

I N D E X

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

May 6-10, 1983

	<u>Summary Page</u>	<u>Exhibit Number</u>
Report of the Resolutions Committee	1	1 and 1-A
Message of the President	1	2
Message of the President-elect	1	3
Report of the Secretary	1	4
Approval of Summary of Minutes of Board Meeting, January 27-February 1, 1983	1	-
Consideration and Approval of General Office Administrative Action	2	-
Reports of Board Committees:		
Communications and Education	2	5
Member Services	2	6
Program Services	5	7
Special Board Committee on Standard Form for Provisional District Bylaws	7	8
Special Presidential Committee on Women's Sponsored Group	8	9
Report of the Treasurer	9	10
Report of the Finance and Administration Committee . .	10	11
Selection of New Kiwanis International Foundation Board Members and Recommendations of Executive Committee Regarding the International Foundation	11	12
Other Business:		
In Memoriam--Fred G. McAlister	12	13
Appreciation to Staff	12	-

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

May 6-10, 1983

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Indianapolis, Indiana, on May 6-10, 1983. Those present: John T. Roberts, President; Aubrey E. Irby, President-elect; E. B. "Mac" McKittrick, Immediate Past President; James B. Richard and Donald E. Williams, Vice-Presidents; Raymond W. Lansford, Treasurer; Raymond B. Allen, Mark Arthur, Jr., Arthur J. DeLorenzo, Frank J. DiNoto, Jean Ed. Friedrich, Harris G. Hunter, J. Donovan Jackson, Anton J. "Tony" Kaiser, Noris A. Lusche, Henry L. "Les" Myers, Jr., Gene R. Overholt, Robert G. Sinn, Trustees. Also present: J. William Kleindorfer, Secretary; Fay H. McDonald, Assistant to Secretary; Leslie M. Atwood, Assistant Secretary for Administrative Services; Robert M. Detloff, Assistant Secretary for International Extension; Nick G. Geannopoulos, Assistant Secretary for Communications; A. G. Terry Shaffer, Director of Program Services; James L. Sheets, Director of Member Services.

1. Report of Resolutions Committee

The resolutions to be presented in Vienna, Austria, are attached as Exhibit #1.

Chairman Judge Gilbert H. Zitzelsberger presented the report of the Resolutions Committee, and the resolutions proposed for the Vienna convention were discussed by the International Board.

Voted, that the resolutions to be presented in Vienna and attached as Exhibit #1 be approved.

The entire report was not voted upon by the Board, and some of the recommendations presented in it were held for further study. The typewritten copy of the full report as presented by Chairman Zitzelsberger is attached as Exhibit #1-A.

2. Message of the President

Message of the President is attached as Exhibit #2.

3. Message of the President-elect

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

4. Report of the Secretary

Report of the Secretary is attached as Exhibit #4.

5. Approval of Summary of Minutes of Board Meeting, January 27-February 1, 1983

Voted, that the Summary of Minutes of the Board Meeting of January '27-February 1, 1983, be approved.

6. Consideration and Approval of General Office Administrative Action

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

Elimination of Membership of Not-Meeting Clubs From Active Membership Files

New Kiwanis Clubs Organized Since Last Meeting of International Board of Trustees

Club Incorporations Completed

Club Names Changes

Circle K Clubs Completed

Key Clubs Completed

Incorporation of Kiwanis Club Foundations

District Bylaw Amendments

7. Reports of Board Committees

Communications and Education

The report of the Committee on Communications and Education is attached as Exhibit #5. It was presented by Chairman Jean Ed. Friedrich and members of the committee: Raymond B. Allen, Arthur J. DeLorenzo, and Noris A. Lusche.

Dues Allocation Plan

A proposed news release regarding Dues Allocation Plan is attached as Exhibit B.

Voted, that this statement of reconfirmation be approved.

Report received.

Member Services

Report of the Committee on Member Services is attached as Exhibit #6. It was presented by Chairman Henry L. "Les" Myers, Jr.

Recommendation 1. That the "Relationship between Kiwanis International and Kiwanis International-Europe," attached as Exhibit A to this report, be approved.

Voted, that this recommendation be adopted.

The members of the Board recorded their appreciation to the KI/KI-E Relations Committee for their work in connection with the above.

Recommendation 2. That the following GUIDELINES FOR EXTENSION INTO NEW COUNTRIES replace those now in effect and refer this to the Board Committee on Program Services for inclusion in Procedures:

- (1) There must be at least 5 communities of sufficient size for additional clubs to be organized in the general area or vicinity in which the first club in a new Kiwanis country or area is to be organized.
- (2) The currency situation in any new country or area must be such that money can be forwarded to the General Office for International dues without undue difficulty, or, if this is not possible, that: (i) Kiwanis can maintain a bank account in its own name in that country or area controlled by a fiscal agent as provided in International Extension Policies and Procedures E-4-g, and (ii) a plan has been prepared by staff showing how the deposited funds can be utilized by Kiwanis International.
- (3) Kiwanis clubs shall be organized only in those countries or areas in which the economy provides enough income to afford membership in a service club and a sufficient number of business and professional men to support the five Kiwanis clubs.

Voted, that this recommendation be adopted.

Recommendation 3. That the following be designated as Distinguished Governors for 1981-82:

Stuart K. Jacobs--Florida
Mort Bonesteel--Indiana
Raymond W. Lucan--Minnesota-Dakotas
William H. Lamberg--Wisconsin-Upper Michigan

Voted, that this recommendation be adopted.

Recommendation 4. That the current requirement of reporting on seven (7) projects in Part II of the Annual Club Report be changed to require a club to report on five (5) projects only.

Voted, that this recommendation be adopted.

Recommendation 5. That the computation of points for club increase in the District Administrative Excellence Award Program shall be based upon active clubs in the district at the beginning of the administrative year as compared to the number of active clubs at the end of the administrative year.

Voted, that this recommendation be adopted.

Recommendation 6. That the designated grouping of districts according to the number of clubs in each with regard to classification of district achievement scores as a part of the Grading Plan for the District Administrative Excellence Award Program be reduced to three, and these three be known as the Gold Group for districts with 225 clubs or more; Silver Group, 125 to 224 clubs; and the Bronze Group, 124 or fewer clubs.

Voted, that this recommendation be adopted.

Recommendation 7. That the revised form for the club "Official Monthly Report," attached as Exhibit C of the report, be approved.

Voted, that this recommendation be adopted.

Recommendation 8. That a copy of the club "Official Monthly Report" be sent to the General Office beginning with the 1983-84 Administrative Year.

Voted, that this recommendation be adopted.

Recommendation 9. That one additional Field Service Representative be authorized in the Member Services Department beginning October 1, 1983.

Voted, that this recommendation be adopted.

Recommendation 10. That the charters of the eighty-four (84) clubs listed in Exhibit D of this report be revoked.

Voted, that this recommendation be adopted.

Recommendation 11. That the Member Referral Form be approved and the program be put into operation beginning October 1, 1983.

Voted, that this recommendation be adopted.

Recommendation 12. That if a deleted member joins another Kiwanis club within six months of his deletion, the processing fee to International would be waived.

After discussion, the recommendation was referred back to committee.

The committee reported that after further consideration it felt this matter should be retained for further study by Staff to determine how the waiver of the processing fee would be implemented.

Recommendation 13. That beginning October 1, 1983, twenty-five (25) members be required before a club can be organized and the charter presented.

Voted, that this recommendation be adopted.

Recommendation 14. That the following statement be included in the New Club Building material sent to all new club sponsors, Field Service Representatives, KIARs, and new club building committees:

"If a club from outside the immediate area of a new club site desires to organize and sponsor the club, they shall so notify the District Governor who will notify all existing Kiwanis clubs in the immediate area. If there is objection to the building of the new club, the Governor shall attempt to resolve the objection. In the event the objection cannot be resolved within the District, the Governor shall then notify the Secretary of Kiwanis International. Objections shall then be presented to the Board of Trustees of Kiwanis International. Final authority for organizing of new clubs rests with the Board."

Voted, that this recommendation be adopted.

Report received.

Program Services

Report of the Committee on Program Services is attached as Exhibit #7. It was presented by Chairman Frank J. DiNoto and committee members: Mark Arthur, Jr., J. Donovan Jackson, Gene R. Overholt.

Recommendation 1. That the Policies and Interpretations of the Constitution and Bylaws of Kiwanis International, as contained in Exhibit A of the report, be adopted.

Voted, that this recommendation be adopted.

Recommendation 2. That the following procedure be inserted into Policies and Procedures as item 23 on Page F-8:

"23. The write-off procedure for account balances shall be as follows:

"Quarterly, accounts receivable or payable balances of \$2.49 or less will be written off. On supply orders, account balances involving \$1.00 or less will be written off and the order processed."

Voted, that this recommendation be adopted.

Recommendation 3. That the following interpretation of Article III, Section 3, of the Bylaws of Kiwanis International be adopted:

"Governor's Approval of New Club Petition

If the Governor elects not to approve the petition for a new Kiwanis club, he must immediately forward it to the Board of Trustees of Kiwanis International together with his reasons for denying approval. After review of the facts, the International Board shall determine if the new club will be organized."

Voted, that this recommendation be adopted.

Recommendation 4. The adoption of the wording of the amendment to Article XII, Section 2, of the Constitution of Kiwanis International as delineated in proposed Amendment No. 1 in Exhibit B for presentation to the House of Delegates in Vienna.

Voted, that this recommendation be adopted.

Recommendation 5. That the Kiwanis International Board allocate \$1,600 to Circle K International to reimburse it for the 1981-82 surplus.

Voted, that this recommendation be adopted.

Recommendation 5-A. That the Kiwanis International Board delete Article VI, Section 2(a) of the Circle K International Constitution, and so inform the Circle K Board of Officers that this change has been made.

Voted, that this recommendation be adopted.

The Committee stated that it was retaining all other agenda items relating to Circle K for further consideration.

