.
 - 4. Meals for potential sponsoring club president and his representative or new club key man during the initial stages of starting the new club process. Paying for meals of prospective members of the new club are not REIMBURSABLE, nor desirable.
 - 5. Telephone calls, telexes, and postal expenses.
 - 6. Other expenses involved in building and organizing the club, such as cost of reproducing letters and bulletins, room rental (to be avoided if at all possible), rental of audio-visual equipment, etc.

VI. KIAR Workshops

- A. At the request of the governor, and at district expense, the Field Service Representative (FSR) will conduct a special workshop (or workshops) for KIARS in each district, which is serviced by the FSR. These workshops may be held at the mid-winter conferences or district conventions.

VII. Additional Support for the KIAR

- A. The KIAR is considered to be an integral and important member of the Kiwanis International growth team.
 - 1. A specially designated Kiwanis lapel button will be furnished each KIAR.
 - 2. When possible, at Kiwanis International events, the KIAR will be given recognition for his invaluable voluntary service to the Kiwanis International growth team.
- B. The Kiwanis International Field Service Representative (FSR) servicing his district will act as the KIARS primary contact with Kiwanis International.
 - 1. The FSR will keep in regular contact with the KIAR when he is involved in a new club building effort.
 - 2. The FSR will assist the KIAR whenever such assistance is needed and possible.
 - 3. The FSR will maintain an ongoing program to increase the effectiveness of the KIAR in his new club building and organizing effort.

NEW CLUBS FOR NORTH AMERICA

MEMORANDUM

October 22, 1986

TO: Jay Adams George Langguth
Speegle Berry David Moore
David Blackmer Tom Nelson
Don Collins Don Pottenger
Jeff DeWitt Chris Rice
Mark Frady Lee Riggin
Henry Hinrichsen Bob Saieg
Larry Horney Robert Scroggin
Aubrey Irby Carolyn Seymour
Ray Jeanes Terry Shaffer
John Johnson Andrew Tinker
Chuck Jonak Pete Tinsley

FROM: William A. Brown, Director of Club Services *WAB*SUBJECT: Non-performing or Non-existing clubs

The attached memorandum from International President Frank DiNoto was mailed today to District Governors with a copy also going to District Secretaries. I am attaching a copy of this mailing for your information.

WAB/tr
Attachment

cc: Donald E. Williams



COPY

KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL BUILDING, 3636 WOODVIEW TRACE, INDIANAPOLIS, IN 46268

317-875-8755-CABLE ADDRESS: KIWANINTL—IND TELEX/TWX 810-341-3471

MEMORANDUM

October 22, 1986

TO: DISTRICT GOVERNORS

FROM: Frank J. DiNoto, International President

SUBJECT: Non-performing or Non-existing Clubs

As was discussed at the 1986-87 International Council, we are enclosing forms to be used to identify the clubs in your district that you consider to be non-performing or non-existing clubs.

You will need to fill out a form for each club with an explanation as to why the club does not meet the minimum requirements of a viable Kiwanis club with reference to membership and community service. The enclosed forms must be mailed by January 1, 1987.

There will be a six-month period, ending July 10, 1987, for the district to place the named clubs on non-meeting status or to bring the clubs back to truly viable and functioning Kiwanis clubs. The clubs that are put on non-meeting status, with the resulting loss in membership, will not penalize the governor or lieutenant governor with reference to the criteria on membership growth in the 1986-87 Awards Programs.

Please remember, the enclosed forms must be returned by January 1, 1987 and that no further additions will be permitted after that due date.

Enc.

cc: District Secretary

Kiwanis International
ATTN: Club Services
3636 Woodview Trace
Indianapolis, IN 46268
EXHIBIT D - Page 3

DISTRICT REPORT OF NON-PERFORMING OR NON-EXISTING CLUB

Kiwanis Club of: _____ Key #: _____

City: _____ State or Province: _____

Division Number: _____ District: _____

Current Membership: _____

*It is a requirement that you explain why this club should be listed
as a non-performing or non-existing club.

EXPLANATION:

Does this club have any prospects for revitalization? _____

SIGNED: _____
1986-87 Governor

DATE: _____

Non-performing or Non-existing Clubs

17 Districts have reported clubs that are non-performing or non-existing.

123 clubs - 1,360 members

"This club has six members and they simply meet to have breakfast and visit."

"This is a case of 7 old country farmers, each of whom is up in age and short on get up and go. Only 3 or 4 attend meetings. There are no committees, no club budget and no projects."

"Membership of 14 - only four members attend meetings."

"Four elderly members who are not seeking new blood."

"Has 13 members, but with no attempt to revitalize. Little or no activity other than occasional meetings."

"This club may have thirteen members on their roster, but there is only two members that are faithful, the president and secretary."

"This club should be listed as non-performing due to low membership and lack of growth. The club members are not interested in picking up new members, according to the division Lt. Governor. They do not hold their own meetings; instead, they meet with the local lions club. Also, all projects are done with the lions club; they have no independent projects. They do pay dues and report, but only with prompting. They do not want grow---when they die, the club dies. This club is nothing more than a lions clubs using the Kiwanis name."



KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL BUILDING, 3636 WOODVIEW TRACE, INDIANAPOLIS, IN 46268
375-8755-CABLE ADDRESS: KIWANINTL—IND TELEX/TWX 810-341-3471

January 15, 1986

MEMO TO: ALL DISTRICT GOVERNORS AND DISTRICT SECRETARIES

FROM: SPEEGLE BERRY *SB*
ASSISTANT SECRETARY FOR MEMBERSHIP
STAFF REPRESENTATIVE - COMMITTEE ON CREDENTIALS

SUBJECT: DELEGATE STATUS - PAST LIEUTENANT GOVERNORS

Action was taken by the delegates assembled for the 67th Annual Convention of Kiwanis International held in Minneapolis, Minnesota, June 27-30, 1982, directing that all past lieutenant governors who are in good standing in a club in their divisions may "...represent any one club in their division not otherwise represented by two (2) delegates..."

This action included "...The status of the past lieutenant governor as a past lieutenant governor shall be certified by the district governor or district secretary..."

The Bylaws of Kiwanis International as amended reads:

Article VIII Convention, 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 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 represents, or occupy the office of lieutenant governor, or be a past lieutenant governor of the division of which the club is a member, or occupy the office of district secretary, in which case the lieutenant governor and a past lieutenant governor may represent any one club each in their division not otherwise represented by two (2) delegates, or the district secretary may represent any one club in his district not otherwise represented by two (2) delegates; and they shall be elected by such clubs not less than sixty (60) days prior to the date of any Annual Convention, and 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 the past lieutenant governor 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.

(over)

To implement this bylaw amendment your district office will be provided with a supply of forms to certify that the individual listed is a past lieutenant governor in the division of the club he is to represent. These forms will be mailed early in the year.

You will want to remind all clubs in the district as to the procedure to be followed. Perhaps an article in your district bulletin would reach past lieutenant governors who may not be aware of this bylaw provision. A past lieutenant governor must be certified by the District Governor or the District Secretary.

You are well aware of the confusion that exists when a delegate is at the Credentials Desk and discovers that his club has not filed the Certification of Delegate Form. He must then locate a district officer, or his lieutenant governor to vouch for him. Not only is he unhappy, but he does not know who his lieutenant governor is, or where to find a district officer. He is ready to go back home.

Anything you can do to impress upon club secretaries the importance of filing the proper Certification of Delegate Forms will help to alleviate these unpleasant situations.

There is always a confusion between the "Convention Registration Form" and the "Certification of Delegate" Forms. One does not replace the other. The Convention Registration Form with the appropriate fee enclosed admits the Kiwanian to the convention. The Certification of Delegate Form authorizes the Kiwanian to a seat in the House of Delegates with voting privileges. An "alternate delegate" has voting privileges only if a delegate is not in attendance.

Enclosure

Alonzo J. "Lonny" Bryan
Fox Ridge Apts. No. B203
8115 South Poplar Way
Englewood, Colorado 80112
303-771-6168

EXHIBIT G - Page 1

June 5, 1986

Mr. Speegle Berry
Staff Representative
Committee on Credentials
3636 Woodview Trace
Indianapolis, Indiana 46268

Dear Speegle:

Following up on our telephone conversation of yesterday, relating to the "status of the past lieutenant governor" and the implementation of Article VIII, Section 9, of the Bylaws of Kiwanis International, per your request the substance of the conversation is reduced to writing.

During the meeting of the Kiwanis Club of South Denver, Colorado yesterday, International Trustee Noris asked me for my interpretation of above Bylaw provision. Following our conversation, Noris suggested that I call the International Office and repeat to you what was discussed between us. This prompted the call to your office.

A brief review: At the Spring Meeting of the International Board in 1982 an amendment was reviewed as submitted by the Kiwanis Club of Greenfield, Massachusetts. Either due to the lack of sufficient time, or other pressures, the amendment was approved by the Board for submission to the House of Delegates at the Sixty-Seventh Annual Convention of Kiwanis International to be held in Minneapolis, Minnesota, June 27-30, 1982... without due regard for all of its implications and the inability to implement the amendment should it be adopted.

Upon raising questions in this regard, Staff was advised that the possibility of the amendment passing was minimal and there was no real concern at this time.

However, the delegates assembled deemed otherwise and the amendment was adopted by a standing vote of those assembled. (If one recalls, there were fifteen amendments presented in Minneapolis, and this particular amendment was No. 14. That particular House of Delegates recessed at 3:30 p.m. - This could possibly be part of the reason the amendment was passed without discussion, or without any presentation on all its implications).

(2)

Following the adoption of this amendment, lengthy discussions were held with Fay H. McDonald, Assistant to the International Secretary.

Fay concurred that there were serious concerns as to what the actual intent of amendment was meant to include and impossibility of its implementation. Fay agreed to review the matter with the Board. A detailed memo of all the implications was prepared for Fay's reference when making the presentation.

Some of the questions raised by Staff included:

1. Does this apply to all Past Governors
2. The current District Governor
3. The current District Governor-Elect
4. Re-divisioning of districts
5. Past Lieutenant Governors who have moved either within the district or to another district

Example of concerns: Permit me to use my own situation...

Served two terms as Lieutenant Governor in New Jersey

First term - Division 7
Second term - " 12

Since that date the entire district has been renumbered and part of the above divisions is now numbered Div. 17.

However, my home club of Washington, at the time I served as Lt. Gov., voted to be transferred to Division 8, an action that was approved by the District Board.

Up to the time I left New Jersey my club was in Divisions 7, 12, & 17. Since I left ... the transfer to Div. 8.

How do you determine what division I would be a Past Lt. Governor of, should I have remained in N.J.

Moving to the Rocky Mountain District I am now in Division 3 with Noris Lusche, Buck Anderson, and other Past Lt. Govs. On October 1, 1986, due to a re-divisioning, the South Denver club, of which we are members, will be moved from Division 3 to Division 15.

Question ... I am a Past Lieutenant Governor, but of what division? Similar situations are repeated throughout every district in Kiwanis International. What is the answer?

(3)

To the best of my knowledge, International Office records of District by Divisions are destroyed after the close of each administrative year. Certainly there are no records going back in the 30s through the 70s. It is questionable that even a District Office has any records of clubs by division going back several years. Who determines what?

Keep in mind that there are District Governors, Past Governors, and others who have changed club membership since serving as Lieutenant Governors.

The answer that came back to Staff from the 1982-83 International Board of Trustees, via Fay H. McDonald included:

1. Past Governor - as Past Lieutenant Governor - could represent a club in his division not represented by two (2) delegates
2. District Governors - same as #1
3. District Governors-Elect - same as #1
4. Past Lieutenant Governors could represent any club in the division in which they hold active membership in a Kiwanis club, not represented by two (2) delegates.
5. As the 1983 International Convention was to be held in Vienna, Austria - the concerns relating to the status of a Past Lieutenant Governor should not present a serious problem.
6. The Board would give further consideration to the implementation of Article VIII, Section 9 upon return from Vienna, based on the experiences gained.

Fay H. McDonald is receiving a copy of this letter and I am certain that he will be glad to give his interpretation of what transpired.

Following the Vienna Convention I was removed as Staff Representative to the Committee on Credentials and was not assigned to either the following conventions in Phoenix or Toronto. As a result I am not aware of any discussions that may have transpired since 1983. I assume that if a question was raised, that the bylaw provision was referred to. However, if a Past Lt. Gov. arrived in the Credentials Area with the proper form filled out, no questions were asked.

(4)

The actions referred to of the 1982-83 Board with the instructions as to how to implement the "intent" of Article VIII, Section 9 of the Bylaws of Kiwanis International were confirmed to Staff by Fay H. McDonald. However, with the changes in departmental responsibilities and Staff Personnel, it is questionable if the memo in question can be located in files stored away..

As I understand it, when questions are raised the answer is: "A Past Lieutenant Governor in the division in which he served as a Lieutenant Governor. A Past. Lt. Gov. moving to another division, or to another district has no voting privilege". However, it must be recognized that all districts are not following this procedure and a Past Lieutenant Governor is permitted to represent a club in the division in which the Past Lieutenant Governor currently holds active membership.

As a suggestion, after the Board has reviewed all the implications, original intent, and ramifications of this concern, that:

1. Consideration be given to re-affirming the actions taken by the 1982-83 Board, and the Committee on Credentials be so advised... in Houston.
2. Consideration be given to re-wording, or other appropriate changes, and possibly be presented at Council as a "housekeeping" amendment.

I believe this letter covers, to the best of my ability, what transpired during my conversation with Noris and the telephone call to your office.

Sincerely yours,


Alonzo J. "Lonny" Bryan

cc: Donald E. Williams
Frank J. DiNoto
Noris A. Lusche
G. W. Zitzelsberger
Fay H. McDonald

Addendum: The controversial words are: "or be a past lieutenant governor of the division of which the club is a member."

*** After completing this letter I located a copy of my original memo to Fay H. McDonald dated April 15, 1983. (Exhibit A)

April 15, 1983

MEMO TO: FAY H. McDONALD

SUBJECT: BYLAWS OF KIWANIS INTERNATIONAL, Article VIII, Section 9

FROM: ALONZO J. "LONNY" BRYAN

CC: J. WILLIAM KLEINDORFER

To follow up our recent conversation ...

It has become necessary that the International Board of Trustees have prepared guidelines as to the procedures to be followed by the Committee on Credentials in implementing the intent of this bylaw amendment.

Specifically: "...or be a past lieutenant governor of the division of which the club is a member a past lieutenant governor may represent any one club each in their division not otherwise represented by two (2) delegates, ..."

For reference purposes: (As adopted by the delegates in Minneapolis last year)

Article VIII, 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 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 represents, or occupy the office of lieutenant governor, or be a past lieutenant governor of the division of which the club is a member, or occupy the office of district secretary, in which case the lieutenant governor and a past lieutenant governor may represent any one club each in their division not otherwise represented by two (2) delegates, or the district secretary may represent any one club in his district not otherwise represented by two (2) delegates; and they shall be elected by such clubs not less than sixty (60) days prior to the date of any Annual Convention, and 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 the past lieutenant governor 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.

To determine the eligibility of a PAST LIEUTENANT GOVERNOR (PLG) to represent a Kiwanis club in his division, a policy statement needs to be made covering the following possibilities:

1. The Kiwanian is a PLG of the division of which his club is a member.
2. The District has re-divisioned. (Perhaps several times.) As a result the Kiwanian is not a PLG of the division of which his club is a member.
3. The PLG has moved to another division in the district. As a result the Kiwanian is not a PLG of the division of which his club is a member.
4. The PLG has moved to another district. As a result the Kiwanian is not a PLG of the district which the club he holds membership is a member, nor is the Kiwanian a PLG of the division of which his club is a member.
5. A Kiwanian is a PLG, however, he now holds a higher office:

Member of the International Board of Trustees
Past International President
International Committee Chairman
District Governor
District Governor-elect
District Secretary
District Treasurer
Past District Governor

6. What procedure is to be followed if any of the current or past officers listed under item 5 approaches the Credentials Area and requests that as a PLG he be permitted to represent a club in his division, however, he does not have available a form certifying ... "their election shall be evidenced by a certificate duly authenticated by the president and the secretary of the club".

Fay, should you come up with other possible complications, please add them to the six (6) listed above.

A decision should be reached by the Board at the May meeting. The next meeting of the Board to be held in Vienna just prior to the opening of the convention will be too late to develop the appropriate forms and to set up the procedures to be followed by the Credentials Committee.

REPORT OF BOARD COMMITTEE ON PROGRAM SERVICESTO THE INTERNATIONAL BOARD OF TRUSTEESJanuary 22-27, 1987

Dates of Committee Meeting: January 24-25, 1987

Place of Committee Meeting: International Office

Present: Members - William L. Lieber, Kenneth W. Smith, Arthur D. Swanberg,
Robert A. Wagner

Chairman - Gene R. Overholt

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

The Kiwanianne Program

The Committee recommends the procedure outlined below for the incorporation of Kiwanianne clubs. This recommendation is being submitted because Kiwanianne clubs are engaged in many types of activities within their communities which might provide exposure and risk of lawsuits. Although Kiwanianne clubs are covered by the Kiwanis International General Liability Insurance policy, there is a risk that individual liability may result if there are insufficient funds to meet the settlement in a lawsuit.

Recommendation #1:

The Committee recommends that the following be inserted into Board Procedures:

318.4 - Incorporation of Kiwanianne Clubs

When a Kiwanianne club is built, the sponsoring Kiwanis club(s) shall agree that the Kiwanianne club will incorporate within one year of its organization. After the International Office receives official notice of the intent to incorporate on the part of a Kiwanianne club, an outline of the proper procedure for incorporation will be sent.

The articles of incorporation shall have been approved first by the sponsoring Kiwanis club(s) and sent to Kiwanis International, who will review said articles of incorporation to determine if they meet acceptable standards and will then give consent to use the Kiwanianne name and trademarks.

After approval is given to file said proposed articles of incorporation, and such articles are filed with the proper governmental agency, the Kiwanianne club will be required to return a certified document of their filing and approval to the International Office.

I move that Recommendation #1 be adopted.

(Adopted)

Finance: No effect
Procedure: New Procedure

The Committee learned that there are 140 Kiwanianne clubs whose sponsoring Kiwanis clubs have paid the 1986-87 sponsorship fee of \$100. Thirty-six clubs are delinquent in payment of that fee. Two notices have been mailed, and a third phone contact will be made over the next several weeks. The estimated Kiwanianne membership is 4,500.

At the October Board Meeting, the Committee had requested that staff investigate the possibility of creating a felt banner, similar to a Kiwanis club banner, for Kiwanianne clubs as a supplies item. Staff reported that a 3' x 5' banner will shortly be available to Kiwanianne clubs for a cost of \$79.95. A notice of this fact is now being sent to all Kiwanianne clubs.

The Committee is working with Staff on the feasibility of a district structure for Kiwanianne clubs. The administrative and cost factors at all affected levels of the Kiwanianne and the Kiwanis International organizations will be included in the study. A continuing in-depth study of this entire matter is taking place, and a further report will be forthcoming.

Organ Donor Program

The Committee reviewed information on a campaign in the U.S. to encourage people to become organ donors. The campaign is proposed by a new organization called the Life Institute, Inc. and involves handing out literature to persons leaving polling places during election day in 1987 and 1988. The Committee requested staff to decline to cooperate with the Life Institute but requested staff to communicate with the national Boy Scout organization on its plans for an organ donor campaign.

International Project Month

The Committee reviewed club support for International Project Month during the last two years and concluded that club interest is too low to continue the program as it has been promoted. The Committee then examined the potential for using this program to solicit contributions to a disaster relief fund. The complexity of the mechanics for collection and disbursement from such a fund make this unattractive. It is difficult for Kiwanis International to provide the immediate response necessary for disaster relief. The Committee feels that Procedure 191 (attached as Exhibit A) provides the proper vehicle for response to disaster relief.

Service Bulletin on the Gifted and Talented

The Committee reviewed the 1986 International Resolution that called for Kiwanis International to "include in its service programs gifted and talented children and youth who lack attention to their special needs." The Committee also

learned that no major service organization has developed service activities targeted to benefit this group. The attitude of most people toward the gifted and talented is that they can take care of themselves. Even in Europe, where many Kiwanis activities are eclipsed by the scope of government programs, many schools do not address the needs of the gifted and talented. Yet, recent studies indicate that a disproportionate number of young people who drop out of school, experiment with drugs, and commit suicide would qualify as gifted or talented.

Young Astronaut Program

The Committee also reviewed materials produced by the Young Astronaut Program, which encourages involvement in science and mathematics by young people in grades one through nine. The Committee noted the excellence of the materials and the importance of the program.

The Committee requested Staff to gather material and information on the financial and procedural implications of association with the Young Astronaut Council.

Annual Observances

The Committee reviewed the figures on club participation in the ten annual observances promoted by Kiwanis International and discussed the attitudes of clubs toward these events. The Committee concluded that there were too many annual observances for effective promotion and that service-related observances could help define the service image of Kiwanis if they were well supported.

Recommendation #2:

The Committee recommends that the annual observances for Kiwanis International be Farm-City Week, Worldwide Kiwanis Week, Canada-U.S. Goodwill Week, Family Day, Kids' Day, and Prayer Week.

I move that recommendation #2 be adopted.

(Adopted)

Finance: No effect
Procedure: In compliance

CIRCLE K

Sponsorship Fee Billing Procedure

The Committee reviewed the proposed procedure for including the sponsorship fee for Circle K on the semi-annual billing of sponsoring Kiwanis clubs. The Committee concluded that putting the fee on the billing will assist Circle K International in collecting this fee from sponsoring Kiwanis clubs. Therefore, the Committee makes the following recommendation:

Recommendation #3:

The Committee recommends that the sponsorship fee of Circle K International be included on the first semi-annual billing of sponsoring Kiwanis clubs.

I move that Recommendation 3 be adopted.

(Adopted)

Finance: None

Procedure: In compliance

Procedure for Notifying Kiwanis Clubs of Circle K Clubs Below Charter Strength

The Committee reviewed the proposed administrative procedure of notifying the sponsoring Kiwanis clubs of Circle K clubs below charter strength. Of the 386 Circle K clubs which have submitted International dues, 110 clubs have less than ten members and 150 clubs have ten to nineteen members. The Committee requests staff to develop a club contact form which will be completed by Kiwanis club advisors.

Approval of the 1987 Circle K International Convention Budget

The Committee reviewed the proposed 1987 convention budget (Exhibit B). The Committee noted that staff from the Conventions/Meetings and Circle K departments drafted the budget (based on 750 participants) prior to receiving approval from the Circle K International Board of Trustees. The Committee therefore makes the following recommendation:

Recommendation #4:

The Committee recommends approval of the proposed 1987 Circle K International convention budget (Exhibit B).

I move that Recommendation 4 be adopted.

(Adopted)

Finance: None

Procedure: In compliance

Enforcement Policy of the Alcohol Resolution

The Committee reviewed the proposed policy which will provide enforcement procedures of the Alcohol Resolution that has received Circle K International and Kiwanis International Board approvals. The enforcement policy has been reviewed by Kiwanis International legal counsel and has been found to be acceptable. The Committee considers the policy to be viable and enforceable, and therefore makes the following recommendation:

Recommendation #5:

The Committee recommends approval of the Circle K Enforcement Policy of the Alcohol Resolution (Exhibit C).

I move that Recommendation 5 be adopted.

(Adopted)

Finance: None

Procedure: In compliance

Approval of Changes to the Amendments to the Circle K Bylaws

The Committee reviewed two additional amendments to the Circle K Bylaws and found them to be acceptable. The amendments had been approved by the House of Delegates in August, 1986, but not presented to the Kiwanis International Board of Trustees at its October 1986 meeting. Therefore, the Committee makes the following recommendation:

Recommendation #6:

The Committee recommends approval of the proposed changes to the Circle K Bylaws (Exhibit D).

I move that Recommendation 6 be adopted.

(Adopted)

Finance: None

Procedure: In compliance

Review of Travel by Circle K Board Members

The Committee reviewed the travel report forms submitted by the Board members and found them to be in order and in compliance with Kiwanis Board Policy.

BUILDERS CLUBS

The Committee reviewed membership statistics and noted that over 500 chartered clubs have not responded to club status surveys. The Committee requests staff to continue efforts in obtaining information about these clubs by working with District officers of Kiwanis International. Materials available for Builders Clubs were reviewed. No action was taken, pending further study of the program and review of the strategic planning program.

Review of Key Club International Board Policy on Reimburseable Expenses of Key Club International Board Members

The Committee reviewed the proposed Key Club International Board Policy on reimburseable expenses of Key Club International Board Members as passed by the Key Club International Board at its October Board Meeting. It is attached as Exhibit E. The Committee considers the proposed policy to be acceptable and therefore makes the following recommendation:

Recommendation #7:

The Committee recommends approval of the proposed new Key Club International Board Policy on reimburseable expenses of Key Club International Board Members, as shown in Exhibit E.

I move that recommendation 7 be adopted.

(Adopted)

Finance: None
Procedure: In compliance

Authorization of Line Item Over Expenditure

The Committee reviewed a request from the Key Club Department to allow an over expenditure of budget line item 15-330-05 Membership Education Audio-Visual in the amount of \$2,000. This over expenditure is necessary in order to purchase the filmstrips and video tapes of the membership education audio-visual that was produced at the end of the 1985-86 year. This expenditure would be applied against Key Club's unallocated surplus for 1986-87.

Recommendation #8:

The Committee recommends the approval of a \$2,000 over expenditure to line item 15-330-05 of the Key Club budget and that said expenditure be applied against Key Club's unallocated surplus.

I move that recommendation 8 be adopted.

(Adopted)

Finance: \$2,000 reduction in Key Club surplus.
Procedure: In compliance

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 Organizational Growth

The Committee is pleased with both membership growth and new club building for Key Club. Membership is running more than 5,000 ahead and new club building 18 clubs ahead of last year's first quarter. The Committee commends the Key Club International Board and staff on these accomplishments.

Kiwanis International - Farm City Council Relationship

The Committee reviewed the historic relationship between Kiwanis International and the National Farm City Council as well as the serious operational difficulties which the Council experienced last October when the Kiwanis International Foundation was unable to approve a \$10,000 grant request for the 1986-87 administrative year. It was noted that an estimated 3,000 Kiwanis clubs in 16 nations participated in a Farm-City event in 1985-86 and that the Farm-City concept shows remarkable promise as one of only a few programs with universal appeal. The Committee was informed that by providing modest interim support, Kiwanis can buy the Council time to develop new sources of funding in order to re-establish its operation and program

Recommendation #9:

The Committee recommends that Kiwanis International provide a subsidy of \$5,500 effective from March 1 to September 30, 1987 to Farm-City Council. Such expense to be shown in account #13-127-01.

I move that Recommendation #9 be adopted.

(Adopted)

Finance: Expenditure of \$5,500
Procedure: In Compliance

Respectfully submitted,

WILLIAM L. LIEBER
ROBERT A. WAGNER
ARTHUR D. SWANBERG
KENNETH W. SMITH, D.C.
GENE R. OVERHOLT, Chairman

190 - KIWANIS INTERNATIONAL (GENERAL)

191 - Disaster or Emergency Areas

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

192 - Emblems

- a. A Kiwanian who has been elected to but has not served in an office of Kiwanis shall not be entitled to the insignia or any other recognition of a past holder of such office. A Kiwanian who has been elected to an office, and who has actually served any portion of the term of such office, shall be entitled to the insignia and other recognition as a past holder of such office.
- b. The purpose of the Kiwanis name, emblem and insignia is to identify with Kiwanis International an individual, a group of individuals, a piece of printed matter, an object, or an article. Permission to use the Kiwanis name or emblem in any manner shall be granted only if the permitted use is appropriate to the ideals, Objects and objectives of Kiwanis International.
- c. In passing upon requests for permission to use the name or emblem of Kiwanis International, the following standards shall guide the General Office in determining the propriety of the proposed use. The name, emblem or insignia shall not be used on an article or object:
 - (1) which is in poor taste, or
 - (2) which is to be used as part of a business promotion, or
 - (3) which is of inferior quality or poor workmanship, or
 - (4) on which the name, emblem or insignia is inaccurately or inartisitcally reproduced, or
 - (5) in the normal use of which the name, emblem or insignia would be defaced or distorted, or
 - (6) which will be stood, walked, or sat upon, or
 - (7) in conjunction or association with the name or trademark of a commercial enterprise, or
 - (8) which is to be offered for sale to the general public other than as a fund-raising project of a Kiwanis Club, or
 - (9) which may contain or be used with alcoholic beverages, or

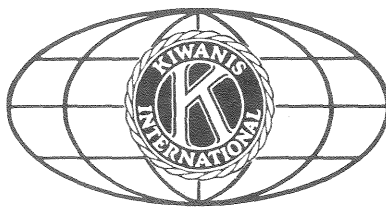
EXHIBIT B
EXHIBIT C
EXHIBIT D
EXHIBIT E

Exhibit B of the Report of the Board Committee on Program Services, "1987 Circle K Convention Budget," is now Exhibit #13 of the January 22-27, 1987, Minutes.