Recommendation 6. The adoption of a resolution honoring World Scouting as contained in Exhibit J.

Voted, that this recommendation be adopted.

Recommendation 7. That a \$25.00 reinstatement fee, plus any supplies costs, be assessed a sponsoring Kiwanis club that requests reinstatement of its Builders Club. These changes are to be effective from October 1, 1983.

Voted, that this recommendation be adopted and referred to the Program Services Committee for insertion into Procedures.

Recommendation 8-A. That Keywanettes be continued as a local club program, and in districts which currently have a district structure approved by the Kiwanis International Board of Trustees, such structure may be retained.

Voted, that this recommendation be adopted.

Recommendation 8-B. That Kiwanis International not replenish or develop any new supplies items or materials relating to Keywanettes.

Voted, that this recommendation be adopted.

Recommendation 9. That Kiwanis International proceed to research the sponsorship of the Lilly Youth Leadership Program by Kiwanis International provided that the entire cost of such research is funded by Lilly Endowment, Inc.

Voted, that this recommendation be adopted.

Recommendation 10. That Kiwanis International continue to serve as Coordinating Agency for the National Farm-City Council, with all direct costs reimbursed by the Council.

Voted, that this recommendation be adopted.

Recommendation 11. That the procedure to be recommended to the Council for the nominations and seconds for candidates for International office in Vienna be as follows:

For the office of President and the office of President-elect: one nominating speech of five minutes and one seconding speech of one minute.

For the office of Vice-President and the Office of Treasurer: one nominating speech of three minutes and one seconding speech of one minute.

For the office of Trustee: one nominating speech of two minutes and one second from the platform with no speech.

Voted, that this recommendation be adopted.

Report received.

8. Reports of Special Board Committees

Special Board Committee on Standard Form for Provisional District Bylaws

Report of the Committee is attached as Exhibit #8. It was presented by Chairman Frank J. DiNoto.

Recommendation 1. That the definition of a provisional district in item 1 k (1) (b) on Page E-5 of Policies and Procedures be amended to read: "When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the Kiwanis International Board may grant authority to a group of not less than ten (10) Kiwanis clubs in a non-districted area with a minimum of 400 members having compatible geographic areas and customs to create a provisional district. At the organizational convention of the provisional district, the delegate body shall adopt the Standard Form for Provisional District Bylaws and the officers shall be elected in accordance with these bylaws. The presiding officer and an acting secretary of the organizational convention of the provisional district shall be appointed by the President of Kiwanis International."

Voted, that this recommendation be adopted.

Recommendation 2. That the definition of a district in item 1 k (1) (c) on Page E-5 of Policies and Procedures be amended to read: "When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the Kiwanis International Board may grant authority to a group of not less than twenty-five (25) Kiwanis clubs with a minimum of 1,000 members having compatible geographic areas and customs to organize a district subject to the provisions of Article VI of the Constitution of Kiwanis International."

Voted, that this recommendation be adopted. Grandfathering of existing districts is specifically noted (Andean and Japan).

Recommendation 3. That the Standard Form for Provisional District Bylaws as contained in Exhibit A of this report be adopted.

Voted, that this recommendation be adopted.

The Committee and the Board joined in an expression of thanks to Fay McDonald for his work in connection with these bylaws.

Report received.

Special Presidential Committee on Women's Sponsored Group

Report of the Committee is attached as Exhibit #9. It was presented by Chairman Anton J. "Tony" Kaiser.

Recommendation 1. That Kiwanis International adopt a program to be called The Kiwanianne Club Program for optional Kiwanis club sponsorship of local level only women's groups to be called Kiwanianne Clubs, whose purposes shall be community service and fellowship, and whose membership shall be comprised of either only wives and widows of Kiwanians in the sponsoring club or clubs, or wives and widows and such other women as they may invite to join, at the option of the sponsoring Kiwanis club or clubs; that the Program be implemented and financed in accordance with procedures to be adopted by the Board; that development of basic Program promotional materials by Staff begin as soon as possible; and that promotion of the Program begin as soon as funds for production and distribution of the material and necessary staff personnel, if any, to administer the Program, can be made available.

Voted, that this recommendation be adopted.

Recommendation 2. That the Kiwanis International Procedures re The Kiwanianne Club Program, as contained in Exhibit A of this report, be adopted by the Board and referred to the Program Services Committee for its review and insertion into Policies and Procedures as a procedure.

Voted, that this recommendation be adopted.

Recommendation 3. That the Standard Kiwanianne Club Constitution, as contained in Exhibit B of this report, be adopted.

Voted, that this recommendation be adopted.

Recommendation 4. That the attached Suggested Kiwanianne Club Bylaws, as contained in Exhibit C of this report, be adopted.

Voted, that this recommendation be adopted.

Report received.

9. Report of the Treasurer

Report of the Treasurer is attached as Exhibit 10. It was presented by Raymond W. Lansford.

Report received.

10. Report of the Committee on Finance and Administration

Report of the Committee on Finance and Administration is attached as Exhibit #11. It was presented by Chairman Raymond W. Lansford and members of the committee: Anton "Tony" Kaiser, James B. Richard, and Donald E. Williams.

Recommendation 1. A 1982-83 budget adjustment for the additional \$10,000 as previously requested by the Board Committee on Communications and Education.

Voted, that this recommendation be adopted.

Recommendation 2. The approval of the 1983-84 operating budget as shown in Exhibit A of the report. Further, if changes become necessary, the current approval process shall prevail.

Following a thorough discussion of the 1983-84 proposed operating budget, the full Board adopted the following recommendation.

Substitute Recommendation #2. That we set a limit of five percent (5%) in excess of the 1982-83 projected annual expenses as a limit for our 1983-84 budget and rework our figures to bring them down to that number.

Voted, that this recommendation be adopted.

Budget referred back to Committee.

Recommendation 3. Acceptance of the Statement of Principle on the Recording of Kiwanis International Convention Income and Expenses effective October 1, 1982.

Voted, that this recommendation be adopted.

Recommendation 4. The establishment of an employee savings plan qualifying under section 401(k) of the Internal Revenue Service Code to be effective April 30, 1983.

Voted, that this recommendation be adopted.

Recommendation 5. The following standard operating procedure with respect to future retirees, effective June 1, 1983:

1. a) Upon retirement an employee and spouse may continue to be covered by the Kiwanis International health and medical benefits plan until such time as both the employee and spouse attain age 65.
- b) The employee and spouse may be covered beyond age 65 only to the extent of time necessary to satisfy a waiting period for inclusion of coverage for "Pre-existing Conditions" in another group but in no event longer than twelve (12) months.

2. A retired employee shall reimburse Kiwanis International the full cost of the premium required to be paid the insurer after retirement.

Voted, that this recommendation be adopted.

Recommendation 6. The discontinuance of the life insurance benefit to any future retiree. The Committee further recommends the self-insuring of the existing life benefit through funding at the rate of \$6,000 annually until sufficient monies are available to support this benefit from earnings of this fund effective June 1, 1983.

Voted, that this recommendation be adopted.

Recommendation 7. That the "Building Fund" have a final audited accounting as of September 30, 1983, and that on October 1, 1983, it will become a "Capital Improvements Fund."

Voted, that this recommendation be adopted.

Recommendation 8. The suspension of the Kiwanis International Foundation office services payment as of October 1, 1982.

Voted, that this recommendation be adopted.

Recommendation 9. It is the procedure of this organization that any former Staff member holding emeritus status and spouse are to be invited to all convention and council meetings and their expenses are to be paid in the same manner as are the expenses of past presidents, and that this be referred to the Program Services Committee for implementation in the Policies and Procedures.

Voted, that this recommendation be adopted.

Report received.

11. Kiwanis International Foundation

Report on Selection of Foundation Trustees is attached as Exhibit #12.

Voted, that the action of the Executive Committee by telephone conference call on Friday, March 11, 1983, appointing Robert A. Leggett, Richard Schwartz, and Robert F. Weber to the Board of Trustees of the Kiwanis International Foundation, Inc. for two-year terms commencing on October 1, 1983, be ratified; and that Raymond W. Lansford and Raymond B. Allen be appointed as ex officio trustees for one-year terms beginning on October 1, 1983.

Recommendations of Executive Committee

Recommendation 1. That the International Foundation be requested to amend its bylaws so as to provide that the International Secretary of Kiwanis International shall serve as the International Secretary of Kiwanis International Foundation, Inc. In that capacity it should be provided that he shall attend all meetings of the Foundation Board and the Executive Committee and shall act as the Secretary thereof but shall have no vote.

Voted, that this recommendation be adopted.

Recommendation 2. That the Kiwanis International Foundation direct that the Administrator of the Foundation report to the International Secretary of the Foundation on all matters pertaining to the management and administration of the Foundation office.

Voted, that this recommendation be adopted.

Recommendation 3. That beginning October 1, 1983, the Kiwanis International Foundation be requested to submit a quarterly report to the Kiwanis International Board reviewing its solicitation and program activities during the past quarter and presenting an outline of its planned activities of that nature for the next quarter and for any period into the future for which plans have been formulated.

Voted, that this recommendation be adopted.

Recommendation 4. That the Kiwanis International Board express its concern to the Foundation on its ratio of administrative cost to total income and urge the Foundation to give this matter its serious attention.

Voted, that this recommendation be adopted.

12. Other Business

In Memoriam--Fred G. McAlister

Resolution in memory of Fred G. McAlister, Q.C., Past International President, is attached as Exhibit #13.

Voted, that the In Memoriam Resolution of Fred G. McAlister, Q.C. be adopted.

Appreciation to Staff

Appreciation was expressed to the Staff members for their assistance in connection with the Board meeting.

13. Next Board Meeting

The next meeting of the Board will commence on Thursday, June 30, 1983, in Vienna, Austria.

Adjournment

3. THE SCOUTING MOVEMENT

In 1908 Lord Robert Baden-Powell began the Scouting movement. The 75th Anniversary of this outstanding program for young people is being celebrated in 1983.