Exhibit C of the Report of the Board Committee on Program Services, "Circle K International Proposed Procedure for Violations of the Alcohol Policy," is now Exhibit #14 of the January 22-27, 1987, Minutes.

Exhibit D of the Report of the Board Committee on Program Services, "Amendments to Circle K Bylaws," is now Exhibit #15 of the January 22-27, 1987, Minutes.

Exhibit E of the Report of the Board Committee on Program Services, "Reimburseable Expenses of Key Club International Board Members," is now Exhibit #16 of the January 22-27, 1987, Minutes.



AMENDMENTS

to the Bylaws of Kiwanis International
Adopted by the International Council,
Indianapolis, Indiana, January 10-13, 1985

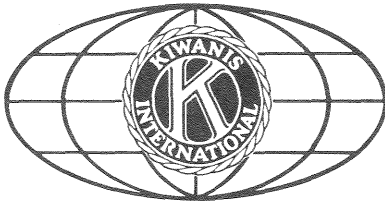
April 1, 1985

To All Kiwanis Clubs:

The following amendments to the Bylaws of Kiwanis International were adopted at the International Council meeting in Indianapolis, Indiana, on January 10-13, 1985.

Amendments 1 and 2 were adopted upon advice of trademark counsel. Among the most valuable things we own are our name "Kiwanis" and our various logos. Our lawyers felt that clarification in these two sections of the Bylaws was essential to strengthen our position in protecting these "trademarks" from use by clubs or other organizations who may not use them in the best interest of Kiwanis. Amendment 3 is a housekeeping item concerning the Conference on Nominations at International conventions.

G. H. "Gil" Zitzelsberger
International Secretary



Circle K International
1987 Convention Budget

14-153-	1986 Actual	1987
01 - Stickers and Veloxes	527	750
OTIC	<u>1,600</u>	<u>1,500</u>
	2,127	2,250
02 - Travel-Staff @ \$125	1,406	625
2 Secretaries, Ass't		
Convention Director,		
Photographer, Housing Coordinator		
03 - Travel-Non Staff		
Past President Troyer	516	275
Immediate Past President Williams		<u>150</u>
		425
04 - Travel-Board		
Built into general budget		
05 - Printing		
Program	3,380	2,000
Registration forms (typesetting)		100
Copying (Machine rental)		100
(Outside copying)		600
Invitations		<u>50</u>
		2,850
06 - Supplies	1,028	
Ribbons		350
Name Tags (Computer Tape)		450
Name Tag Holders		100
Confirmation Packets		100
Brown Crafts		90
Supplies (Miscellaneous Office)		<u>500</u>
		1,590
07 - Awards	193	
Convention Gifts		500
Governors & Administrators		
Certificates		<u>300</u>
		800
08 - Housing-Staff	2,304	
Staff Secretary - 11 nights		649
Magazine Editor - 6 nights		Comp
Magazine Photographer - 6 nights		354
Assistant Convention Director - 8 nights		472
Staff Secretary - 12 nights		<u>708</u>
		2,183

09 - Housing - Non Staff	3,067	
Immediate Past President - 6 nights		Comp
Past President - 6 nights		Comp
Presidential Amenities		400
Host Committee - 6 nights		384
Key Club President - 6 nights		Comp
Foundation Representative - 6 nights		Comp
Board rooms		
2 triples - 6 nights		876
2 doubles - 6 nights		768
President's Parents Room - 6 nights		384
		<u>2,812</u>
10 - Meals	2,039	
Staff Secretary - 13 days per diem		455
Staff Secretary - 12 days per diem		420
Housing Coordinator - 12 days per diem		420
Photographer - 7 days per diem		245
Assistant Convention Director - 9 days per diem		315
Staff Dinner		200
Comp Registration for 12 staff members @ 35		420
Monday Night Outing for 12 staff members @ 3		36
		<u>2,511</u>
11 - Meals-Non Staff		
VIP's - 12 x 35	386	420
10 parents of CKI Board x 35		350
24 Monday Night Outings @ 20		480
2 Past Presidents - 7 days x 35		490
		<u>1,740</u>
12 - Meals-Board		
11 per diems x 6 days @ 35	1,326	2,310
11 Monday Night Outings @ 3		33
		<u>2,343</u>
13 - Group Meal Functions	33,193	
Host Breakfast 50 @ 6.75		337.50
Governors Breakfast 45 @ 6.75		305.00
Administrators/Advisors Breakfast 75 @ 6.75		507.00
President's Reception		300.00
Alumni/Past Board Luncheons 2 @ 13.00		26.00
Governor's Banquet 750 @ 19.50		14,625.00
Farewell Brunch 750 @ 15.50		11,625.00
		<u>27,725.50</u>
14 - Entertainment & Contingency		250
15 - Speaker & Program Expense	1,319	
Signs		100
Slides		500
Opening & Closing Slide Show		2,000
		<u>2,600</u>

16 - Equipment and Services	3,772	
Telephone		500
AV Equipment		
Walkie Talkies		630
Flip Charts 5 x 3 days x \$8.00		120
Typewriters 6 x \$75		450
16 mm projector 1 x 3 days x \$40		120
VCR and Monitor 1 x 2 days x \$110		220
Technicians		
Opening Session		
2 technicians x 4 hours x \$47		376
Governor's Banquet		
2 technicians x 4 hours x \$47		376
K-Family Session		
2 technicians x 4 hours x \$23.50		188
Awards & Entertainment		
2 technicians x 4 hours x \$23.50		188
Spotlight Rental		
.5 day rental @ \$90.00 x 2		900
Gratuities		500
Miscellaneous Equipment		250
Decorations Draping		500
		<u>5,318</u>
17 - Host Committee Expenses	309	300
18 - Postage and Shipping	2,755	
Confirmation Registration		
Postage 800 @ 85¢		680
OTIC Mailings		500
Truck Rental		500
		<u>1,680</u>
19 - Miscellaneous	180	
Petty cash		2,000
	<u>56,278</u>	<u>60,052.50</u>
Income		
750 full-time participants @ \$80		60,000
30 Governor's Banquet participants @ \$25		750
15 Farewell Brunch participants @ \$20		300
25 one day participants @ \$30		750
		<u>61,800</u>

PROPOSED PROCEDURE FOR VIOLATIONS OF THE
ALCOHOL POLICY

- INDIVIDUAL LEVEL: The violation will be handled on an individual basis when the violation involves three or fewer Circle K members.
- FIRST VIOLATION: Suspension of membership for a period decided upon the club's executive board. The minimum suspension will be six weeks, and maximum will be 12.
- SECOND VIOLATION: The individual or individuals will be expelled from the club.
- ENFORCEMENT: The club board of officers and club advisors (faculty, Kiwanis club, and district).
- GRIEVANCES: If a grievance is filed by one of the parties involved, it may be heard by an advisor and the nearest district officer.
- CLUB LEVEL: If more than three people are involved in the violation, it will be considered a club violation, to be decided upon by the district board at its next meeting.
- FIRST VIOLATION: The club will be placed on probationary status for a period of three months minimum, but no more than nine months. This will be decided by the District Governor and the District Administrator. All such actions must be reviewed by the district board, at the next regularly scheduled meeting. While the club is on probationary status within the district, it will not be in good standing with International. During the probationary period, clubs will lose the privilege of seating delegates at both the district and International conventions. Also during this probationary period, the club will not receive materials from either their district or International.
- SECOND VIOLATION: The club will be brought to the International Board for review with the possibility of having their charter revoked.
- GRIEVANCES: The club may appeal on the first violation, at the next regularly scheduled district board meeting. The second violation will be appealed through the International Board.
- DISTRICT LEVEL: A district will be in violation of the alcohol policy if it is guilty or condones possession, sale, use, or consumption of alcoholic beverages at any district function, i.e. (rallies, conventions, projects, conferences, dances, fundraisers, or any other event officially sanctioned by the district).

VIOLATIONS: First Offense: Censure by International Board of Trustees to be publicized for the sponsoring Kiwanis district.

Second Offense: Suspension of district services (club services will not be affected) for a period of one to three months dependent upon the decision of the International Board of Trustees. The exact scope of service suspension for the districts shall be defined by the board when the district is found in violation.

GRIEVANCES: The district may appeal to the International Board of Trustees at their next regularly scheduled meeting.

DISCLAIMER: Any violations that are not handled properly by the club or district involved, shall be subject to review by the International Board of Trustees.

AMENDMENT TO CIRCLE K CONSTITUTIONPREAMBLE

This amendment adjusts the election and installation of club officers in order to comply with the April 1 - March 31 term of office for club and districts.

Current Reading - International Bylaws,
Article III, Club Structure, Section 2

The election, installation, term and duties of the officers of a club shall be defined in the club bylaws. The outgoing president and secretary of the club shall promptly certify to the administrator of Circle K International the names and addresses of the newly elected officers.

Proposed Reading - International Bylaws,
Article III, Club Structure, Section 2

The election, installation, duties and manner of filling vacancies of club officers shall be defined in the club bylaws. In no case shall club elections be held later than February 15. All officers shall assume their official duties the first day of April following their election. If the annual convention of their district is held later than March 31 in any given year, all officers shall assume their official duties on April 15. The outgoing president and secretary of the club shall promptly certify to the Administrator of Circle K International the names and addresses of the newly elected officers.

Amended at the House of Delegates to read:

In no case shall club elections be held later than two weeks prior to the district convention.

Submitted by: The Circle K International Board of Officers.

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

Current Reading - International Bylaws,
Article XI, Vacancies in Office Between Conventions,
Section 2

In the event of a vacancy in one of the offices of Vice-President or the office of Secretary between conventions the Board of Officers shall elect an active member in good standing of a club within a member district as soon as possible after the creation of the vacancy, to serve in that capacity for the unexpired term, except that in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for the succeeding administrative year.

Proposed Reading - International Bylaws, Article XI, Vacancies in the Office Between Conventions, Section 2

In the event of a vacancy in one of the offices of Vice-President or the office of Secretary between convention and before April 1st, the Board of Officers shall elect an active member in good standing of a club within a member district as soon as possible after the creation of the vacancy, to serve in that capacity for the unexpired term. In any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for the succeeding administrative year. In the event a vacancy occurs after April 1, the Board of Officers may vote to leave the office vacant until the next succeeding convention of Circle K International.

Submitted by: The Florida District Board of Officers

The Circle K International Board of Officers endorses this proposed amendment

1.9 REIMBURSEABLE EXPENSES OF KEY CLUB INTERNATIONAL BOARD MEMBERSA. Travel and Transportation

1.1 The following are the reimburseable travel and transportation expenses for Key Club International Board members:

1. International Board Training Conference
2. Council Meeting/Leadership Conference
3. Fall Board Meeting
4. Executive Committee Meeting (Executive Committee members only)
5. Winter Board Meeting
6. International Convention at end of term
7. One Board Meeting to each counseled district
8. District Convention of each counseled district
9. Additional budgeted travel of the International Board, as authorized by the Key Club International Administrator

1.2 All travel paid by Key Club International must be arranged and/or approved through the International Office.

1.3 Air travel should be limited to round-trip economy.

1.4 Auto transportation is reimburseable at the standard rate approved by the Kiwanis International Board and shall not exceed the cost of air transportation.

1.5 Bus or rail transportation should be at coach fare and shall not exceed the cost of air transportation.

B. Postage and Mailing

1.1 The following are the reimburseable postage and mailing expenses for Key Club International Board members:

1. First class postage for personal correspondence and newsletters
2. Express mail charges that are pre-approved by the Key Club International Administrator.

C. Newsletter/Correspondence Reproduction

1.1 Up to \$10.00 per month can be reimbursed for printing/duplicating and/or production costs relating to a board member's responsibilities.

D. Telephone

1.1 Reimbursement is for long distance calls only and not for monthly charges related to telephone rental, hook-up charges, etc.

(continued)

D. Telephone (continued)

- 1.2 The maximum reimbursement time for any call is ten minutes.
- 1.3 All reimburseable calls must be justified on the report form. Such justification will include name of party called, reason for call, total time of call, and total cost of call. A copy of the telephone bill must be submitted.
- 1.4 The maximum reimbursement for any given month is \$20.00 per board member with the exception of the International President, who can receive up to \$50.00 per month.

E. Housing and Meals

- 1.1 The cost of housing and meals at all International functions is the responsibility of Key Club International
- 1.2 The cost of housing and meals for International Officers at district functions shall be the responsibility of the district or the individual attending. When on an official district visit where the district does not cover meal costs, these costs are reimburseable in the amount of the actual meal expense, not to exceed the authorized daily per diem as established by the Kiwanis International Board.

F. Submission of Reimbursement Requests

- 1.1 All requests for reimbursement must be made within 30 days of incurring the expense.
- 1.2 Requests for reimbursement must be submitted on the proper forms.
- 1.3 All expenses should be justified by attached receipts. Non-receipted expenses of \$10.00 or more will not be reimbursed. Telephone, postage, and photocopy expenses must be receipted regardless of the amount of reimbursement requested.
- 1.4 All expense reports must be approved by the Key Club International Administrator or his designated representative.
- 1.5 Reimbursement requests are subject to further restrictions outlined in Section 1.8 of Key Club International Board Policies and in the International Officers Service Agreement.

NOTE: Solicitation of Funds

Kiwanis International Board Procedure 701.4d states: "No solicitations for funds will be made by Key Club International Officers to any Kiwanis/Key Club District or to any Kiwanis or Key Club to be used for the execution of their duties."

REPORT OF BOARD COMMITTEE ON COMMUNICATIONS AND CONVENTIONS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 23-27, 1987

Dates of Committee Meeting: January 23 and 25, 1987

Place of Committee Meeting: International Office

Present: Members - C. A. Dillon, Jr., J. Donovan Jackson, Don Miles
Chairman - John D. Morton, Sr.
Staff - David L. Blackmer, Larry J. Horney, John E. Johnson,
Charles M. Jonak, Christopher J. Rice, Kelly Sears
A.G. Terry Shaffer, David B. Williams

KIWANIS MAGAZINE

Editorial

Staff presented the "Kiwanis Magazine Mission Statement" (Exhibit A) to the Committee for review. The Committee concluded that the Mission Statement succinctly states the intended purpose and conceptual objectives of Kiwanis International's official publication.

Recommendation #1:

The Committee recommends that the "Kiwanis Magazine Mission Statement" be accepted as an official statement of the Board.

I move that Recommendation 1 be adopted.

(Adopted)

Finance: No effect
Procedure: In compliance

The Committee reviewed the Magazine Department's Long Range Plan and is in accord with the staff on the concepts outlined. The long-range plan will be subject to further review at the May 1987 Board meeting.

The Committee also reviewed and was in accord with the staff on the two agenda items which went before the Finance and Administration Committees:
"Interdepartmental Charges to Magazine" and "Creation of Publication Department Budget (Department 21)."

In reviewing the "Report of the Board Committee on Long Range Planning to the Meeting of the International Board of Trustees, October 5-9, 1986," the Committee determined that the points made by the Long Range Planning Committee in regard to Kiwanis magazine are addressed in both the "Kiwanis Magazine Mission Statement" and the Magazine Department's Long Range Plan.

The Committee reviewed recent and upcoming highlights in the magazine, noting with interest the articles devoted to publicizing the 1987 International Convention in Washington, D.C., as well as the introduction of the "Kiwanis World" department in the January 1987 issue.

Advertising

The Committee reviewed advertising sales for the 1986-87 administrative year through the February 1987 issue. Outside sales (\$176,342) at this point show a 16 percent increase (\$24,331) over 1985-86, due in part to the February magazine, which is the second largest outside-advertising revenue-producing issue in Kiwanis magazine's history.

The Committee reviewed advertising "write-offs" for 1985-86, concluding that they were negligible: approximately \$5,000, which is less than one-half of the amount budgeted. In addition, the Committee noted that more than \$1,600 in debts that were written off for 1984-85 have been collected.

The Committee also noted with interest that the Speakers Bureau's activity has picked up briskly after a holiday season lull. Feedback from clubs' utilizing the service has been extremely positive, and staff anticipates even greater use of the Speakers Bureau during the coming months.

Bulletins for Kiwanis Officers

Staff brought to the Committee's attention a potential over-budget situation with line item 05-108-04 (Worldwide Newsletter), which is used for the production costs of the overseas regional editions of the BKO. As of December 1986, \$8,794 remained in 05-108-04, which has a \$12,850 1986-87 budget. The \$4,056 in expenses were for the production of three overseas BKOs. The 1986-87 overseas BKOs' production schedule, however, provides for the publication of nine more editions, which will cost an estimated \$12,800.

Recommendation #2:

The Committee recommends authorization of expenditures of \$4,000 beyond the amount budgeted in line item 05-108-04.

I move that Recommendation 2 be adopted.

(Adopted)

Finance: Department 05's 1986-87 will remain within budget.

Procedure: In compliance.

Public Relations

Staff reported that three public relations items have been adapted for broader worldwide use. The half-hour television documentary, "Volunteers In Action: Kiwanis Today," has been recorded with the narration in Spanish, French, German, and Chinese as well as English. The 30-second "We Build" television spot has been recorded in Japanese, Italian, Spanish, Chinese, French, and German. The new 30-second spot on drug abuse featuring international soccer star Pele has been produced in the same languages.

The Pele spot is one of five new radio and television spots currently in production. Two new drug abuse spots by US First Lady Nancy Reagan were taped last week. Spots featuring Los Angeles Dodgers coach Tommy Lasorda and singer Marie Osmond are scheduled for taping during the next few weeks. The Voice of America has already accepted the Pele spot for overseas broadcast in English,

Spanish, and Portuguese. The "We Build" spot was aired in eight countries by the Tele-Mundo Network on New Year's Day in conjunction with the Rose Parade.

Kiwanis public-service spots continue to be aired by all three US commercial networks, including a recent airing in prime time on NBC's top-rated "Cosby Show" and on ABC's Thursday evening football game. These two airings alone had a combined audience of 90 million viewers and a commercial time value of \$440,000.

In February, the half-hour documentary will be distributed by satellite to the 900 North American television stations. Local clubs also continue to place the documentary and our public-service spots on their local stations. During the first three months of 1986-87, the public relations department fulfilled more than 225 requests from clubs for video and audio public-service tapes, the half-hour documentary, the Kiwanis musical jingle, billboards, print ads and window posters.

The billboard program remains popular with clubs and districts. The New York district recently posted 160 boards, and the Capital District governor plans to have a billboard on every highway into Washington at convention time. The Kiwanis International Foundation's funding of a new edition of the Nancy Reagan drug-abuse billboard brings the total of Kiwanis billboards in print to 5,500.

The public relations staff, working closely with district governors and district PR chairmen, coordinated the staging of the national kick-off event for Operation Care and Share in Washington, DC, on November 24. Simultaneous events were also held in Detroit, Michigan, St. Louis, Missouri, and Boise, Idaho. In addition to local news coverage, a radio news release was broadcast by more than 2,000 radio stations.

The Committee next considered the selection of the 1987 Kiwanis World Service Medal. Eight qualified candidates were nominated by Kiwanis clubs. The Committee wishes to recommend Mr. Terry Waite, the Church of England official who has devoted so many efforts during the past five years to freeing hostages in Iran, Libya, and Lebanon. The Committee believes that recognition of Mr. Waite's service to human and spiritual values in the face of political and sectarian violence will fulfill all the purposes for which the Kiwanis World Service Medal was created.

Recommendation #3:

The Committee recommends that the 1987 Kiwanis World Service Medal be presented to Mr. Terry Waite.

I move that Recommendation 3 be adopted.

(Adopted)

Finance: In budget

Procedures: In compliance

CONVENTION

Staff requested that the Committee approve an additional expenditure of \$8900 for simultaneous translations at the Washington, D.C. convention. The line item for simultaneous translations inadvertently was budgeted at \$0; therefore, no budget exists. Staff will partially offset the \$8900 expenditure by reducing two other line items, 12-103-03 and 12-103-04, by \$1940 and \$1800 respectively.

Recommendation #4:

The Committee recommends that an overexpenditure of \$8900 be permitted for simultaneous translations at the Washington, D.C. convention, and that cost savings be achieved in line item 12-103-03 by \$1940 and line item 12-103-04 by \$1800.

I move that Recommendation 4 be adopted.

(Adopted)

Finance: Increase in budget: \$5160.

Procedure: In compliance.

1992 Kiwanis International Convention

The Committee requested that staff investigate New Orleans, Indianapolis, and Louisville as potential sites for the 1992 International Convention. Louisville will be considered only if dates can be guaranteed to us on a first option basis.

1993 Kiwanis International Convention

Non-North American cities are being investigated for the 1993 Kiwanis International Convention. Larry Horney, in tandem with his trip to Zurich for the KIE Board meeting at the end of January, will be doing site visits in Zurich, Lausanne, Nice, and Berlin. Although a site visit is not possible at this time due to scheduling conflicts, Munich has expressed an interest and has sent information to staff regarding facilities.

Monopolization of Microphones in the House of Delegates

As a result of the activities during the Tuesday House of Delegates session at the Houston Convention, a number of complaints regarding the monopolization of microphones by one district was received, and the Committee was requested to study this matter. It was concluded that, although this type of behavior may be improper, delegates do represent their own view as Kiwanians and as representatives of their clubs, and that the majority probably do not represent the thinking of their districts. In fact, most have likely received no input from their district regarding the issues. The Committee believes that it would be inappropriate to deny individual Kiwanians the right to speak on a particular issue and therefore will take no further action.

International Dinner at Convention

The Washington, D.C. Host Committee on International Relations has indicated a desire to sponsor an International Dinner on Tuesday night of the Washington, D.C. convention when North American districts are involved in their respective

district dinners. The Committee believes that the existing practice of involving non-North American districts in North American district dinners has worked well in the past and feels that this practice should be unchanged. The Committee has encouraged staff to work with the Host Committee in planning a no-host reception for International guests on Wednesday evening prior to the closing session. Staff has been asked to provide transportation for the Official Family to this International reception, but there will be no other financial responsibility on the part of Kiwanis International or the Convention Department.

Accommodations for KI-E President at the Kiwanis International Convention

Staff requested direction from the Committee with regard to the accommodations provided to the KI-E President during the Kiwanis Convention. At this time no policy or procedure exists with regard to this matter and each KI-E President has been treated differently. The Committee feels that the KI-E President should be afforded the same complimentary accommodations as our district governors; therefore, staff was requested to ensure that the KI-E President receives a complimentary one-bedroom suite for five nights during the Kiwanis International Convention. Future KI-E Presidents are to be afforded these complimentary accommodations until further direction.

Convention Forums, Workshops, Seminars

The Committee discussed forums, workshops, and seminars for the Washington, D.C. Convention, and approved staff's suggestion that special 45-minute presentations by outside groups be permitted. These outside groups may include Special Olympics, Boy Scouts, 4-H, and the National Head Injury Foundation. These outside presentations will take place on Monday and Tuesday afternoons.

The Committee wishes to commend staff on the Washington, D.C. promotional flyer. It is the Committee's hope that the production of such a flyer will continue in future years.

Respectfully submitted,

C. A. DILLON, JR.
J. DONOVAN JACKSON
DON MILES
JOHN D. MORTON, SR., Chairman

Exhibit A of the Report of the Board Committee on Communications and Conventions, "Kiwanis Magazine Mission Statement," is now Exhibit #18 of the January 22-27, 1987, Minutes.

KIWANIS MAGAZINE MISSION STATEMENT

"Kiwanians always have been leaders in their communities. Leaders must be well informed on a variety of subjects from several points of view. In combination with other news media, Kiwanis magazine always has attempted to give Kiwanians the information they need to maintain a broad perspective and so serve their communities better."

--L.A. "Larry" Hapgood.
Associate Secretary Emeritus
The Men Who Wear the K

Kiwanis magazine's purpose is to communicate to its worldwide readership the news and objectives of Kiwanis International with special emphasis in support of the organization's six permanent Objects and current service programs, to keep its readers informed on the broader issues of the day that affect their personal and professional lives, to highlight the organization's international scope and grass-roots impact on communities throughout the world, and to present Kiwanis' positive message and values to individual Kiwanians and their families, as well as to prospective members and the general public.

Further, Kiwanis International's official publication must identify and address the ever-changing needs of the organization and its membership, be sensitive to the social and cultural differences among the nations in which Kiwanis clubs serve, promote pride of membership among individual Kiwanians, and strive to educate, motivate, and inspire service-minded men by offering the forefront of information and pertinent examples of practical application.

Kiwanis magazine must adhere to the organization's moral and ethical standards in its editorial, art, and advertising content, be published in a professional manner through the discriminating judgment of its professional staff, reflect modern journalistic standards in its content and design, and be a respected, award-winning magazine in the eyes of its readership, the public, and the publishing industry.

In summary, Kiwanis magazine's purpose is to be a benefit of membership for Kiwanians that enriches the lives of its readers.

Board Committee on Finance
Preliminary Report
January 22-27, 1987
Non-budgeted Fund Requests
(000's)

	<u>Operating</u>	<u>Capital Improvement</u>	<u>Int'l. Convention</u>	<u>General Liability Insurance</u>	<u>Magazine</u>	<u>Total</u>
Fund balance, Sept. 30, 1986	\$3,369	\$4,827	\$ 80	\$ 15	None	\$8,291
1986/87 budget surplus *	<u>315</u>	<u>23</u>	<u>7</u>	<u>225</u>	<u>--</u>	<u>570</u>
Projected Sept. 30, 1987 fund balances	\$3,684	\$4,850	\$ 87	\$ 240	-0-	\$8,861
Changes from Oct. 1986 meeting:						
1. 401(k) Employer Match	(*included in 86/87 budget surplus)					
2. Sheet feeder & printers		(4)				(4)
3. Nixdorf tapedrive		(6)				(6)
Projected Sept. 30 1987 fund balance, as revised	\$3,684	\$4,840	\$ 87	\$ 240	-0-	\$8,851
Current requests:						
1. Create Magazine Fund	(186)				186	-0-
2. Simultaneous Translation Equip.		(2)				(2)
3. Life Member Actuarial Info.	(1)					(1)
4. Worldwide BKO	(4)					(4)
5. Translations - Convention			(5)			(5)
6. Farm City Subsidy	(6)					(6)
Total Current Requests:	<u>(197)</u>	<u>(2)</u>	<u>(5)</u>	<u>0</u>	<u>186</u>	<u>(18)</u>
1986/87 Budgeted Surplus after Changes:	118	11	2	225	186	542
Projected Sept. 30, 1987 fund balances, if current requests are approved:	<u>\$3,487</u> =====	<u>\$4,838</u> =====	<u>\$ 82</u> =====	<u>\$ 240</u> =====	<u>\$ 186</u> =====	<u>\$8,833</u> =====

REPORT OF THE BOARD COMMITTEE ON LONG RANGE PLANNING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 22-27, 1987

Date of Committee Meetings: January 22 & 25, 1987

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

Present: Members: Kurt K. Huber, M.D., Arthur D. Swanberg,
Donald E. Williams

Chairman: W. Donald Goodfellow, Q. C.

Staff: Andrew C. Tinker

Procedures to Implement Operating Objectives

The Board Committee on Long Range Planning suggests that the following steps be taken by the appropriate Board Committees to implement operating procedures:

1. Each Board Committee should assess the availability and resources available from staff in suggesting appropriate action to implement operating procedures.
2. Staff should suggest to the appropriate Board Committee a realistic time table within which to implement the operating procedures. The Board and the Board Committee should not impose unrealistic time frames on staff within which to implement operating procedures.
3. All operating procedures to be suggested to the Board for approval should, before being presented to the Board, be presented to the Board Committee on Finance or its nominee for its consideration.
4. The Board Committee on Finance or its nominee should determine the financial ramifications of the proposed operating objectives and advise the Board as to what funds would be required and where such funds would be obtained to properly implement the proposed operating objective. The Board Committee on Finance or its nominee should not make a suggestion but merely present the financial information necessary for the Board to properly consider the proposed operating objective.

Progress Report on Operating Objectives

Update on the Strategic Planning Program

1. Certain operating objectives already approved by the Board of Trustees have as their operating number a number different than the number assigned on the original "strategic planning program operating objectives."

Operating Objective # 4 (Continue to Develop and Implement Necessary Financial Procedures) should be described as Operating Objective #1.

Operating Objective #5 (Plan and Build Toward a Secure Financial Future for Kiwanis) should be described as Operating Objective #2.

Operating Objective #7 (Continue to Improve International Office Operations and Procedures) should be described as Operating Objective #4.