This organization, unique at the time of its origin because of its concepts of individual improvement blended into group activity on an international basis, has made an enormous contribution to the world.

Millions of young people, because of Scouting, have carried into their adult lives the philosophy of clean living, fair play, and respect for others.

These same young people have also carried into adulthood an understanding of the environment, and the necessity of protecting it.

LET IT, THEREFORE, BE RESOLVED *That Kiwanis International salutes the Scouting Movement on its 75th Anniversary, and applauds it for its inestimable gift to the society of our time,*

AND LET IT FURTHER BE RESOLVED, *That Kiwanis International calls on Kiwanis clubs and Kiwanians everywhere to honor Scouts and their leaders within their home communities, extending to them sincere congratulations and an expression of our great respect for the Scouting organization.*

INTERNATIONAL COMMITTEE ON RESOLUTIONS

Chairman, Judge Gilbert H. Zitzelsberger
17700 Fort Street, Riverview, Michigan 48192

Lloyd W. Distant
30-36 Knutsford Boulevard, Kingston 5, Jamaica, West Indies
(Downtown Kingston Club)

Gaston Farauo, Jr.
P.O. Box 6417, Panama 5, Panama

W. Donald Goodfellow
#300 Notre Dame Place, 255-17th Avenue,
S.W., Calgary, Alberta T2S 0A7

Aubrey E. Irby
P.O. Box 6681, Tyler, Texas 75711

Ted R. Osborn
353 S. Broadway, Lexington, Kentucky 40508
(The Blue Grass, Lexington Club)

Phillip J. Paul
558 Sollas Court, P.O. Box 734,
Lyndhurst, New Jersey 07071

Dr. Christof E. Schaertlin
Oristalstrasse 28, CH-4410 Liestal, Switzerland

Robert T. Sewell
#7-11109-95th Street, Edmonton, Alberta T5G 1K7
(South Edmonton Club)

Avelino V. "Beling" Tanjuakio
Herminigilda Street, Gate 3, San Sebastian Village,
Tarlac, Tarlac, Philippines



Kiwanis International
3636 Woodview Trace
Indianapolis, Indiana 46268



RESOLUTIONS

**68th ANNUAL CONVENTION
OF KIWANIS INTERNATIONAL
VIENNA, AUSTRIA**

Proposed resolutions will be presented for action by the delegates to the 68th Annual Convention of Kiwanis International in Vienna, Austria, July 6, 1983, and are not effective unless adopted by the delegate body. They are presented by the International Committee on Resolutions in accordance with the International Bylaws and are recommended by the Committee on Resolutions.

INTRODUCTION

Your Committee on Resolutions proposes the following resolutions to be acted upon by the House of Delegates on Wednesday morning, July 6, 1983, at the 68th Annual Convention of Kiwanis International in Vienna, Austria.

These are a product of proposed resolutions received from clubs and districts as well as the Committee's drafting of additional resolutions at the time of its meeting in Indianapolis during the period of May 4-6, 1983.

Your Committee wishes to express its thanks and appreciation to all clubs and districts which submitted proposed resolutions and to all who submitted other material for its consideration. While we regret that we were unable to use all of the ideas expressed, the Committee would urge individual clubs and districts to pursue on their own those projects which they believe will merit their support and attention.

It is the hope of your Committee that resolutions which are adopted will become the basis for dynamic programs of service by individual clubs. We would also remind clubs that all previous resolutions remain in effect as long as they serve a need for an individual club or an entire district. Clubs are encouraged to pursue those areas of concern which they believe will enable them to render true community service.

KIWANIS INTERNATIONAL BYLAWS ARTICLE IX

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

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

PROLOGUE

Kiwanis International is honored to hold this International Convention in Vienna, the home of Europe's first Kiwanis club.

The last International Convention held outside the United States of America was held in Toronto, Ontario, Canada, July 1-4, 1979. At that time the International Committee on Resolutions expressed so perfectly in its Preamble the international character of Kiwanis. This year's International Resolutions Committee adopts that Preamble as expressing its views of the true internationalism of Kiwanis.

PREAMBLE

It is appropriate for Kiwanians to give expression from time to time to their ideals, their concerns, their hopes and their plans. This we do here through the adoption of resolutions.

We do not choose to be absolutely of one mind. In adopting resolutions, we are not asked to relinquish convictions gained from personal experience, loyalties to our respective nations and cultural heritages, or any of our cherished religious, political, or philosophical principles, which shall be ever diverse in a free society.

We seek rather to identify and give expression to our unity amid diversity, our common purpose amid multipurpose, and our agreement in principle amid the varied options for implementation. We seek by resolution to identify broad and open roads which, though we may travel in small groups and with differing itineraries, lead us surely toward the same destination of a better world for all.

More than two thousand years ago, the great Roman statesman Cicero observed: "There is no surer tie among friends than when they are united in their objects and wishes."

In this spirit, your Committee on Resolutions now proposes the following for your discussion and adoption.

1. WORLD FRIENDSHIP

The foundations of peace must be constructed in the mind of men. To achieve peace we must reach the minds of men with the message that our world needs and rightfully demands better understanding among its peoples. Kiwanis International itself is a structure which brings peoples of 77 countries and geographical areas together. In fellowship, in community service to mankind, Kiwanis does find the means to deliver that message of peace in practical worthwhile accomplishments.

THEREFORE, BE IT RESOLVED *That Kiwanians and Kiwanis clubs worldwide:*

1. *Promote understanding, cooperation and friendship among the peoples of the world, and*
2. *Improve communication among the men of the Kiwanis world through the interchange of information and programs, and*
3. *Dedicate Kiwanis International as a lasting example of international collaboration among men of good will to achieve our worthwhile Objects.*

2. HELPING HANDICAPPED PEOPLE

Service to those less fortunate than ourselves has been a benchmark of Kiwanis activity since the founding of our great service organization.

A challenging opportunity for service presents itself in helping handicapped people.

Handicaps may range from severe physical deficiencies to emotional problems that prevent a person from being able to function effectively.

Kiwanians recognize that the physically and mentally handicapped encounter many special problems as they strive for independence. They, like the rest of us, need to achieve their highest potential. There can be few more rewarding experiences than helping another human attain a rich and fuller life.

THEREFORE, BE IT RESOLVED *That Kiwanis International give emphasis in its 1983-84 programming to service projects which will encourage Kiwanis clubs and Kiwanians to*

1. *Emphasize the need for improved educational opportunities for handicapped persons of all ages, and*
2. *Initiate and assist in programs for the social adjustment of handicapped persons, and*
3. *Support by manhours and funds those volunteer and nonprofit organizations that meet the needs of handicapped persons.*

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

May 6, 1983

Date of Committee Meeting: May 4-6, 1983

Place of Committee Meeting: General Office

Present: Members - W. Donald Goodfellow, Aubrey E. Irby, Ted R. Osborn,
Robert T. Sewell
Chairman - Judge Gilbert H. Zitzelsberger
Staff - A. G. Terry Shaffer, Tom Nelson

1. It was moved and seconded to recommend that the Kiwanis International Board of Trustees adopt as Board Policy that commencing with the 1984-85 administrative year, the International Committee on Resolutions shall consist of the following:

- a Past President of Kiwanis International appointed by the President
- the Chairman of the Resolutions Committee; and
- not more than five International Committee chairmen-designate including the chairman-designate of the International Committee on Resolutions as nominated by the President-elect and appointed by the President.

(Carried)

2. It was moved and seconded that we recommend to the International Board of Trustees that the Bylaws of Kiwanis International be amended so that Article XIV, Section 5 reads:

"There shall be a Standing Committee of Resolutions which shall consist of the following:

- a Past President of Kiwanis;
- the Chairman;
- not more than five members of chartered clubs;

all such members to be appointed by the President of Kiwanis International. The quorum of the Committee on Resolutions shall be three."

(Carried)

3. It was moved and seconded that we recommend to the International Board of Trustees that the Bylaws of Kiwanis International be amended so that Article ~~X~~^{IX}, Section 2 reads:

"All proposed resolutions shall be submitted to the Secretary of Kiwanis International by the districts and chartered clubs not later than January 10 prior to the annual Convention. The International Committee on Resolutions shall meet immediately before the next meeting of the International Board of Trustees. The Committee on Resolutions shall consider the proposed resolutions. Resolutions may be initiated by the Committee. The International Secretary shall furnish to the delegates a copy of all resolutions recommended by the Committee, at such times before the meeting of the House of Delegates as designated by the International Board of Trustees.

The International Board of Trustees and the Committee on Resolutions shall have the right at any time to present such further resolutions to the House of Delegates as the International Board of Trustees deems appropriate. Such further resolutions shall be furnished to the delegates at such time before the House of Delegates as designated by the International Board of Trustees."

(Carried)

4. It was moved and seconded that we place the following resolutions on the agenda for the House of Delegates and that the International Secretary publish them to the clubs as required by the Bylaws of Kiwanis International.

Resolution #1 - World Friendship (See Exhibit A)
Resolution #2 - Major Emphasis Program (See Exhibit B)
Resolution #3 - The Scouting Movement (See Exhibit C)

(Carried)

5. It was moved and seconded that we place the following resolutions on the agenda for the House of Delegates without pre-publication.

A. Memorial to Fred G. McAlister, Q.C. (See Exhibit D)
B. A Resolution of Appreciation for 1983 International Convention, host clubs, etc. (See Exhibit E)

(Carried)

6. It was moved and seconded that the Chairman of the Committee at his sole discretion may forward to the district resolution chairmen either or both of the following resolutions.

A. Organ Donor Awareness (See Exhibit F)
B. Mandatory Sentences for Drunk Drivers (See Exhibit G)

(Carried)

7. It was moved and seconded that the following proposed resolution is not an appropriate subject for the House of Delegates at the International Convention and that it be referred to the International Board of Trustees and/or staff.

A. Surplus Food (See Exhibit H)

(Carried)

8. It was moved and seconded that no action be taken on the following proposed resolutions.

- A. Hearing Devices for the Hearing-Impaired (See Exhibit I)
- B. Personal Justice for Japanese Americans (See Exhibit J)
- C. Services for District Secretaries
- D. Re-emphasis on Kiwanis Education

(Carried)

9. It was moved and seconded that the Committee authorize the International Board of Trustees to make necessary changes or corrections in our report before publication to the clubs.

(Carried)

10. The Chairman directed that the prologue and preamble to the printed resolutions be made a part of these minutes. (See Exhibit K and L)

11. It was moved and seconded that the committee adjourn.

(Carried)

Respectfully submitted,

W. DONALD GOODFELLOW

AUBREY E. IRBY

TED R. OSBORN

ROBERT T. SEWELL

JUDGE GILBERT H. ZITZELSBERGER, Chairman

1. WORLD FRIENDSHIP

The foundations of peace must be constructed in the minds of men. To achieve peace we must reach the minds of men with the message that our world needs and rightfully demands better understanding among its peoples. Kiwanis International itself is a structure which brings peoples of 77 countries and geographical areas together. In fellowship, in community service to mankind, Kiwanis does find the means to deliver that message of peace in practical, worthwhile accomplishments.

THEREFORE, BE IT RESOLVED That Kiwanians and Kiwanis clubs worldwide:

1. Promote understanding, cooperation and friendship among the peoples of the world, and
2. Improve communication among the men of the Kiwanis world through the interchange of information and programs, and
3. Dedicate Kiwanis International as a lasting example of international collaboration among men of good will to achieve our worthwhile Objects.

RESOLUTION #2

MAJOR EMPHASIS PROGRAM

Service to those less fortunate than ourselves has been a benchmark of Kiwanis activity since the founding of our great service organization.

A challenging opportunity for service presents itself in the area of the handicapped.

Handicaps may range from severe physical deficiencies to emotional problems that prevent a person being able to function effectively.

Kiwanians recognize that the physically and mentally handicapped encounter many special problems as they strive for independence. They, like the rest of us, need to achieve their highest potential. There can be few more rewarding experiences than helping another human attain a richer and fuller life.

THEREFORE, BE IT RESOLVED That Kiwanis International give emphasis to its 1983-84 programming to service projects which will encourage Kiwanis clubs and Kiwanians to:

1. Emphasize the need for improved educational opportunities for handicapped persons of all ages, and
2. Initiate and assist in programs for the social adjustment of the handicapped, and
3. Support by manhours and funds those volunteer and non-profit organizations that meet the needs of the handicapped.

Adopted 5/5/83

3. THE SCOUTING MOVEMENT

In 1908 Lord Robert Baden-Powell began the Scouting movement. The 75th Anniversary of this outstanding program for young people is being celebrated in 1983.

This organization, unique at the time of its origin because of its concepts of individual improvement blended into group activity on an international basis, has made an enormous contribution to the world.

Millions of young people, because of Scouting, have carried into their adult lives the philosophy of clean living, fair play, and respect for others.

These same young people have also carried into adulthood an understanding of the environment, and the necessity of protecting it.

LET IT, THEREFORE, BE RESOLVED That Kiwanis International salutes the Scouting Movement on its 75th Anniversary, and applauds it for its inestimable gift to the society of our time,

AND LET IT FURTHER BE RESOLVED, That Kiwanis International calls on Kiwanis clubs and Kiwanians everywhere to honor Scouts and their leaders within their home communities, extending to them sincere congratulations and an expression of our great respect for the Scouting organization.

IN MEMORIAM

TO

PAST INTERNATIONAL PRESIDENT

FRED G. McALISTER, QUEENS COUNSELLOR

March 28, 1983 marked the end of a long, dramatic career of Kiwanis service - - a career tied closely to the major events of his time, for on that date Fred G. McAlister, a Canadian, the 26th President of Kiwanis International, died following a long illness, in London, Ontario, Canada. He was the senior member of the Committee of Past International Presidents.

Fred McAlister served Kiwanis during the exacting World War II years, being International President in 1942-43. He provided the leadership to see Kiwanis through those trying times, making it a vital, patriotic force in both Canada and the United States, and readying it for the transition to peace-time operation and the tremendous challenges that those days would bring.

Fred McAlister served his nation as he served Kiwanis, devoting his wisdom and leadership ability willingly and cheerfully, wherever he could be of assistance. His governmental responsibilities included service as assistant to the Chairman of the Board of Railway Commissioners of Canada, as statistician for the Canadian Wheat Board, and as Fuel Controller of Canada. He helped organize Canada's first Vocational Guidance Department, and was an official in the Department of Justice in Ottawa.

In his legal profession, in government, and in Kiwanis, no undertaking was too difficult for him, no assignment beyond his capability. He was, in short, a force for good in his native land and in Kiwanis, which he loved so much. Truly he was a man who left an indelible impression on the times in which he lived.

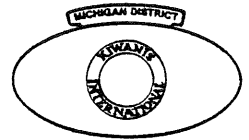
Now, therefore, be it resolved that the delegates assembled at this 1983 Convention of Kiwanis International give expression to the great loss experienced by the entire organization in the passing of this kind gentleman whose dedication, leadership and contributions made lasting impact on the great organization which he led.

Be it further resolved that a copy of this resolution be given to his family with the deep and profound sympathy from friends of a lifetime.

IN APPRECIATION

As the concluding hours of the 68th Annual Convention of Kiwanis International close in around us, everyone involved begins to understand that they have been witness to history in the making. The 1983 Vienna Convention is truly a historical event in the annals of our great organization. It is appropriate at this moment to pause and place this speck in time which is ours into a special place in all of our hearts. In so doing we shall touch and retain an intangible part of the beautiful city of Vienna, which has now so richly earned our enduring admiration.

(NOTE: At this point specific "Thank You's" will be added at convention time.)



RESOLUTION

RESOLUTION

ORGAN DONOR AWARENESS PROGRAM

In the last 30 years, the medical profession has developed great advances in the field of vital organ transplantation (i.e. kidneys, liver, heart and corneas) as a viable form of treatment for the malfunction or failure of these organs. In the past, very expensive and painful treatment or death were the only alternatives a person had in facing his/her illness. Many treatments would require a person to spend many hours on a life support system to maintain life and many drugs had to be taken to control and stabilize their condition.

The organ procurement agency of Michigan, as in several states in America, locates vital organs for transplantation and matches them with compatible recipients. With public education and information by slide presentations, literature and mass media exposure to millions of people, we can increase the awareness of the general public to the importance of organ transplantation and its accomplishments. The ultimate goal is to improve the quality of life for all those people who have a limited future caused by their illnesses.

Therefore let it be resolved:

1. That Kiwanis Clubs support the principle that vital organ donation is an accepted form of treatment to improve the quality of life for critically ill people who must rely on support systems to sustain life;
2. That Kiwanis Clubs along with the organ procurement agencies work together in the education of the general public concerning the importance of organ donation and the positive effect it will have on a recipients life.

4. MANDATORY SENTENCING OF DRUNK DRIVERS

WHEREAS, The death toll on American highways each year attains the level of a national disgrace, and

WHEREAS, Of the more than 50,000 lives lost in automotive accidents each year, more than 50% of these fatalities are directly related to alcoholic conditions of one or more of the drivers involved, and,

WHEREAS, Our latest statistics tell us that there are accidents contributed to by drinking, occurring at the rate of one every thirty seconds throughout the United States, and,

NOW, THEREFORE BE IT RESOLVED That this delegate body express its determination, collectively, to assist and encourage our duly elected public officials, our law enforcement officers and the judiciary in the strict and impartial enforcement of the applicable laws, and its further intent to promote the passage of new legislation that would provide more uniform regulation throughout the nation.

RESOLUTION TO KIWANIS INTERNATIONAL

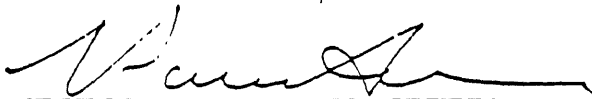
WHEREAS, The United States Secretary of Agriculture has declared that there is an abundance of surplus food available for distribution to world wide areas of poverty and,

WHEREAS, The Export Policy Committee of the Department of Agriculture has recommended to the Secretary of Agriculture that cooperation of International Service Clubs be utilized in the distribution of surplus foods as designated by the Secretary of Agriculture and,

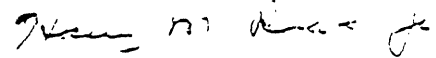
WHEREAS, Kiwanis International, through its District and Clubs, has been invited to participate in this humanitarian program of distributing food to the hungry and undernourished people in the poverty areas of the world, be it

THEREFORE, Resolved that the California-Nevada-Hawaii District Board of Trustees do hereby express their support of this program and petition Kiwanis International to offer its support of manpower that may be needed for the implementation of this humanitarian program in such areas of the world as the United States Secretary of Agriculture may deem advisable.

Adopted this 25th day of February 1983, in the city of Anaheim, California.



E. Parker Smith
Secretary



Harry M. Rowe, Jr.
Governor



EXHIBIT I

Kiwanis Club of Berwyn

Meets Thursday at Twelve-fifteen

PRESBYTERIAN CHURCH

32ND STREET AND CLINTON AVENUE

BERWYN, ILLINOIS

HEARING IMPAIRMENT

The ability to hear is "a wonderful gift. However, impaired hearing is a communicative disability suffered by an estimated 22 million Americans in the United States alone. Hearing is a basic human need and the impairment of our senses reduces our opportunities to enjoy a quality life.

Standard medical insurance policies issued by private companies and the government in the United States do not recognize a hearing device as a basic human need. Insurance companies and government do not provide for the cost of a hearing device for those people in need. Many Kiwanians are aware of members or friends with impaired hearing and are aware of the financial burden imposed on those persons in procuring hearing devices.