2. When the Strategic Planning Program Operating Objectives were approved by the Board of Trustees, nothing was included for the Operating Objectives of Circle K International.

Subject to the Board of Trustees approval of the following Operating Objectives for Circle K International, the following Operating Objectives should form a part of the Strategic Planning Program:

Circle K - #33 Net Growth of 5% Over Each of the Next Five Years

#34 Provide Leadership Development Opportunities and Officer Training at All Levels of Circle K International

#35 Create an Awareness of Circle K's Purpose, Vision, and Mission in the K-Family and the Local Campus

#36 Establish Continuity Within Circle K International in Areas of Finances, Administration, and International Staff.

3. Attached as Exhibit A is a revised Strategic Planning Program Operating Objectives including Circle K.

Operating Objectives Approved by the Board

The following Operating Objectives and Action Strategies and Action Statements have been approved by the Board:

Finance

#1 Adhere to Sound Financial Policies

#2 Plan Toward a Sound Financial Future for Kiwanis

Management Information Services

- #3 Expand Management Information Services' Programs and Services

Growth

- #27 Devise and Implement an Organized Worldwide Membership Plan to Achieve a Minimum of 20% Net Membership Increase Over 5 Years

Operating Objectives Presently Being Considered by Board Committees

The following Operating Objectives are presently being considered by Board Committees with suggested Action Strategies and Action Statements under consideration:

Office Services

- #4 Continue to Improve International Office Operations and Procedures

Personnel

- #5 Enhance Staff Morale, Training, and Professional Growth

Supplies

- #6 Expand Operations to Better Serve the Kiwanis Family

Magazine

- #7 Maintain and Improve the Magazine's Quality
- #8 Increase Non-North American Content and Distribution of the Magazine

Public Relations

- #10 Revise and Implement a Comprehensive Public Relations Program

Education

- #11 Provide Comprehensive Worldwide Kiwanis Education and Leadership Training Programs

Program Development

- #12 Expand the Research Development Promotion and Evaluation of Kiwanis Service Programs and Materials
- #13 Increase Promotion of "The Under Privileged Child - A Kiwanis Concern" in Order to Achieve Greater Worldwide Identity and Participation

Conventions and Meetings

- #14 Stabilize the Format and Improve the Content of Convention Programming
- #15 Formalize Site Selection and Geographical Rotation Criteria for Convention Planning
- #16 Maximize the Educational and Motivational Aspects of the International Convention, International Council, and Governors-elect Conference

Miscellaneous

- #26 Improve Services to Kiwanis Endorsed Organizations Such as Builders Clubs and Kiwanianne Clubs

Operating Objectives Still to be Acted Upon by the Appropriate Board Committees

Bulletin for Kiwanis Officers (BKO)

- #9 Develop Regional Additions of the BKO to Support Non-North American Areas

Regional additions of the BKO to support non-North American areas have been developed. The Board Committee on Long Range Planning suggests to the appropriate Board Committee that it review the present structure and content of the regional additions of the BKO to determine if any further action strategies or action statements are necessary to fully implement this operating objective.

Foundation

- #17 Continue to Build the Mutually Beneficial Relationship with the Kiwanis International Foundation

The Board Committee on Long Range Planning suggests to the Board Executive Committee that it either assume responsibility for implementing Action Strategies and Action Statements for this Operating Objective or assign this responsibility to a specific committee.

Board of Trustees

- #18 Determine and Constitutionalize the Optimal Governance Structure for Kiwanis International
- #19 Determine and Constitutionalize the Optimal Form of Board Structure

Operations

#20 Determine and Implement the Best Method of Delivering Services and Programs to Clubs throughout the World

The Board Committee on Long Range Planning notes that there are presently two special committees appointed to bring in suggestions which will result in a portion of these three Operating Objectives being implemented. The McCurley Committee is bringing in a suggestion for an amendment to the Constitution and Bylaws necessary to implement the Administrative Resolution passed at the 1986 Houston International Convention. The McCurley Committee is also expected to bring in revised Constitution and Bylaws of Kiwanis International for consideration by the House of Delegates at the 1988 Seattle Convention. The Williams Committee is presently presenting a report on the involvement of federations in relation to Kiwanis International.

The Board Committee on Long Range Planning suggests that the Board request the Kiwanis International Secretary to review and make suggestions to the Executive Board Committee on other areas that should be considered in order to implement these three Operating Objectives, that is, 18, 19, 20. The Kiwanis International Secretary could be requested to provide research including what other service organizations are doing to obtain an optimal governance structure as well as obtaining the input from Kiwanis leaders and districts. Such information then should be presented by the Kiwanis International Secretary to the Executive Board Committee which may wish to have certain specific areas further considered by staff or a special committee.

Research and Development

#21 Establish an Organized Research Program to Yield a Greater Understanding of the Needs and Expectations of Kiwanis Club and Members

This Operating Objective in part is being fulfilled by the work of the Board Committee on Long Range Planning. Andrew Tinker has been appointed as the staff liaison for Long Range Planning.

Research and Development

#22 Develop and Implement Minimum Standards Programs (Membership and Service) for Clubs

The Board Committee on Long Range Planning feels this Operating Objective is being sufficiently fulfilled by Operating Objective #12 under Program Development "Expand the Research, Development, Promotion, and Evaluation of Kiwanis Service Programs and Materials", and hence the Board Committee suggests that Operating Objective #22 be deleted from the Strategic Planning Program.

Miscellaneous

#23 Improve Communications Throughout the Kiwanis World

The Board Committee on Long Range Planning feels that this Operating Objective in part is being fulfilled by Operating Objectives 7, 8, 9, and 10 which deal with Action Strategies and Statements involving the Kiwanis Magazine, Bulletin for Kiwanis Officers, and Public Relations. The Committee suggests that the appropriate Board Committee further consider Operating Objective #23 to determine if there are other methods to "improve communications throughout the Kiwanis world."

Miscellaneous

#24 Implement and Maintain Kiwanis International's Strategic Planning Program

This Operating Objective is in the process of being fulfilled by the creation and existence of the Board Committee on Long Range Planning. The Committee feels that this Operating Objective should be retained so as to insure that the Kiwanis International Strategic Planning Program is constantly evaluated and updated as required.

Miscellaneous

#25 Provide Prompt and Effective International Office Support to All Levels of of Kiwanis International

The Board Committee on Long Range Planning feels that this Operating Objective is being sufficiently implemented by other Operating Objectives including Office Services (Operating Objective #4), Supplies (Operating Objective #6), etc. and hence the Board Committee suggests that #25 be deleted as duplicitious.

Growth

#27 Devise and Implement an Organized Membership Growth Plan to Achieve a Minimum 20% Net Membership Over 5 Years

This Operating Objective has been approved by the Board of Trustees. It is the understanding of the Board Committee on Long Range Planning, however, that a revision is being submitted by staff to the Board Committee on Member Services for consideration. The Board Committee on Long Range Planning suggests to the Board Committee on Member Services that it consider in its deliberations an over-all growth plan including such areas as :

Kiwanis Magazine

BKO

Major Emphasis Programs

Incentives
International Extension
Research and Development
KIARS
Field Service Representatives
Organizational Structure
Education and Training

In addition, a complete list of responsibilities of Field Service Representatives and KIARS should be included in this Operating Objective, such responsibilities to include New Club Building, Retention of Members and Assisting Existing Kiwanis Clubs to Rebuild.

The Board Committee on Long Range Planning further suggests that action strategies and statements be developed for the building of new Kiwanis Clubs as well as retaining existing Kiwanis Clubs and existing Kiwanis members.

Key Club

- #28 Improve Support to Local Kiwanis Clubs in the Areas of New Club Building and Reactivation of Key Clubs
- #29 Devise and Implement a Membership Growth Plan to Achieve a 5% Growth in Active Clubs
- #30 Improve Education and Leadership Development Programs for Local Clubs
- #31 Strengthen District Operations
- #32 Raise the Level of Organizational Visibility Through a Specific Public Relations Program

The Board Committee on Long Range Planning understands that the proposed action strategies and statements have been drawn for consideration by the Key Club International Board of Trustees. Once the Key Club International Board of Trustees considers such action strategies and statements, such recommendations will then be forwarded to the appropriate Board Committee for consideration.

While the Board Committee on Long Range Planning does not have access to such proposed action strategies and statements, the Committee suggests to the Board Committee on Program Services that such action strategies and statements include consideration of the international expansion of Key Clubs outside North America.

Further Areas for Consideration

International Extension

The Board Committee on Long Range Planning recognizes that there need be a plan for international extension.

As pointed out to the members of the International Board in a letter in December, 1986, the key to International Extension is to have translation facilities available so that training materials and service literature can be made available to areas of the Kiwanis World in the language used in that part of the World. International Extension will only be as effective as the translation facilities made available by Kiwanis International.

Circle K

The Board Committee on Long Range Planning suggests to the Board Committee on Program Services that such action strategies and statements include consideration of the international expansion of Circle K outside North America.

Respectfully submitted,

KURT K. HUBER, M.D.
ARTHUR D. SWANBERG
DONALD E. WILLIAMS
W. DONALD GOODFELLOW, Q.C., Chairman

January 25, 1987

Revised Strategic Planning Program

Finance

1. Adhere to sound financial policies and practices.
2. Plan toward a sound financial future for Kiwanis.

Management Information Services

3. Expand Management Information Services programs and services.

Office Services

4. Continue to improve International Office operations and procedures.

Personnel

5. Enhance staff morale, training, and professional growth.

Supplies

6. Expand Supplies operations to better serve the K-Family.

Magazine

7. Maintain and improve the magazine's quality.
8. Increase non-North American content and distribution of the magazine.

Bulletin for Kiwanis Officers (BKO)

9. Develop regional editions of the BKO to support non-North American areas.

Public Relations

10. Revise and implement a comprehensive public relations program.

Education

11. Provide comprehensive worldwide Kiwanis education and leadership training programs.

Program Development

12. Expand the research, development, promotion, and evaluation of Kiwanis service programs and materials.
13. Increase promotion of "The Underprivileged Child - A Kiwanis Concern" in order to achieve greater worldwide identity and participation.

Conventions and Meetings

14. Stabilize the format and improve the content of Convention programming.
15. Formalize site selection and geographical rotation criteria for Convention planning.
16. Maximize the educational and motivational aspects of the International Convention, International Council, and Governors-elect Conference.

Foundation

17. Continue to build a mutually beneficial relationship with the Kiwanis International Foundation.

Board of Trustees

18. Determine and constitutionalize the optimal governance structure for Kiwanis International.
19. Determine and constitutionalize the optimal form of Board structure.

Operations

20. Determine and implement the best method of delivering services and programs to clubs throughout the world.

Research and Development

21. Establish an organized research program to yield a greater understanding of the needs and expectations of Kiwanis clubs and members.
22. Develop and implement minimum standards programs (membership and service) for clubs.

Miscellaneous

23. Improve communications throughout the Kiwanis world.
24. Implement and maintain Kiwanis International's Strategic Planning Program.
25. Provide prompt and effective International Office support to all levels of Kiwanis International.
26. Improve services to Kiwanis-endorsed organizations such as Builders Clubs and Kiwanianne clubs.
27. Devise and implement an organized worldwide membership growth plan to achieve an minimum of 20% net membership increase over five years.

Key Club

28. Improve support to local Kiwanis clubs in the areas of new club building and reactivation of Key Clubs.
29. Devise and implement a membership growth plan to achieve a 5% growth in active clubs.
30. Improve education and leadership development programs for local clubs.
31. Strengthen district operations.
32. Raise the level of organizational visibility through a specific public relations program.

Circle K

33. Net growth of 5% over each of the next five years.
34. Provide leadership development opportunities and officer training at all levels of Circle K International.
35. Create an awareness of Circle K's purpose, vision, and mission in the K-Family and the local campus.
36. Establish continuity within Circle K International in areas of finances, administration, and international staff.

REPORT OF THE BOARD COMMITTEE ON ADMINISTRATION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
JANUARY 22-27-1987

Dates of Committee Meeting: January 24-25, 1987

Place of Committee Meeting: International Office

Present: Members - W. Donald Goodfellow, Q.C., Noris A. Lusche, Don Miles
 Others - Frank J. DiNoto
 Staff - Donald R. Collins, Sharon Alford, Jerome Beer, Donald
 C. Pottenger, Robert Scroggin, James Wann
 Chairman - W.J. "Wil" Blechman, M.D.

TOLL FREE (800) INCOMING TELEPHONE SERVICE

Staff presented a proposal to install a new, toll-free telephone service for Kiwanis clubs, Districts and others in the United States on a trial basis. This is meant as a convenience for Kiwanians and our clubs and Districts.

Recommendation #1:

The Committee recommends approval of the installation of a toll-free (800) incoming telephone service to include three (3) United States lines and one (1) Indiana line. Staff is requested to advertise the availability of this new service, monitor the effectiveness and report periodically to the Committee on results and problems.

I move that Recommendation 1 be adopted.

Finance. Impact on 1986/87 budget -0-
 (Offset by \$8,000 savings in account #03-105-01
 Impact on 1987/88 budget - \$21,288)

(Adopted)

Procedure: In compliance

LONG RANGE PLAN - OFFICE SERVICES

Staff presented the action steps included in the five action strategies supporting the operating objective; "To Improve International Operations and Procedures." Each element of the plan was presented, then discussed by the Committee. Several suggestions were made to improve the plan, including the recommendation that staff consider using Key Club members as part-time help in preparing the March and October issues of the Keynoter magazine. It is anticipated that doing so would cost only about one-half the amount for the outside service now costing \$3,500 per issue. The Committee accepted the report with the understanding that these suggestions would be considered.

INTERPRETATION REGARDING THE MAGAZINE SUBSCRIPTION INCREASE

Staff presented a report detailing the factors involved in the amendment approved at the 1986 International Convention in Houston. The magazine subscription price was increased from \$4.50 to \$6.50 annually and new language was added to Article XVI, Section 3 of the By-Laws. Staff feels that the amending phrase requires clarification and interpretation.

Recommendation #2:

The Committee recommends that a new procedure (as shown in Exhibit A) be adopted and inserted in the Procedures to implement the amending phrase approved to Article XVI, Section 3 - Official Publication at the International Convention in Houston. The amending phrase states "all subscription funds shall be earmarked for the official publication of Kiwanis International and shall not revert to the Kiwanis general fund."

I move that Recommendation 2 be adopted.