Therefore, Be It Resolved That:

1. Kiwanis encourage and support hearing devices to be considered a basic human need.
2. Kiwanis Clubs everywhere encourage insurance companies and government to recognize hearing devices as necessary.
3. Kiwanis Clubs support local programs to help those with hearing disorders and provide financial assistance where such support is needed.

RESOLUTION

EXHIBIT J

WHEREAS, during World War II, the sudden attack upon the United States by the Empire of Japan produced a wave of fear and hatred, fanned by existing racial prejudice, and providing the opportunity of acquiring property at less than fair market prices, the government of the United States seized and interned over 120,000 persons of Japanese descent, 77,000 of whom were native born, full citizens of the United States, and the remaining 43,000 ineligible for citizenship, and said internment and seizure being under Executive Order 9066, later ratified by Congress; and that the government, with full knowledge of the truth, refused and failed to refute the falsehoods concerning the danger to the United States and made no effort to defuse the racial prejudice or protect the rights of its citizens all of which is set forth in the report of the Commission on Wartime Relocation and Internment of Civilians, as required by Public Law 96-317 and released in February 1983, entitled, PERSONAL JUSTICE DENIED; and,

WHEREAS, certain members of the United States Senate, in session on March 22, 1983, declared that it is time for the American people to recognize and apologize for the shame, theft, ridicule and humiliation brought to our citizens and invitees to this nation and to insure that such an event never shall be repeated; and,

WHEREAS, The Kiwanis Club of Falls Church, Virginia, and the Council of the Kiwanis Clubs of the Twentieth Division of the Capital District see an urgent need to apply the objects of Kiwanis International to give primacy to the human and spiritual rather than to the material values of life and to encourage the daily living of the Golden Rule in all human relationships;

BE IT THEREFORE RESOLVED, that all Kiwanis Clubs within the United States cooperate with the Kiwanis Club of Falls Church in its endeavor to create and maintain that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism and good will by studying the report of the Commission on Wartime Relocation and Internment of Civilians and making the same known to the Circle K, Key and Builders Clubs; and that each club make its views known to the appropriate members of Congress and thus to promulgate such laws that will expiate the wrongs imposed upon our citizens and insure against a recurrence, and give enhanced meaning to the Constitution of the United States and the Objects of Kiwanis.

APPROVED BY THE BOARD OF DIRECTORS OF THE KIWANIS CLUB OF
Falls Church, Falls Church, VIRGINIA,

THIS 6 DAY OF APRIL, 1983.

ATTEST: Ken K Kobayashi, SEC.

T. W. McClure, PRES.

PROLOGUE

Kiwanis International is honored to hold this international convention in Vienna, the home of Europe's first Kiwanis Club.

The last International Convention held outside the United States of America was held in Toronto, Ontario, Canada, July 1-4, 1979. At that time the International Committee on Resolutions expressed so perfectly in its Preamble the international character of Kiwanis. This year's International Resolutions Committee adopts that Preamble as expressing its views of the true internationalism of Kiwanis.

PREAMBLE

It is appropriate for Kiwanians to give expression from time to time to their ideals, their concerns, their hopes and their plans. This we do here through the adoption of resolutions.

We do not choose to be absolutely of one mind. In adopting resolutions, we are not asked to relinquish convictions gained from personal experience, loyalties to our respective nations and cultural heritages, or any of our cherished religious, political, or philosophical principles, which shall be ever diverse in a free society.

We seek rather to identify and give expression to our unity amid diversity, our common purpose amid multipurpose, and our agreement in principle amid the varied options for implementation. We seek by resolution to identify broad and open roads which, though we may travel in small groups and with differing itineraries, lead us surely toward the same destination of a better world for all.

More than two thousand years ago, the great Roman statesman Cicero observed: "There is no surer tie among friends than when they are united in their objects and wishes."

In this spirit, your Committee on Resolutions now proposes the following for your discussion and adoption.

MESSAGE OF THE PRESIDENTTO THEINTERNATIONAL BOARD OF TRUSTEESMay 6, 1983

As we begin our third board meeting tonight, I want to thank all of you for the great effort and dedication that you have shown toward the work on the board. This has not been an easy year in some respects. We have been faced with a lot of changes, both in physical location and in staff personnel--and we have had to weather a rather severe economic recession, which has had its effect on Kiwanis membership and on the operation of many Kiwanis clubs. Nevertheless, you have aided considerably in and throughout Kiwanis the furtherance of our program of increasing the level of our service; I'm grateful to all of you.

I particularly want to thank the members who have served on special committees: Mac McKitrick and Mark Arthur, who served on the committee with KI-E Board Members to clarify the Kiwanis International/Kiwanis International-Europe working agreement--Tony Kaiser, Ray Allen and Bob Sinn, who handled a double assignment of developing the potential organization for a women's auxiliary, and who also investigated the possibility of non-sponsoring Kiwanis clubs participating in Sponsored Youth programs--and to Frank DiNoto, Noris Lusche and Don Jackson, who served on the committee to draft Provisional District bylaws. Your added work has been of significant importance to Kiwanis, and I'm indebted to all of you for what you have done.

Since our last meeting, Patsy and I have represented Kiwanis International in official visits to the Austria-Germany, Florida, Andean, Nebraska-Iowa, New Zealand, and Philippine Luzon Districts. We attended the second meeting of the Kiwanis International-Europe Board of Trustees in Zurich and the Asia-Pacific Conference in Cebu City. We have visited Kiwanis clubs in Puerto Rico, Hong Kong, Singapore, Thailand and India--and we have presented the charter on behalf of Immediate Past-President Mac McKitrick to the Club of Columbo, Sri Lanka. Generally speaking, we have found the clubs in the districted areas to be sound and functioning well. They have successfully undertaken many exceptional projects of service in their communities, and we are confident that a high level of service activity and continued growth in these areas is assured. In the undistricted areas, the story is not good. We find that the clubs in Puerto Rico are struggling--and whereas there were, at one time, as many as six (6) clubs in Puerto Rico, there are now only three (3) viable clubs. In Hong Kong we

have two clubs that are functioning well, but the third club is not meeting. The Kiwanis Club of Singapore is in very good condition; however, the second club is non-existent. There are two clubs functioning in India, in Calcutta and New Delhi. The club in Kampur is not meeting. The biggest disappointment was the club in Bangkok, Thailand. We found that the club which had forty members just a few years ago had gone out of existence. Strong efforts were made during our visit to regenerate this club, and we believe that a working group has been established to do so. We are hopeful that the club will be functioning by the end of this administrative year.

This points out a weakness in Kiwanis growth overseas. Where we have built single clubs or, at the most, two or three clubs in a locality and left them without guidance and direction in their service programs, they have fallen on hard times, generally speaking. The reason for this is not clear. But we know from experience that we have to nurture these clubs far more than is needed for clubs in districted areas. It has occurred to me that we should gather these undistricted clubs into a provisional district at the earliest opportunity, to give central guidance and support to these clubs in their early years. Therefore, I am asking the Board Committee on Member Services to consider the possibility of organizing a Provisional District of South Asia, which would include the clubs of India, Thailand, Malaysia, Singapore, Sri Lanka, and Hong Kong--and which would operate under the guidelines being proposed for provisional districts at this board meeting.

The situation in the Republic of China continues to be of concern. A draft of a modified set of district by-laws was given to Bob Detloff and myself when we were at the Asia-Pacific Conference. However, we found this proposed draft to be unacceptable and have so informed Governor Su reiterating that he must follow the directives that were given to him earlier in the year. Governor Su is coming to Indianapolis on Monday to discuss the matter with us.

At the Asia-Pacific Conference, the method of voting became the center of discussion, consuming most of the first day of the Conference. In the end, the method approved by this Board--i.e., voting by the chief delegates--was adopted for this conference. The conference proceeded to reaffirm the nomination of Past Governor Avelino Tanjuakio to be the designated representative from the Asia-Pacific region on the Board of Trustees of Kiwanis International.

The draft of the Asia-Pacific Conference procedures, submitted to all of you, was referred back to committee, with instructions that a revised draft be presented to the International Board that would meet the needs of the area, yet overcome the objections expressed by some of you. We expect this draft to be acted upon at our next Board Meeting. In this regard, I will ask the Finance Committee to see if there is sufficient money in the President's budget to permit providing some monetary help to the Committee to be in attendance at Vienna.

I should note that, in my visit to the Andean District, I was assisted greatly by Convention Manager Raymond Jeanes, who has a remarkable rapport with the Kiwanians in South America. Without Ray, I would have found it much more difficult to communicate our points of view, or to inspire expansion in this part of the world. Ray does an excellent job in communicating with and relating to these Kiwanians, and I want to publicly commend him for that. Likewise, in my Asia-Pacific tour I was assisted equally by Assistant Secretary Bob Detloff, who has an exceptionally fine rapport with the Kiwanians in that part of the world. In fact, I can say without reservation that Bob's work and influence in that area have done more to hold Kiwanis together than any other single factor. I commend his work in the Asia-Pacific area to your consideration and support.

During this board meeting there are a number of things that we must bring to a satisfactory conclusion: 1. We must take action on the report of the special study committee to clarify the Kiwanis International/Kiwanis International-Europe agreement; 2. We must develop new minimum requirements for establishing a Kiwanis club in a new country. I am still of the opinion that we must have prospects for more than one or two clubs when we go into a new country. However, this might be mitigated if we had a provisional district to which the new club could be attached; 3. I would hope that we could complete the revisions to the Policies and Procedures manual; 4. We must establish the proper level of financial subsidy for Key Club and Circle K. Again, I think it is Kiwanis' obligation to provide for the cost of sponsorship, which include not only the salaries of the people who work in those departments but also the expenses (e.g., literature, telephone, overhead, etc.) that would constitute sponsorship expenses, whether on an International or a local basis; 5. I would hope that we take final action at this meeting on the matter of establishing a women's auxiliary; 6. I am still very interested in developing a basic Kiwanis education library that would be given (or sold) to each Kiwanis member; 7. We must take final action on the matter of the administration of the Kiwanis clubs in French-speaking Africa.

We still face a number of problems, the greatest being membership. While the Membership Round-up has apparently had some beneficial results, we cannot let it die with just the single round-up in April. Unless we find a way to continuously and effectively promote membership in existing clubs, we are faced with financial situations in the future that would become unbearable. In my opinion we must concentrate our efforts on developing membership in the existing clubs. The building of new clubs in most districts will aggravate an already nearly uncontrollable situation. Outside North America, Kiwanis is still undeveloped, and we should continue to concentrate on building clubs in those areas.

The matter of the dues increase still is of concern. While all of the areas I have visited have indicated very strong support for the dues increase, after I have had the chance to explain to them what our financial situation and outlook are, I have not been able to get to all of the Kiwanis areas. Therefore, we still are facing a strong selling job. There is organized opposition to the dues increase, led by the same forces who led the opposition in 1982. We must be prepared to meet that opposition, head-on.

There is one other problem that gives me great concern--the continuous repetition of certain amendments to the Bylaws, coming from various activist groups. I would ask the Board Committee on Program Services to consider the drafting of an amendment to the Constitution that would provide that, once a Bylaw amendment has been proposed and fails to receive approval, it or a similar amendment cannot be brought up until the third convention following its last introduction.

Once again, I commend to you the Board spirit that we have observed in our last two meetings. I place before you once again the need to maintain board confidentiality. If we have concern about what we say being used out of context in forums other than the board, it limits the freedom we have as Board Members to fully discuss the issues facing us. I know that all of you feel, as I do, that Kiwanis benefits from frank and open discussion in Board Meetings--and that what we say here should be confidential and within these walls. And I know that you have tried very hard to maintain that posture. Let us continue to do so. May I also commend to you the camaraderie and good will that we have enjoyed this year. Once again, we must work hard, but let's enjoy our work, too. We have formed friendships that will last the rest of our lives. I shall always consider each one of you to be my best friend.

Respectfully submitted,

JOHN T. ROBERTS

MESSAGE OF THE PRESIDENT-ELECT
TO THE
INTERNATIONAL BOARD OF TRUSTEES
MAY 6, 1983

The training conference for the Governors-elect was held March 22-26 here in Indianapolis under the direction of Trustee Jef Friedrich. Also on his committee were Art DeLorenzo, Noris Lusche, and Ray Allen who were ably assisted by Treasurer Ray Lansford and A.M. "Andy" Waters. It would be a remission on my part not to acknowledge the long hours and work put in by many staff people under the supervision of Terry Shaffer and Jim Sheets.

Michael Pratt of the Southwest District was elected Chairman of the Class of Governors and Glenn Muggelberg of the California-Nevada-Hawaii District was elected Secretary.

President-elect Arnaldo Cioni from Kiwanis International Europe and Dr. Tai I. Chai from the Provisional District of Korea also attended.

Treasurer Ray made a pitch on the \$5.00 dues we are going for in Vienna, and while we had an amiable Class of Governors, we know of some Districts where we are going to have some difficulty. Fortunately, the majority seemed to favor the proposition.

In April, I attended the District Secretaries Conference here and was very pleased with the positive response on the growth goals for 1983-84.

Respectfully submitted,

AUBREY IRBY
President-elect

REPORT OF THE SECRETARYto theINTERNATIONAL BOARD OF TRUSTEESMAY 6, 1983

One of the major problems in any large organization is the need for improved methods of communication. We have taken several steps in attempting to develop the best overall staff output. As previously reported, I meet on a weekly basis with our Senior Management Team consisting of Les Atwood, Nick Geannopulos, Terry Shaffer, Bob Detloff and Jim Sheets. These meetings address pertinent developments in each of their assigned areas so that each Senior Manager is aware of the overall picture. The group is now working well as a team and I believe that they are making excellent contributions individually and collectively. Our weekly meetings are, of course, followed by similar meetings conducted by each Senior Manager with his key staff personnel. While the frequency of these meetings is imperative in the communications effort, we have also stressed the importance of reasonable time limitations so that our meetings seldom exceed 1½ hours.

We have also initiated a new luncheon series held every other week for the purpose of making our entire staff more aware of the whole Kiwanis picture. We limit these programs to one hour, including fifteen minutes for lunch, and require that at least half of the remaining forty-five minutes be devoted to a question and answer period. Although the programs are optional, dutch treat meetings, we have averaged an attendance of approximately fifty people. The objective of the program is both to better communicate to the entire staff concerning the activities of specific departmental areas and to minimize the natural tendency of any departmental group to emphasize the importance of the work in their area without the perspective of the overall efforts of the organization. The following programs have been presented:

- Bob Detloff -- "Business Suits or Tribal Robes -- Kiwanis Around the World;"
- Nick Geannopulos -- "The Kiwanis Magazine -- the Best in its Field;"
- John McGehee -- "Two Members in 1915 to 300,000 Today --- High Points Along the Way;"
- Mark Frady --- "The Kiwanis International Foundation --- Providing Support to Kiwanis Service Worldwide."

The next scheduled session will feature Terry Shaffer on "Service --- the Name of the Game."

The Public Relations Department is vigorously pursuing every item included in the twenty-one point program adopted by the Board in February. As a result, the Kiwanis name is already being seen and heard more frequently in a wide variety of ways --- on the network "Today" show, on local radio and television broadcasts, in countless newspapers and on our new billboards.

Public service announcements about Kiwanis and Special Olympics, featuring Joe Theisman and Paul Page, the voice of the Indy 500, were recently distributed by satellite to 440 television stations and 2000 radio stations. Radio interviews with President Roberts have also been distributed to more than 2000 stations. In addition, more than 4000 newspapers have received press releases on Kiwanis and the topics of voluntarism and underprivileged children. At the conclusion of this evening's meeting, you will see a sneak preview of the new, half-hour Kiwanis television documentary over a broadcast by the local PBS station. This program, containing an open segment for local Kiwanis highlights, will soon be available to clubs for broadcast in their communities.

One of our key concerns continues to be the maintenance of a strong membership posture. The additional membership efforts through the special April Round-up drive, approved by the Board at its last meeting, will most assuredly contribute significantly in motivating service-oriented, club growth. Although our information remains very incomplete at this time, due to the recency of this promotion, first reports indicate that the average Round-up will have resulted in five to eight new members and in one instance as high as 32. Our Field Service Representatives and our Member Services staff members have made innumerable contacts in the Districts and Divisions providing assistance in the implementation of this Drive. We are confident that more complete informational returns over the next few weeks will be conclusive in establishing the success of this effort.

Through several administrative changes, we are providing a structure which will better allocate telephone, duplicating and printing expenses to the individual budget entities. The lack of such a system has been a major concern but there was no way to measure with any accuracy the true cost of any specific department or activity. With the new administrative year, this system will be available and will help us to make the kind of priority decisions which are essential in a growing organization with understandable financial restrictions. This is one more step in the direction of financial control and stability which has been so capably addressed by the Finance Committee and the Board in careful budget planning and review.

Respectfully submitted,

J. William Kleindorfer
International Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

MAY 6-10, 1983

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

<u>CLUBS BY DISTRICT</u>	<u>DIV.</u>	<u>NUMBER OF MEMBERS</u>	<u>COMPLETION DATE</u>	<u>LISTED AS NOT MEETING</u>
<u>ALABAMA</u>				
Center Point, Birmingham	4B	15	1-09-76	12-01-82
<u>CALIFORNIA-NEVADA-HAWAII</u>				
Anaheim Hills, CA	3	18	4-19-77	3-01-83
Central Clairmont, San Diego	21		9-15-81	2-23-83
Clearlake, CA	32	35	7-20-62	2-23-83
Cottonwood, CA	39	17	10-28-80	2-23-83
Foster City, CA	17	26	8-18-81	2-23-83
Little Toyko, Los Angeles	1	18	2-11-80	2-19-83
Palos Verdes Peninsula, CA	19	10	2-01-62	2-23-83
Southeast Los Angeles	1	21	2-10-26	2-23-83
<u>GEORGIA</u>				
Heard City, Franklin	23	22	4-22-82	3-16-83
<u>ILLINOIS-E. IOWA</u>				
Dyersville, IA	15	22	8-14-80	3-31-83
Loves Park, IL	12	20	2-06-79	3-31-83
McGregor, IA	15	23	2-02-23	3-31-83
Vienna, IL	36	23	8-25-31	3-16-83
<u>INDIANA</u>				
Russiaville	7	16	9-19-81	3-16-83
<u>KENTUCKY-TENNESSEE</u>				
Jessamine Cty, Nicholasville, KY	10	10	6-03-76	3-01-83
<u>LOUISIANA-W. TENNESSEE-MISSISSIPPI</u>				
Belle Chasse, LA	4B	20	5-27-75	12-31-82
Collierville, W. TN	1C	16	1-11-78	3-01-83
<u>MICHIGAN</u>				
Oak Park Golden K	6W	29	10-01-80	1-01-83
<u>MINNESOTA-DAKOTAS</u>				
Lake Minnetonka, MN	5	24	1-29-81	3-16-83
<u>NEW YORK</u>				
Bruston-Moira	23	17	2-25-38	2-25-83
Clifton Park	16	22	8-14-80	2-25-83
Greater Smithtown	26	20	9-09-82	1-19-83
Hudson Falls-Ft. Edward	16	20	2-10-82	2-25-83
Plainedge, N. Massapequa	13	13	5-05-81	2-25-83
Quad (The), Bethpage	12	14	9-28-78	4-18-83
Roosevelt Field, Long Island	13	22	1-15-80	4-18-83
<u>PACIFIC NORTHWEST</u>				
Goldstream, Victoria B.C.	17	17	8-12-70	3-16-83
South Bellevue, WA	28	18	9-27-77	2-19-83