(Adopted)

Finance: Impact on 1986/87 budget -0- bottom line
Procedures: New Procedure

DELINQUENCY CHARGES (FEE) FOR ACCOUNTS RECEIVABLE

Staff presented a report on the feasibility of imposing a delinquency charge to clubs for past-due amounts. After careful research and discussions with similar organizations, staff suggested not adopting a change at this time. The Committee decided to support the suggestion.

PROCEDURES 122.1 - SCHEDULING (OFFICIAL VISITS)

The Committee discussed the rationale involved in placing the Central America District in year 3 of this procedure since it was already included in year 2 with the Andean District. In addition, the Netherlands has achieved District status and is not now in the President's schedule.

Recommendation #3:

The Committee recommends that Central America be deleted from the official visits in year 3 and the Netherlands District be inserted into year 3 and that Procedure 122.1 be amended to reflect these changes (as shown in Exhibit B).

I move that Recommendation 3 be adopted.

(Adopted)

Finance: Variable
Procedures: Amend Procedure 122.1 - Scheduling

REVIEW AND REVISION OF KIWANIS PROCEDURES

President Frank J. DiNoto advised the Committee that Kiwanian Percy Shue has been asked to perform a general review of the Kiwanis Procedures and recommend revisions to the Committee and Board of Trustees.

INTERPRETATION OF THE KIWANIS INTERNATIONAL CONSTITUTION ARTICLE IX, SECTION 1 - INTERNATIONAL COUNCIL

The Committee discussed the language in this section which states in part; "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."

Recommendation #4:

The Committee recommends that the Board of Trustees interpret Article IX, Section 1 of the Constitution to mean that International Council shall be held before March 1st of each administrative year but not necessarily after the commencement of that administrative year.

I move that Recommendation 4 be adopted.

(Adopted)

Finance: No impact
Procedure: In compliance

POLICIES AND PROCEDURES MANUAL

The Committee discussed the desirability of sending a Policies and Procedure Manual to the members of the International Committee on Administration. This would be most effective if done prior to the beginning of the administrative year.

Recommendation #5:

The Committee recommends that a copy of the Policies and Procedure Manual be sent to the members of the International Committee on Administration prior to the beginning of their administrative term and that they be requested to return same upon completion of their term.

I move that Recommendation 5 be adopted.

(Adopted)

Finance: None Expected
Procedure: New Procedure

LONG RANGE PLAN - SUPPLIES DEPARTMENT

Staff presented the action steps included in the five action strategies supporting the operating objective "Expand Supplies operation to better serve the K-Family." Each element of this plan was presented then discussed by the Committee. Several suggestions were made to improve the plan. A request was made that staff present, at a future meeting, a more detailed report regarding order and shipping costs. The Committee accepted the report as presented.

LONG RANGE PLAN - PERSONNEL DEPARTMENT

Staff presented the action steps included in the action strategies supporting the operating objective "To enhance staff morale, training and professional growth." Each action step in this plan was discussed by the Committee and some modifications were suggested. Staff was requested to review and report later on the possible use of incentive systems and strategies to enhance professional growth. The report was accepted with modifications.

ADMINISTRATIVE COMMITTEE FOR 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, 1986. With Secretary Krepinevich now on staff a correction is needed in the document.

Recommendation #6:

The Committee recommends adoption of the following resolution:

RESOLVED That Gene R. Overholt, Kevin W. Krepinevich and Donald R. Collins are hereby appointed as the members of the Administrative Committee of the 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 6 be adopted.

(Adopted)

Finance: No effect
Procedure: In compliance

ADMINISTRATIVE COMMITTEE FOR 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, 1986. With Secretary Krepinevich now on staff a correction is needed in the document.

Recommendation #7:

The Committee recommends adoption of the following resolution:

RESOLVED That Gene R. Overholt, Kevin W. Krepinevich and Donald R. Collins are hereby appointed as members of the Administrative Committee of the 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 7 be adopted.

(Adopted)

Finance: No effect
Procedure: In compliance

REPORT ON SALARY SAVINGS PLAN (401(k))

Staff discussed the results of the Board of Trustees approval of an employer match for the Salary Savings Plan (1/2 percent of annual pay). The number of participating employees increased from 48 to 64. This is 65% of the total of 97 eligible employees. Staff was requested to prepare an analysis on the effects of recent changes in the tax law. Staff should prepare and present this report during the budgeting process.

SUPPLIES OPERATION

Staff presented a report on the results of a study conducted over the last several weeks including a visit to the Toronto office of Harry McLean. Following discussion, the Committee requested that staff prepare a recommendation to include the options and alternatives available to help improve the real or perceived problems with this operation. A request is also made of staff to present to the Committee an evaluation of the supplies operation as it relates to all parts of the Kiwanis world.

GIFT ITEMS FOR DISTRICT COUNSELORS

The Committee discussed the problems related to finding suitable gifts to take on visits to their assigned Districts. Staff was requested to investigate the possibility of compiling a list of gift ideas and items for the Board of Trustees to utilize.

DISTRICT COUNSELOR REPORTS

The Committee discussed the desirability of providing copies of Counselor reports for Districts to other members of the Board of Trustees. The value of this idea was discussed at length. The positive reasons include: Providing a more rounded view to Board members of how all Kiwanis Districts are presently functioning - To give background for future reference and use and also to provide helpful information when counseling a district.

Recommendation #8:

The Committee recommends full distribution to each member of the Board of Trustees of all District Counselor reports beginning with the fiscal year 1987/88. It is also recommended that staff be requested to redesign the current report to be more meaningful, the revised form to be completed and approved by October 1, 1987. It is also to be understood that Counselors who have confidential information from a District should forward same to the Kiwanis International President.

I move that Recommendation 8 be adopted.

(Defeated)

Finance: Cost of \$200 to be absorbed in present budget

Procedure: No impact

PROCEDURE #205 - DISTRICT PROJECTS

The Committee discussed Procedure #205 - District Projects and also the Major Emphasis brochure which recommends conducting District Projects. These two documents are clearly in conflict. It was felt that due to changing social needs, and also recognizing that there are other areas of conflict with this procedure, it should be repealed.

Recommendation #9:

The Committee recommends that Procedure #205 - District Projects - be repealed as it is no longer relevant.

I move that Recommendation 9 be adopted.

(Adopted)

Finance: No impact

Procedure: Repeal Procedure #205 District Projects

KIWANIS INTERNATIONAL - KIWANIS INTERNATIONAL FOUNDATION RELATIONSHIPS

The Executive Director of the Foundation joined the Committee and gave a report of his objectives for the future. He described the operation of other Foundations connected with similar organizations and how they operate compared to ours. The Committee raised several questions regarding the current and past relationships between our two organizations.

PROPOSED AMENDMENT TO BYLAWS ARTICLE XVIII, SECTION I - INSURANCE

The Committee considered the desirability of modifying the language in this Section of the Bylaws. After discussing the matter at length it was decided to refer the matter back to staff for a report at the May Board meeting.

REQUEST FOR A CLUB PIN FOR THE COMBINED OFFICE OF SECRETARY-TREASURER

The Committee requested staff to investigate the possibility of providing, through the Supplies Department, a lapel pin for the combined office of club Secretary-Treasurer. If economically feasible, staff is to purchase this item and advertise its availability.

COMMENDATION TO DONALD E. WILLIAMS FOR HIS SERVICE AS ACTING INTERNATIONAL SECRETARY

The Committee wishes to recognize the important contribution to Kiwanis International of Donald E. Williams in his position as Acting International Secretary.

Recommendation #10:

The Committee recommends adoption of the following resolution:

WHEREAS, Immediate Past President Donald E. Williams readily accepted the request of the Board of Trustees that he assume the position of Acting International Secretary, effective October 9, 1986 until such time as a new International Secretary was selected by the Board; and

WHEREAS, Donald E. Williams has performed the responsibilities of Acting International Secretary which continued to reflect his diplomacy, wisdom, human relations and management skills and above all his dedication to Kiwanis;

THEREFORE BE IT RESOLVED, that the Board of Trustees hereby expresses its profound appreciation to Donald E. Williams for his exceptional service to our organization.

I move that Recommendation 10 be adopted.

Finance: No impact
Procedures: In compliance

(Unanimously Adopted)

VARIOUS INSURANCE MATTERS

Staff presented a report on the projected cost of the renewal premium for the Directors and Officers Liability Insurance policy. It is anticipated that an inflationary increase of 5-6 percent will be charged on the renewal premium.

The possibility of acquiring new coverage for club level Directors and Officers liability and a travel-medical plan for members was also discussed. Staff was requested to prepare a more detailed report on these subjects as well as provide answers to questions on the coverage for Non-Owned, Hired Automobiles.

POSSIBLE MISUSE OF THE CIRCLE K NAME

The Committee discussed the continuing need to have a report from staff on the proper use of some of the Kiwanis International trademarks, service marks and insignias. There have been numerous instances of the inappropriate use of our names, especially Circle K. Discussion followed on the steps necessary to eliminate such abuses. The Committee recommends to the Program Services Committee that they look into changing the name of our college level sponsored youth organization.

INSTRUCTIONS TO ATTORNEYS REGARDING LITIGATION

Following extensive discussion, the Committee decided that it is desirable to improve the understanding of how significant litigation matters should be conducted. The Committee felt that the Executive Committee should be initially responsible for such matters.

Recommendation #11:

In order to make the Executive Committee primarily responsible for significant litigation, the Committee recommends that a new procedure numbered 112.1 - sub-section D - Litigation, be added and inserted into the Procedure to read as follows:

Consult, advise and direct legal counsel on matters of litigation. If the litigation involves an uninsured amount of less than \$10,000, the International Secretary may individually consult, advise and direct legal counsel.

I move that Recommendation 11 be adopted.

(Adopted)

Finance: No impact

Procedures: Add new procedure sub-section

Respectfully submitted,

W. DONALD GOODFELLOW, Q.C.

NORIS A. LUSCHE

DON MILES

W. J. "WIL" BLECHMAND, M.D., Chairman

825 - FUND FOR KIWANIS MAGAZINE

A separate fund shall be established to account for the revenue and expenses related to the official organization publication, the Kiwanis magazine. All costs relating to the magazine including the cost of an international publication shall be charged to the Magazine Department, including inter-departmental charges (charges for services from other departments). Similarly, services provided to other departments or organizations by the Magazine Department shall be charged to the user and credited to the magazine. Advertising revenues and expenses shall be considered as an integral part of the magazine, and if a surplus exists, will be a part of the magazine fund.

EXHIBIT B

Exhibit B of the Report of the Board Committee on Administration, "Official Visits of the International President, is now Exhibit #22 of the minutes of the January 22-27, 1987, Meeting of the Board of Trustees.

122 - Official Visits122.1 - Scheduling

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

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

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

If the President's home district is not included among those to be visited in accordance with the above schedule, he may nevertheless make an official visit to his own district. (4/25-29/86)

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

January 22-27, 1987

Dates of Committee Meetings: January 22, 23, 25, 1987

Place of Committee Meeting: International Office

Present: Members - W.J. "Wil" Blechman, William Lieber, Gene Overholt
Others - Frank J DiNoto, Anton J. "Tony" Kaiser
Staff - Kevin W. Krepinevich, Donald R. Collins, Kathy Cadwell,
Robert Scroggin
Chairman - Noris A. Lusche

BUDGET ASSUMPTIONS FOR 1987/88

The assumptions to be used during the preparation of the 1987/88 budget were reviewed, discussed and modified by the Committee. (As shown in Exhibit A)

Recommendation #1:

The Committee recommends that the budget assumptions for 1987/88 as shown in Exhibit A be approved.

I move that Recommendation 1 be adopted.

(Adopted)

Finance: Guidelines for 1987/88 budget
Procedure: In compliance

INTER-DEPARTMENTAL CHARGES TO MAGAZINE

The committee discussed the 1986/87 estimated charges to Magazine from MIS, Finance, Personnel, and Production/Publication. These inter-departmental charges are related to the amendment passed at the Houston convention which restricts subscription income for the purposes of Magazine only.

Recommendation #2:

The Committee recommends that the 1986/87 budget be amended to incorporate the attached inter-departmental charges for services provided to Magazine, and that account numbers be set up and the charges be made for 1986/87. These charges relate to the amendment passed at the Houston Convention which provided for restricting magazine subscription income and will be monitored and reviewed. Exhibit B provides a detailed description of these charges.

I move that Recommendation 2 be adopted.

(Adopted)

Finance: Impact on 1986/87 budget - bottom line -0-
Procedure: In compliance

CREATE NEW DEPARTMENT 21 - PUBLICATIONS

The Committee discussed the creation of a new department to contain costs related to publications and production that is non-Magazine related. The majority of these costs are currently in Dept. 08 - Magazine. In addition, the BKO costs currently shown in Dept. 13 - Program Services would become part of the new department. This also relates to the amendment restricting subscription funds for Magazine.

Recommendation #3:

The Committee recommends that Dept. 21 - Publications be created and that the 1986/87 budget be amended to incorporate the transfer of account numbers and affected budgeted amounts as shown in Exhibit C. With the recommendation for inter-departmental charges and a Department 21 being created, the net surplus of the general fund would be reduced by \$186,000 and the net surplus of the new Magazine fund would be increased from -0- to \$186,000 as shown in Exhibit D.

I move that Recommendation 3 be adopted.

(Adopted)

Finance: Reduction of general fund - Increase to magazine fund

Procedure: In compliance

BUILDING OCCUPANCY

The Committee discussed amending the 1986/87 budget for building occupancy to reflect the current floor space measurements.

Recommendation #4:

The Committee recommends that the 1986/87 budget be changed to reflect the revised budget figures for building occupancy charges as shown in Exhibit E.

I move that Recommendation 4 be adopted.

(Adopted)

Finance: No impact on bottom line

Procedure: In compliance

CAPITAL EXPENDITURE REQUEST FOR TRANSLATION EQUIPMENT

The Committee discussed the request to purchase additional translation equipment to provide for 3 additional languages. With the addition of this equipment we will be able to provide for simultaneous translation for six languages.

Recommendation #5:

The Committee recommends approval for purchase of additional simultaneous translation equipment at a cost of \$2,000 to upgrade the current equipment from 3 to 6 languages.

I move that Recommendation 5 be adopted.

(Adopted)

Finance: \$2,000 reduction in surplus - Capital Improvement Fund
Procedure: In compliance

PROGRESS OF NEW SEMI-ANNUAL BILLING PROCESS

Staff presented a report on (Exhibit F) and the Committee discussed the new semi-annual billing process which was instituted in the Fall of 1986. A change will be made to reinstitute sending rosters to clubs with the next billing.