A. ELIMINATION OF MEMBERSHIP OF NOT-MEETING CLUBS FROM ACTIVE MEMBERSHIP FILES (continued)

<u>CLUBS BY DISTRICT</u>	<u>DIV.</u>	<u>NUMBER OF MEMBERS</u>	<u>COMPLETION DATE</u>	<u>LISTED AS NOT MEETING</u>
<u>PENNSYLVANIA</u>				
Colonial District, Montgomery Cty,	19	7	4-23-53	1-01-83
Edwardsville	15	8	5-17-78	1-01-83
Penn Hills High Noon	6A	18	4-30-74	1-01-83
<u>SOUTHWEST</u>				
Magdalena de Kino, MX	16	24	2-25-81	3-01-83
North Valley, Alburquerque, NM 2		24	2-26-81	3-01-83
Portales-Sundowners, NM	13	20	5-17-73	3-01-83
Shiprock, NM	12	14	9-11-81	3-01-83
<u>TEXAS-OKLAHOMA</u>				
Cushing, OK	16	12	6-11-57	3-12-83
Deer Park, TX	28	27	5-15-81	11-13-82
Denton Golden Triangle, TX	8	18	9-29-81	3-12-83
Dickinson, TX	28		6-22-82	3-12-83
Higgins, TX	6	19	8-24-81	3-12-83
Pryor, OK	15	17	11-29-77	3-12-83
Wills Point, TX	37	23	10-15-81	3-12-83
<u>WEST VIRGINIA</u>				
Welch, W. Virginia	8	12	12-28-22	3-01-83
<u>EASTERN CANADA & THE CARIBBEAN</u>				
Port Hope, Ontario	10	13	11-05-52	2-23-83
<u>NON-DISTRICTED</u>				

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

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Kongsberg, Norway	1-18-83	20
Husnes, Norway	1-12-83	21
South Richmond Hills, New York	1-25-83	20
Oneco, Florida	1-27-83	28
San Carlos, Mexico	1-29-83	20
North Marion County, West Virginia	1-31-83	30
Taipei-Yang Ming, Republic of China	9-01-82	35
Talisay, Negros Occidental, Philippines	12-09-82	29
Central Digos, Davao Del Sur, Philippines	11-27-82	30
Salem, Illinois	2-08-83	25
Overlake, Bellevue, Washington	2-08-83	20
Sesser, Illinois	2-10-83	22
Northwest Omaha Golden K, Nebraska	2-17-83	20
Kwang Wha Moon, Seoul, Korea	12-10-82	25
North Vernon Evening, Indiana	2-21-83	21
Marble Falls, Texas	2-23-83	32
Katherine, Northern Territory, Australia	2-24-83	20
Lone Grove, Oklahoma	2-24-83	29
South Hill, Puyallup, Washington	3-02-83	31
Centerville, Indiana	3-03-83	21

B. NEW KIWANIS CLUBS ORGANIZED SINCE LAST MEETING OF INTERNATIONAL BOARD OF TRUSTEES (Cont.)

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Seven Lakes, West End, N. Carolina	3-08-83	25
Pitt, Golden K, Greenville, N. Carolina	3-09-83	20
Sandusky, Michigan	3-09-83	23
Sonthofen Illertal, Germany	3-02-83	20
Reggio Calabria Citta' Dello Stretto, Italy	2-28-83	25
Palmi, Italy	2-28-83	22
Brainerd, Minnesota, Golden K, Minnesota	3-09-83	36
East Christchurch, New Zealand	3-14-83	20
Frostproof, Florida	3-17-83	26
Samborondon, Ecuador	1-18-83	22
North Anne Arundel County, Maryland	3-22-83	20
Walcourt Philippeville, Belgium	3-09-83	21
Hasselt Hazelaar, Belgium	3-09-83	20
Roma Mare, Italy	3-09-83	25
Oolitic, Indiana	3-22-83	20
Lawrenceville, New Jersey	3-23-83	27
Clemmons, N. Carolina	3-24-83	20
Anthony, New Mexico	3-24-83	27
Guilford College-Greensboro, N. Carolina	3-28-83	21
Wapato, Washington	3-28-83	20
Middleburg Area, Pennsylvania	3-29-83	23
Pa-Kua-Shan, Republic of China	3-29-83	26
Tippecanoe Valley, Mentone, Indiana	4-02-83	30
Tongeren Ambiorix, Belgium	3-24-83	20
Kailua, Oahu, Hawaii	4-12-83	26
Crockett, Texas	4-11-83	23
Arlington-North Star, Texas	4-15-83	23
Marikina Valley, Metro Manila, Philippines	4-18-83	23
Regensburg, Deutschland, Germany	4-11-83	20
Dendermonde Beyaert, Belgium	3-31-83	20
Baraga County, Michigan	4-21-83	24
Oslo-Christiania, Norway	4-20-83	20
Rochester Golden K, Minnesota	4-27-83	27
Urbana, Illinois	4-27-83	28
Landeck, Austria	4-28-83	20
Palm Beach Gardens, Florida	4-28-83	27
Crystal River, Florida	4-29-83	23

Total 57

C. CLUB INCORPORATIONS COMPLETED:

Bay Osos, Los Osos, California	Destin, Florida
Bear Creek, Talent-Phoenix, Oregon	Exeter Area, New Hampshire
Beech Grove, Indiana	Ferdinand, Indiana
Billings-Village, Golden K, Montana	Glasgow, Montana
Canal Fulton, Ohio	Goldendale, Washington
Caveman, Grants Pass, Oregon	Knites of Grant Pass, Oregon
Central City, Jackson, Mississippi	Ontario, Oregon
Comox, British Columbia	Sioux City, Prime Time, Iowa
Corinth, New York	Westmont, Illinois
County Seat, Mineola, New York	

D. CLUB NAME CHANGES:

From: Cambridge, Maryland
To: Dorchester County, Maryland

From: Darien-Delavan-Sharon, Wisconsin
To: Darien-Delavan, Wisconsin

From: Hickory Township, Pennsylvania
To: Hermitage, Pennsylvania

From: Union City Breakfast, Tennessee
To: Dawn Patrol, Union City, Tennessee

From: Westland, Florida
To: Hialeah, Florida

E. CIRCLE K CLUBS COMPLETED SINCE JANUARY REPORT

Circle K Club

University of Wisconsin
Southern Baptist College
Camosun College
The University of Calgary
St. Johns River Community College
Bryant College
Kingsborough Community College
University of Alaska
South Seattle Community College
Damen College
Southwestern Adventist College
St. Mary's University
Elgin Community College
Webber College
Broward Community College
- Central Campus
Niagara University
Alverno College
Sacred Heart University
Kansas Technical Institute
Western Illinois University
Hunter College
Grant MacEwan Community College
Valparaiso University
Southeastern Oklahoma State
Northern Virginia Community College
Jamestown Business College
Nassau Community College
Hofstra University
Converse College
California State University
- Domingo Hills
Saint Olaf University
Brewer State College

Kiwanis Sponsor

Madison, Downtown Madison, Wisconsin
Walnut Ridge, Arkansas
Gordon Head, Victoria, Canada
Northmount, Calgary, Canada
Palatka, Florida
North Smithfield, Rhode Island
Brooklyn, New York
Fairbanks, Alaska
West Seattle, Washington
West Seneca, New York
Cleburne, Early Birds, Texas
San Antonio, Olmos, Texas
Elgin, Illinois
Lake Wales, Florida

Ft. Lauderdale, Florida
Niagara Falls, New York
Milwaukee, Wisconsin
Fairfield, Connecticut
Salina, Kansas
Macomb, Illinois
Bensonhurst Bayridge, New York
Alberta, Canada
Valparaiso, Indiana
University, Durant, Oklahoma
Annandale, Virginia
Jamestown, New York
East Meadow, New York
Hempstead, New York
Downtown Spartanburg, South Carolina

Carson, California
West St. Paul, Minnesota
Winfield, Alabama

Total 32

F. KEY CLUBS COMPLETED

Key Club

Indian River Academy
St. Scholastica High School
Our Lady of Good Counsel High School
Catholic Memorial High School
Windsor Forest High School
St. Martin's Protestant Episcopal High School
Bensalem High School
Bayport Bluepoint High School
Fyzabad Anglican Secondary School
Presentation College
Alleyne School
Mapps College
Junction City High School
Silver Valley High School
J. W. Nixon High School
Herbert Hoover High School
Santa Barbara High School
U.S. Grant High School
Westlake High School
Oveido High School
North Hagerstown High School
Champlain Valley Union High School
Galesburg Senior High School
Highland Senior Secondary School
Holy Child High School
Allen D. Nease Junior-Senior High School
Luther High School
Pavillon Wilbrod-DuFour High School
B.T. Washington High School
Fairview High School
Rich Township East High School
Baldwin Park High School
Fort Mill High School
Trafton Academy
James E. Taylor High School
Cite Etudiante De Roberval High School
Culpeper County High School
Ringgold High School
Taylorsville High School
St. John Lutheran High School
Neshaminy Langhorne High School
South High School
Heathwood Hall Episcopal High School
Dickson High School
Hamilton Heights High School
South High School
Revere High School
Northeast High School

Kiwanis Sponsor

Fort Pierce, Florida
Rogers Park, Chicago, Illinois
Wheaton, Maryland
Roslindale, West Roxbury, Massachusetts
Southside Savannah, Georgia
Lakeside Metairie, Louisiana
Bensalem, Neshaminy Valley, Pennsylvania
Sayville, New York
Fyzabad, Trinidad
Bridgetown, Barbados
Bridgetown, Barbados
Bridgetown, Barbados
Junction City, Oregon
Barstow, California
Laredo, Texas
Elk River, Elkview, West Virginia
Santa Barbara, California
Southwest Oklahoma City, Oklahoma
Westlake, Ohio
Winter Park, Florida
Suburban Hagerstown, Maryland
South Burlington, Vermont
Galesburg, Illinois
Comox, British Columbia, Canada
Rye, New York
Ponte Vedra Beach, Florida
Orlando International Airport, Florida
Alma, Quebec, Canada
Pensacola, Florida
Franklin, Tennessee
Park Forest, Illinois
Baldwin Park, California
Fort Mill, South Carolina
Audubon, Baton Rouge, Louisiana
Southwest Houston, Texas
Roberval, Quebec, Canada
Culpeper, Virginia
Ringgold, Georgia
West Valley, Salt Lake County, Utah
Greater Ocala, Florida
Feasterville, Pennsylvania
Springfield, Ohio
Columbia, Golden K, South Carolina
Ardmore, Oklahoma
Cicero, Indiana
Southeast Cleveland, Ohio
Revere, Massachusetts
Fort Lauderdale Beach, Florida