LIABILITY INSURANCE SURVEY

The staff reported on the results of a survey sent to clubs to gather information for liability insurance purposes. The survey concerned various club accounts and activities. Approximately 1,600 clubs responded. The survey is expected to assist in obtaining quotes from insurance companies for liability insurance, and also provide an indication of club interest in Directors and Officers liability coverage.

DATA PROCESSING REPORT

Staff prepared and presented to all Board members a comprehensive 38 page report on data processing. The purpose of the report was to provide information important in answering questions regarding the computer operations. The Committee commended senior staff and the Management Information Services Department for this most informative and in-depth report. Staff suggested the establishment of a special fund in which a specified amount would be placed annually during the budgeting process for the eventual enhancement or replacement of current hardware and/or software. The Committee considers this suggestion as having merit and will give it future consideration commencing with the 1987/88 budgeting process.

TOLL FREE (800) TELEPHONE SERVICE

The committee reviewed and discussed the proposal by staff to install the above service. However, some modifications were suggested. The report as modified was presented to the Administration Committee for their consideration.

ACCOUNTS PAYABLE AND GENERAL LEDGER PROGRESS

Staff reported that the accounts payable conversion has been completed. The software is currently being operated in parallel with the current system and will begin full use in February.

The target date for the general ledger package conversion completion is May 31, 1987.

LIFE MEMBER ANALYSIS

Discussion was given to the life member analysis report presented by staff. The Committee decided that an actuarial valuation was needed.

Recommendation #6

Sufficient information was provided to the Committee to warrant concern of the future impact of life member income and that consideration be made to acquire an actuarial report. The Committee recommends that up to \$700.00 be expended from account #02-106-01 to determine the actuarial base for life members and determine the future solvency of the life member program.

I move that Recommendation 6 be adopted.

(Adopted)

Finance: \$700 reduction in budgeted surplus - operating fund

Procedure: In compliance

REVIEW OF ANNUAL AUDIT REPORT

Ken Masick of Wolf & Company presented the annual audit report for Kiwanis International and reviewed the contents with the Committee.

The Committee noted the increase of approximately \$1,000,000 in expenses from 1984/85 to 1985/86. A report summarizing the major changes from last year is attached. (Exhibit G)

The Committee also discussed the increase costs of European Operations and the impact of the fluctuation of the U.S. dollar against the Swiss Franc.

Recommendation #7:

The Committee recommends that the annual audit report as submitted to all Board members by Wolf & Company be approved.

I move that Recommendation 7 be approved.

(Adopted)

Finance: None

Policy: In compliance

MANAGEMENT LETTER FROM WOLF & COMPANY

Ken Masick, Wolf & Company, discussed the Management Letter prepared as part of the annual audit. It was noted that significant progress has been made over prior years and that the comments made on the management letter are considered minor problems. Copies of the Management Letter have been distributed to the Board.

Recommendation #8:

The Committee recommends that the Management Letter prepared as part of the annual audit by Wolf & Company be approved.

I move that Recommendation 8 be approved.

(Adopted)

Finance: None
Procedure: In compliance

PER DIEM

The Committee was requested to review current Procedure 892.1 (d) to clarify the wording.

Recommendation #9:

The Committee recommends that Procedure 892.1 - Allowance, sub section (d), be revised and referred to the Administration Committee for insertion into the Procedures to read as follows:

Members of the Board of Trustees are entitled to a per diem when away from home on official Board business. The effective dates for per diem to be paid are those dates required for official Board business including travel days. For partial travel days up to 1/2 day, per diem shall be paid at 1/2 the established rates.

I move that Recommendation 9 be adopted.

(Adopted)

Finance: No impact
Procedure: Amend Procedure 892.1 - Allowance

Respectfully submitted,

W.J. "WIL" BLECHMAN, M.D.
WILLIAM L. LIEBER
GENE R. OVERHOLT
NORIS A. LUSCHE, CHAIRMAN

EXHIBIT A
EXHIBIT B
EXHIBIT C
EXHIBIT D
EXHIBIT E

Exhibit A of the Report of the Board Committee on Finance, "Budget Assumptions for 1987/88," is now Exhibit #24 of the January 22-27, 1987, Minutes.

Exhibit B of the Report of the Board Committee on Finance, "1986/87 Budget, Services Provided to Kiwanis Magazine," is now Exhibit #25 of the January 22-27, 1987, Minutes.

Exhibit C of the Report of the Board Committee on Finance, "1986/87 Budget Change -- Create New Department 21, Publication and Product," is now Exhibit #26 of the January 22-27, 1987, Minutes.

Exhibit D of the Report of the Board Committee on Finance, "1986/87 Magazine Budget," is now Exhibit #27 of the January 22-27, 1987, Minutes.

Exhibit E of the Report of the Board Committee on Finance, "Building Occupancy," is now Exhibit #28 of the January 22-27, 1987, Minutes.

Report on Revision to Semi-Annual Billing

The following are the summary positive and negative comments regarding the revision to the semi-annual billing process.

Positive:

1. By requiring clubs to report the identical number of members on both the official monthly report and semi-annual billing, the accuracy was increased significantly. District Secretaries have consistently verified this fact.
2. The inclusion of return envelopes for both the International and District Offices, the processing time was reduced and made more efficient.
3. The elimination of the lock-box allowed internal review of accuracy before processing. Checks belonging to others were sent to the proper location.
4. The implementation of a special post office box virtually eliminated the sorting requirement by mailroom personnel.
5. By requesting payments on October 10, 1986, along with the official monthly report, the overall cashflow to KI was improved.
6. Requiring identical membership totals on both forms made the instructions easy to explain. This was also a significant educational process for club officers in understanding the importance of matching figures.
7. The revisions to the official monthly report aided not only in improving accuracy, but the form itself was significantly improved as a result of the changes.
8. Elimination of the lock-box allowed us to return improper or incomplete payments and the check for revision without adding significant administrative time and expense.

Negative

1. Removal of the club roster caused confusion for many club officers concerning their membership. As a result we received an unusually high number of requests for club decks (rosters).
2. Even though accuracy was improved, a high percentage of clubs still reported different members on the two reports. This requires considerable extra work by staff, but is necessary and desirable for the sake of ultimate accuracy.
3. Many club officers are not reading and/or understanding the instructions or using the materials furnished in the packet. Continued emphasis must be placed on the importance of this process.
4. A high percentage of clubs did not return the requested material in the envelope provided, probably 60 percent. This included new member adds and deletes.
5. Because of the above, we incurred substantial extra clerical time and effort to match up the paperwork when it was received later.
6. Every error detected regarding membership count and/or payment, required a form letter to the club and extra processing time resulting therefrom.
7. Since this entire process was new, the learning curve for staff was quite substantial. This was off-set somewhat by not having to process complete rosters simultaneously.
8. Additional overtime and staff were necessary to complete the job on time.

In spite of the additional problems encountered it is the opinion of staff that overall we are moving in the right direction to make the billing process as accurate and efficient as possible. In addition to getting dues, it is important to remember that we have many other objectives to achieve with this process, and we are improving with those as well.

The only change of significance we have recommended to President Frank is that the rosters be printed and sent with the semi-annual billing. He agreed with this suggestion.

EXHIBIT G, P 1

KIWANIS INTERNATIONAL
SUMMARY OF REVENUES AND EXPENSES
COMPARISON OF MAJOR INCREASES
FISCAL YEAR ENDING 1986 AND 1985
(000's)

Overall expenses increased by \$1,000 from fiscal year 1985 to 1986. The most significant increases were in the following areas:

	<u>Amount of Increase</u> <u>From 1985 to 1986</u>
1. General liability insurance premiums	\$320
2. International Extension	187
3. Magazine	100
4. Legal fees	67
5. Supplies	63
6. International Convention expenses	62
7. Education	59
8. Medical insurance/pension plan	50
9. Officers & Directors liability/building insurance	18
	<u>\$926</u>
	=====

Notes:

1. Increase in liability insurance premiums and reserve for claims and deductible required by change in insurance coverage because of escalating rates. Further increase will be seen in 1986/87.
2. Increase in International Extension costs attributable to: European Operations - \$93, currency fluctuation and agreement to pay various Kiwanis International-Europe Board expenses for 1985/86. Additional non-North American field representatives - \$17. Departmental salaries/benefits increased by \$74 because of restructuring.
3. Magazine costs increased by \$100: Salaries/benefits - \$31 (upgrading staff salaries), manufacturing and postage - \$71 planned increase to upgrade the quality of the Magazine (additional pages, more color).
4. Legal fees increased by \$67 attributable to continuing Ridgewood case and other trademarks litigation.
5. Increase in Supplies expense by \$63: Salaries/Benefits - \$35 (turnover and additional staff), increased promotional activities - \$20.
6. International Convention expenses increased by \$62: Shuttle bus - \$47, facility rental - \$23 (offset in part by \$17 revenue sharing - income).
7. Education - \$59 new staff for 85/86 to provide leadership training.
8. Medical insurance and pension costs increased by \$50 because of more stable turnover and higher premiums.
9. Officers and Directors liability and building Special All Risk insurance increased by \$18 as a result of higher premiums.

It should be noted that a considerable amount of the \$1,000 was planned spending in order to provide increased services to members and increased quality of the Magazine. In addition, 39% of the increased costs were directly attributable to the cost of insurance.

KIWANIS INTERNATIONAL
Summary of Revenues and Expenses
Comparison of Major Increases
Fiscal Years Ending 1986 and 1985

<u>Description</u>	<u>Fiscal Year Ending</u>		<u>Difference</u> <u>Increase</u> <u>(Decrease)</u>	<u>Refer</u> <u>to</u> <u>Note</u>
	<u>1986</u>	<u>1985</u>		
	<u>(\$000's)</u>			
<u>MEMBERSHIP</u>				
<u>Revenues</u>				
Dues	\$4,477	\$4,486	\$ (9)	
Processing Fees	388	431	(43)	
Life Member	115	94	21	
Charter Fees	25	24	1	
Interest	308	335	(27)	
Supplies	749	661	88	
Miscellaneous & Grants	<u>196</u>	<u>172</u>	<u>24</u>	
Total - Income	6,258	6,203	55	
<u>Expenses</u>				
Board	262	241	21	(9)
Executive	567	476	91	(4)
Public Relations	267	252	15	
Int'l Extension	751	564	187	(2)
Member Services	770	729	41	
Club Services	276	248	28	
Prog. Dev. & Spec. Serv.	393	348	45	
Education	59	-0-	59	(7)
Int'l Council	64	66	(2)	
Other Sponsored Youth	7	83	(76)	
Circle K (Sudsidized)	109	103	6	
Key Club (Subsidized)	199	170	29	
KIF (Subsidized)	75	30	45	
Supplies	550	487	63	(5)
Administrative Expenses	<u>1,476</u>	<u>1,469</u>	<u>7</u>	(8)
Total Expenses	<u>5,825</u>	<u>5,266</u>	<u>559</u>	
Net Surplus:	\$ 433	\$ 937	(\$504)	

Summary of Income/Expense (Cont.)

<u>Description</u>	<u>Fiscal Year Ending</u>		<u>Difference</u>	<u>Refer</u>
	<u>1986</u>	<u>1985</u>		
	<u>(\$000's)</u>		<u>Increase</u>	<u>to</u>
			<u>(Decrease)</u>	<u>Note</u>
<u>MAGAZINE</u>				
<u>Revenues</u>				
Subscriptions	\$1,232	\$1,241	\$ (9)	
Advertising	<u>428</u>	<u>401</u>	<u>27</u>	
Total Magazine Income:	1,660	1,642	18	
<u>Expenses</u>				
Magazine	1,220	1,120	100	(3)
Advertising	<u>537</u>	<u>523</u>	<u>14</u>	
Total Expenses:	1,757	1,643	114	
Net Deficit:	<u>(97)</u>	<u>(1)</u>	<u>(96)</u>	
<u>TOTAL UNRESTRICTED FUND</u>				
Revenues	7,918	7,845	73	
Expenses	<u>7,582</u>	<u>6,909</u>	<u>673</u>	
Net Surplus:	<u>336</u>	<u>936</u>	<u>(600)</u>	
<u>BUILDING FUND</u>				
<u>Revenues</u>				
Funded Depr.	230	201	29	
Interest and Other	<u>22</u>	<u>106</u>	<u>(84)</u>	
Total Income:	252	307	(55)	
<u>Expenses</u>				
Depreciation	230	201	29	
Other	<u>3</u>	<u>56</u>	<u>(53)</u>	
	233	257	(24)	
Net Surplus:	<u>\$ 19</u>	<u>\$ 50</u>	<u>\$(31)</u>	

Summary of Income/Expense (Cont.)

<u>Description</u>	<u>Fiscal Year Ending</u>		<u>Difference</u> <u>Increase</u> <u>(Decrease)</u>	<u>Refer</u> <u>to</u> <u>Note</u>
	<u>1986</u>	<u>1985</u>		
	<u>(\$000's)</u>			
<u>INT'L CONVENTION FUND</u>				
Income:	\$ 613	\$ 752	\$ (139)	
Regis.. Fees & Other	<u>20</u>	<u>23</u>	<u>(3)</u>	
Total Income:	633	775	(142)	
Expenses:	<u>801</u>	<u>739</u>	<u>62</u>	(6)
Net Surplus (deficit):	<u>(168)</u>	<u>36</u>	<u>(204)</u>	
	=====	=====	=====	
<u>GENERAL LIABILITY FUND</u>				
Income	579	337	242	(1)
Expense	<u>708</u>	<u>388</u>	<u>320</u>	
Net Deficit:	(129)	(51)	(78)	
<u>TOTAL ALL FUNDS</u>				
Total Income	9,382	9,264	118	
(includes funded depr.)				
Total Expenses	<u>9,324</u>	<u>8,293</u>	<u>1,031</u>	
Net Surplus:	<u>\$ 58</u>	<u>\$ 971</u>	<u>\$ (913)</u>	
	=====	=====	=====	

BOARD COMMITTEE ON FINANCE

JANUARY 22-27 1987

Budget Assumptions for 1987-88 budget years

The following assumptions for the 1987-88 Preliminary Operating Budget are presented as follows:

(1) Membership Levels

	<u>1986/87</u>	<u>1987/88</u>
Total annual dues-paying members	300,000	300,000
Total annual magazine-paying members	275,000	275,000
Total annual insurance-paying members	275,000	275,000
Number of new clubs forms (US/Can)	275	275
(other)	50	50
Number of new members paying processing fees	43,500	40,000

(2) Inflation Rate Levels

Labor

Wages	5%	4.5%
FICA Tax Rate for 1986 - 7.15% on first \$42,000		\$43,800

Non-Labor

Postage - bulk, permit, and first class	3%	4%
Postage - second class (magazine)	5%	4%
Utilities	10%	12%
Printing, outside	5%	5%
Travel	5%	6%
Interest rate for income	6.5%	6%
General overall inflation rate	4%	4%
Medical Insurance	-	12%

(3) Convention

	<u>1986/87</u>	<u>1987/88</u>
Members	6,500	6,000
Spouse/guest	5,500	5,000

			<u>1987/88</u> <u>Income</u>
Fees - Members			
If paid by 5/1 (80%)	\$70	\$75	\$360,000
After 5/1	\$80	\$85	102,000
			<u>\$462,000</u>
Fees - Spouse/Guest \$25			<u>\$125,000</u>
	Total Fees		<u>\$587,000</u>

<u>Super Star</u>	<u>1986/87</u>	<u>1987/88</u>	
Attendance	10,000	9,000	
Price	\$15.00	\$15.00	\$135,000

(4) Program Services and Levels

Sponsorship will continue for Circle K, Key Club; support of the Kiwanis International Foundation will continue. Subsidies for Eastern Canada and the Caribbean District will continue.

Kiwanis International-Europe Operations will continue at the same level.

The present number of Field Service Representatives will be retained.

International Council will be held in October.

Awards and leadership materials will be continued.

Regional Governor Conferences and Secretaries Conference will be held.

(5) Operating Surplus

Surplus must be budgeted.

KIWANIS INTERNATIONAL
1986/87 Budget
Services Provided to Kiwanis Magazine

EXHIBIT #25

Following is a preliminary summary of estimated interdepartmental charges for services provided to the Kiwanis Magazine for 1986/87.

The costs estimates were developed by department managers after reviewing the kinds of services provided. The cost estimates include labor, materials and depreciation, where applicable.

These costs will be monitored throughout the next year and will be reviewed at six months to determine reasonableness.

Budget changes will be necessary in the departments involved, but the effect on the bottom line (total all funds) is -0-.

<u>Department</u>	<u>Description</u>	<u>1986/87 Cost Estimate</u>
07	M.I.S.	\$ 85,796
16	Finance	37,546
31	Personnel	4,320
21 *	Production/Publications	<u>42,757</u>
		\$170,419

Following is a SUMMARY OF SERVICES provided by the departments listed above:

M.I.S.

Services provided by M.I.S. include maintaining magazine subscription file - names and addresses; and all computer related costs for processing cash receipts, advertising billings, accounts payable, and general ledger. Labor costs include programmers, computer operators, data entry and clerical. Other costs include maintenance and depreciation for office automation equipment, computer costs (both online and batch time), and supplies.

Finance

Labor costs for cash receipts, cash disbursements, advertising, budget preparation, 1099's, accounts receivables, journal entry preparation, and correspondence.

Personnel

Labor costs for payroll, pension, 401K, medical and insurance enrollment, interviewing, testing applicants, new employee orientation, and updating employee records.

Production

Also effecting the total magazine costs are production costs, which are not magazine related, but are currently in Department 08 (Magazine). These represent collateral jobs such as brochures, programs, the Keynoter and Circle K Magazine, and the BKO. The charge for production services to Magazine includes labor costs relating to production of the Kiwanis Magazine.

KIWANIS INTERNATIONAL
1986/87 Budget Change
Create New Department 21 -- Publication and Product

Account #	Description	86/87 Budget Dept. 08	less change	Dept. 08 Revised	Dept. 21 Total
100-01	Dept. Salaries	294,628	(96,988)	197,640	96,988
101	Salary Alloc.:				
101-21	Serv. to Mag.	0	42,757	42,757	(42,757)
101-24	Serv. to CircleK	(5,629)	5,629	0	(5,629)
101-25	Serv. to KeyClub	(8,708)	8,708	0	(8,708)
101-90	From Off. Serv	210	0	210	0
103	Stationery/Supplies:				
103-01	Misc. Off. Suppl.	700	0	700	0
103-02	Stationery	2,600	0	2,600	0
103-03	Off. Suppl. Alloc	530	0	530	0
104	Postage:				
104-01	Delivry/Mssgr.	3,600	0	3,600	0
104-02	Mail Survey	330	0	330	0
104-03	Office Mail	1,200	0	1,200	0
105	Telephone:				
105-90	Basic Serv. Allo	5,280	(833)	4,445	833
105-91	Long Dist. Alloc	3,120	(284)	2,836	284
106	Misc. Office:				
106-02	Assoc Dues/Bks	1,750	0	1,750	0
106-03	Regis. Mag. Cpywr	100	0	100	0
109-90	Payroll Tx Alloc	22,392	(7,371)	15,021	7,371
110	Travel:				
110-01	Local	3,880	(500)	3,380	500
110-02	USA/Canada	13,650	0	13,650	0
113-90	Pension Alloc	19,150	(6,304)	12,846	6,304
118-90	Ins.-Empl. Alloc	2,945	(970)	1,975	970
128-90	Med. Ins. Alloc.	22,688	(7,468)	15,220	7,468
144-01	Mail Magazine	265,000	0	265,000	0
147-70	Bldg. Occ. Alloc	12,714	(2,011)	10,703	2,011
176-90	Prntg./Photocopy	1,330	(300)	1,030	300
179	Readership Promo:				
179-01	Reader Survey	150	0	150	0
179-02	Mag. Promo	100	0	100	0
180	Editorial:				
180-01	Purch. Articles	48,000	0	48,000	0
180-02	Photo Exp.	10,500	0	10,500	0
181-01	Purchase Art	41,000	0	41,000	0
182	Manufacturing:				
182-01	Printing	205,800	0	205,800	0
182-02	Paper	321,800	0	321,800	0
182-03	Color Separatns.	91,000	0	91,000	0
182-04	Film Processing	12,960	0	12,960	0
182-05	Typesetting	35,580	0	35,580	0
183-01	Art Supplies	3,675	(1,200)	2,475	1,200
184-01	Alloc. Editorial Serv:				
184-01	Ed. Serv-CircleK	(12,039)	0	(12,039)	0
184-02	Ed. Serv-KeyClub	(45,353)	0	(45,353)	0
200-80	Serv. Prov. KIF	(1,661)	1,200	(461)	(1,200)
	Totals:	1,405,012	(65,938)	1,339,074	65,938

CHANGES FROM DEPT. 13 - PROGRAM SERVICES

Account #	Description	86/87 Budget Dept. 13	less change	Dept. 13 Revised	Dept. 21 Total
Department Total - 13:		279,000			
changes:					
104-03	Mail BKO	4,375	(4,375)	0	4,375
161	Leadership Trng.:				
161-03	BKO	26,384	(26,384)	0	26,384
161-05	BKO Subsc. Promo	3,071	(3,071)	0	3,071
Totals:		279,000	(33,830)	245,170	33,830
GRAND TOTAL-DEPARTMENT 21:					99,768

In order to segregate those costs currently in Department 08 which are for production and not Magazine, we propose that a new department be created for those costs - Department 21 - Production and Publications.

1986/87 Magazine Budget (with suggested changes)

Expenses:

Department 08 Total:	\$1,405,012
less production costs (new Dept. 21)	<u>(108,695)</u>
Sub-total:	\$1,296,317
<u>plus</u> interdepartmental charges:	<u>170,419</u>
Revised Magazine Expenses:	\$1,466,736

PLUS

Department 09 - Advertising	<u>624,713</u>
Total Magazine Costs:	<u>\$2,091,449</u>

Income:

Department 91 Total:	<u>(\$2,277,500)</u>
1986/87 Projected Magazine Surplus:	<u>\$ 186,051</u>

BUILDING OCCUPANCY
1986/87 Budgets Adjustments Needed

EXHIBIT E

Description/ Account #	Total * Sq. Ft. at 10/1/85	% at 10/1/85	1986/87 Budget Approved	Total * Sq. Ft. at 7/1/86	New % at 7/1/86	Revised 1986/87 Budget	Difference (between budget & revision)
01-147-70	3030	9.19%	\$25,411	5,570	9.24%	26,271	860
Alloc to Key Club-74	--	--	6,353CR	--	--	6,568CR	162
Alloc to Key Club-76	--	--	6,353CR	--	--	6,568CR	162
Alloc to KIF-78	--	--	6,353CR	--	--	6,568CR	162
02-147-70	4846	8.04%	22,224	4,871	8.08%	22,973	749
03-147-70	11751	19.5%	53,892	11,814	19.6%	55,729	1837
Cr for bldg occ-71	--	--	246,924CR	--	--	258,392CR	6,361
Alloc Circle K-73	--	--	9,234CR	--	--	4,663CR	(4,571)
Alloc Key Club-75	--	--	13,838CR	--	--	9,724CR	(4,114)
Alloc KIF-77	--	--	6,240CR	--	--	11,117CR	4,877
Alloc Farm City-79	--	--	201CR	--	--	426CR	225
04-147-70	585	.97%	2,684	927	1.54%	4,379	1,695
05-147-70	157	.26%	721	761	1.26%	3,582	2,861
06-147-70	2582	4.28%	11,842	1,363	2.26%	6,426	(5,416)
07-147-70	6272	10.41%	28,766	6,336	10.51%	29,882	1,116
08-147-70	2772	4.6%	12,714	2,942	4.88%	13,875	1,161
09-147-70	305	.51%	1,401	368	.61%	1,734	333
10-147-70	10112	16.78%	46,378	10,168	16.87%	47,965	1,587
11-147-70	443	.73%	2,030	312	.52%	1,478	(552)
12-147-70	1328	2.2%	6,089	1,496	2.48%	7,051	962
13-147-70	1220	2.02%	5,594	1,213	2.01%	5,715	121
16-147-70	2897	4.81%	13,284	3,001	4.98%	14,159	875
17-147-70	594	.99%	2,726	597	.99%	2,815	89
20-147-70	1284	2.13%	5,887	1,290	2.14%	6,084	197
28-147-70	-0-	-0-	-0-	592	.99%	2,815	2,815
24-147-73-Circle K	2013	3.34%	9,234	990	1.64%	4,663	(4,571)
Bd Use-Circle K-74	--	--	6,353	--	--	6,568	162
25-147-75 Key Club	3017	5.01%	13,838	2,060	3.42%	9,724	(4,114)
Bd Use Key Club-76	--	--	6,353	--	--	6,568	162
31-147-70	1152	1.91%	5,284	1,158	1.92%	5,459	175
50-147-77	1361	2.26%	6,240	2,358	3.91%	11,117	4,877
Bd Use-KIF-78	--	--	6,353	--	--	6,568	162
731-Farm City	44	.07%	201	89	.15%	426	225
	60,276			60,276			

(* includes common areas)

Budgeted cost base at 10/1/86 = \$284,322 (includes increase in Special All Risk Insurance)

Budgeted cost base at 10/1/85 = \$276,437

Revised 9/29/86

EXHIBIT #28

REPORT OF THE EXECUTIVE COMMITTEE
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

January 23-27, 1987

Dates of Committee Meeting: January 23-24, 1987

Place of Committee Meeting: International Office

Present: Members - W.J. "Wil" Blechman, J. Donovan Jackson, Anton J. "Tony"
Kaiser, Noris Lusche, Gene R. Overholt, Donald E. Williams
Chairman - Frank J. DiNoto
Staff - Kevin Krepinevich

Performance Appraisal-International Secretary

The Committee believes that an annual evaluation should be made of the performance of the International Secretary. Goals and objectives would be established and then actual results compared to such goals and objectives. Such evaluation would be completed by May 15 annually by a committee consisting of the president, president-elect, immediate past president, and treasurer. Goals for the administrative year also should be reviewed at the October Board Meeting.

Recommendation #1:

The Committee recommends that performance goals and objectives of the International Secretary be set and reviewed by May 15 annually by the International Secretary and a committee consisting of the International president, president-elect, immediate past president, and treasurer. Such performance goals and objectives will have an interim review annually in October.

I move that Recommendation 1 be adopted.

(Adopted)

Finance: No added cost.

Procedures: Refer to Committee on Administration--New procedure.

Financial Implications of the Implementation of the Long Range Plan

The Board of Trustees has approved the operating objectives for the organization. In October 1986, and at the present Board meeting, staff has prepared for committee review a number of action strategies and action statements to implement these operating objectives.

In a number of instances, the financial impact of the action strategies and statements were not included. In addition, the overall impact of such action strategies and statements must be ascertained. As the current budget is prepared, staff will be asked to project the financial costs attributable to the forward plan. Staff believes that such financial projections will be prepared by April 1987.

To properly progress with the forward plan, these financial projections should be reviewed by a special committee before our Board meeting in May 1987. The costs of such committee can be minimized if its meeting is held either before or after the governors-elect training conference.

Recommendation #2:

The Committee recommends that the President appoint a special committee to review the financial implications of the implementation of the long range plan.

I move that Recommendation 2 be adopted.

Finance: In budget.
Procedure: In compliance.

(Adopted -- President
DiNoto appointed
Noris Lusche as Chairman
and Gene R. Overholt and
Donald E. Williams as members
of this committee.)

Campaign Guidelines

A number of objections have been raised by Kiwanis members as to campaign practices at recent International Conventions, especially at the convention center on election day. Each candidate is placed in a position of concern that a failure to out-campaign the other candidates might affect the election results. Also, such practices have increased the cost of campaigns unnecessarily. By majority vote, the Committee submits the following recommendation:

Recommendation #3:

During the Convention, there should be no distribution of election campaign materials within the convention center.

I move that Recommendation 3 be adopted

(Defeated)

Finance: No effect.
Procedure: Refer to Committee on Administration--new procedure.

Asia-Pacific Conference

The Asia-Pacific Conference is scheduled in Manila from April 9-11, 1987. Due to recent violence in the Philippines, the Committee believes that the conference should be moved to another location. Kiwanis will assist in making an orderly transition of such, and staff will have greater involvement in setting up a new conference.

Recommendation #4:

The Committee recommends that the location of the Asia-Pacific Conference for 1987 be moved from the Philippines and preferably to a district or area which does not have an announced candidate for International office.

I move that Recommendation 4 be adopted.

(Defeated)

Finance: Not known at this time
Procedure: In compliance

Respectfully submitted,

W. J. "WIL" BLECHMAN, M.D.
J. DONOVAN JACKSON
ANTON J. KAISER
NORIS LUSCHE
GENE R. OVERHOLT
DONALD E. WILLIAMS
FRANK J. DiNOTO, Chairman