F. KEY CLUBS COMPLETED (Continued)

Borrego Springs High School
 Fallbrook Union High School
 Trumbull High School
 David Douglas High School
 Hatboro-Horsham Senior High School
 Brandon High School
 Basic High School
 Chapel Hill High School
 Millburn High School
 Christopher Columbus High School
 Lake Weir High School
 Cave City High School
 Northwest Rankin Attendance Center
 Spectrum High School
 Stanton College Preparatory School
 Bullis High School
 Clear Lake High School
 Alfred Lawless Senior High School
 Brentwood High School
 Phoenix Indian High School
 Walker High School
 Eau Gallie High School
 Sparta High School
 Deering High School
 Eastern Hills High School
 Hartford Union High School
 George S. Parker Senior High School
 Capital High School
 Alta Vista High School
 Coconino High School
 Donelson Christian Academy
 Bisbee High School
 James Madison High School
 John F. Kennedy High School
 Mountain Valley High School
 Batesville High School
 Onaway Area Community High School
 Butte Central High School
 Oak Grove High School
 South Albany High School
 Hamilton High School
 John Glenn High School
 Tuscaloosa County High School
 The Sanford School
 Warren County Technical High School
 Pattonville Senior High School
 La Habra High School
 Polyvalente Arvida High School
 East Valley High School
 Pope John Paul II High School

Borrego Springs, California
 Fallbrook, California
 Trumbull, Connecticut
 Greater Southeast Portland, Oregon
 Hatboro Area, Pennsylvania
 Central City, Jackson, Mississippi
 Henderson, Nevada
 Tyler, Mid-City, Texas
 Millburn-Springfield, New Jersey
 South Miami, Florida
 Lake Weir, Florida
 South Sharp County, Arkansas
 Jackson, Mississippi
 Saanich, British Columbia, Canada
 Jacksonville, Breakfast, Florida
 Rockville, Maryland
 Seabrook, Clear Lake, Texas
 Pontchartrain, New Orleans, Louisiana
 Franklin, Tennessee
 Aurora, Phoenix, Arizona
 Denham Springs, Louisiana
 Eau Gallie, Melbourne, Florida
 Sparta, New Jersey
 Portland, Maine
 West Side Fort Worth, Texas
 Menomonee Falls, Wisconsin
 Janesville, Wisconsin
 Evergreen, Olympia, Washington
 Sunrise Vista, California
 Flagstaff, Mt. Elden, Arizona
 Donelson, Tennessee
 Bisbee, Arizona
 McLean, Virginia
 Wheaton, Maryland
 Saguache, Colorado
 Batesville, Indiana
 Onaway Area, Michigan
 South Butte, Montana
 South San Jose, California
 Albany, Oregon
 Hamilton, Texas
 Norwalk, California
 Northport, Alabama
 Wilmington, Delaware
 Washington, New Jersey
 Bridgeton, Missouri
 La Habra, California
 Arvida, Quebec, Canada
 Spokane Valley, Spokane, Washington
 Boca Raton, Sunrise, Florida

TOTAL 98

G. INCORPORATION OF KIWANIS CLUB FOUNDATIONS

Kachina Kiwanis Club of Sun City Foundation, Arizona
Franklin Community Services Foundation, Tennessee
Lansing Golden K Foundation, Michigan

Total 3

H. CANCELLED MEETINGS

None

I. DISTRICT BYLAW AMENDMENTS

Alabama

Article VII - Change in district committee structure
Article VIII - Adding of duties of new district committee

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

May 6 - 10, 1983

Date of Committee Meeting: May 7-8, 1983
Place of Committee Meeting: General Office
Present: Members - Raymond B. Allen, Arthur J. DeLorenzo,
Noris A. Lusche
Chairman - Jean Ed. Friedrich
Staff - Nick Geannopulos, David Blackmer, John McGehee,
David Williams, Scott Pemberton and Bill Kleindorfer

1. Review of Public Relations Program

The 21-point public relations program adopted by the Board in January was reviewed point by point. Significant progress has been made on almost every point in the 90 days since adoption.

First and foremost, the half-hour television documentary "Volunteers in Action: Kiwanis Today" has been completed and enjoyed its premiere broadcast by the Indianapolis Public Television station on May 6. The program is now available for broadcast on other PBS stations and will then be released for use on commercial stations. District governors have been invited to work with their local PBS stations to ensure that the Kiwanis program is broadcast in their areas.

A variety of news releases have been distributed to more than 4,000 newspapers in the US and Canada. Taped interviews and Kiwanis-related news items have also been distributed to more than 2,000 radio stations. Public service print ads featuring Kiwanis service concerns have passed the difficult approval process and reproduction copies are now on hand at the printing plants of Time, Newsweek, Business Week, and major magazines. Direct contacts have been made with the editors of the major news periodicals to encourage and assist them in preparing stories on voluntarism and on specific Kiwanis service successes.

Two television and radio public service spots featuring Superbowl star Joe Theismann and Paul Page, "Voice of the Indy 500," have been recorded and are being distributed by satellite and for sale to individual clubs. These spots were made without talent fees at a cost of less than \$1,000 each, although a commercial agency would have charged from \$15,000 to \$25,000 for the same projects.

Some 80 Kiwanis billboards have already been placed, and an additional 100 sets of paper ordered.

In addition to these national and international publicity efforts, local clubs and district chairmen have been provided with bulletins, news releases, and other forms of guidance to ensure that the vital local level of public relations is strengthened. Whenever possible, a two-pronged approach is being taken with national and international public relations efforts. While the staff works to achieve the national or international exposure, clubs are being assisted to use the same story to gain local publicity.

The Committee is gratified that so much has been achieved in the short time since the new program was adopted and anticipates much additional progress as the program proceeds in high gear in the coming months. Because the 21-point program is so extensive, the Committee has directed the staff to provide copies of the point by point program review as an addendum to this report.

2. Other Public Relations Projects

Additional public relations opportunities have become apparent to the staff since the 21-point program was adopted. Steps have been taken to arrange for the Kiwanis International President's visit to the US President. Steps are also being taken to arrange for the next International President's visits with the heads of state of other Kiwanis nations.

The US Postal Service has been urged to issue a commemorative stamp to mark Kiwanis' 70th anniversary. Letters urging support and noting the number of Kiwanians in each state have been sent to all 100 US Senators, with many favorable responses.

Excellent public relations opportunities for Key Club and Circle K as well as Kiwanis clubs are being arranged in cooperation with the Public Broadcasting System's production of "The Chemical People," a special anti-drug abuse broadcast and series of town meetings planned for November. The program will be hosted by First Lady Nancy Reagan, and the White House has expressed great appreciation for K-family support.

At this point, the Committee feels it is essential to emphasize a key point that has emerged during our discussions. A vital ingredient to the success of the public relations program is the active involvement of the local clubs. For the program to achieve its greatest success, clubs must actively utilize the many tools that are becoming available. For that reason, we have asked staff to provide each Board member with timely updates on available public relations material. Such updates will enable us to counsel our districts on specific public relations techniques that they can take advantage of immediately. We have also asked that this information be sent to district governors so that they can also provide specific advice.

3. Public Relations Finances

The Committee reviewed the March statement of the Public Relations budget and noted that there was a considerable surplus remaining in the various line items. Staff explained that this discrepancy existed because many of the bills had either not been received or had not yet been processed on our system. Actually expenditures appear to be on target and the department will need the additional \$10,000 requested at the January Board meeting to continue its momentum for the remainder of the fiscal year. The staff was directed to go before the Finance Committee to indicate how the additional \$10,000 will be spent.

The Committee next reviewed the public relations budget for 1983-84. Since ample progress has been achieved to date, the Committee requested that the budget be sufficiently increased to reflect one full year's operation as opposed to the 1982-83 budget, which was pro-rated for three-quarters of a year.

4. Special Kiwanis Award

The Committee discussed the need for a Kiwanis International award to replace the Kiwanis Decency Award. The Committee concluded that such an award should be presented at the International Convention each year that an appropriate candidate is approved. The award would recognize unique or outstanding voluntary service that meets a pressing need and benefits a significant number of people. The recipient need not be a Kiwanian, and if funds were available the award's prestige could be enhanced by the provision of a grant or honorarium to assist the winner in continuing his service work.

Such an award should be called the Kiwanis International Award to identify our organization with the philosophy of voluntary service. The Committee directed the staff to investigate additional details for such an award, with particular attention to the possible costs, design, the nomination and selection process, and the publicity potential.

5. The Kiwanis Archives

The Committee reviewed the current status of the General Office archives and considered ways and means to inventory, organize, and preserve or dispose of this historical material. After inspecting the archives and reviewing past efforts to organize them, the Committee believes that a real solution to this problem would include the specific assignment of a present or retired staff

member plus clerical help and funding for microfilm copying and other services. The Committee directed the staff to prepare a report detailing the steps necessary to organize, catalog, and preserve essential archive materials, including cost estimates for microfilming and clerical assistance.

6. Magazine Finances

The Committee carefully reviewed the March 1983 statement of expenses of the Kiwanis magazine. Though subscription income was slightly below expectations, advertising income continued strong. Expenses were running considerably below budget. This was attributed to delayed increases in various categories that will be reflected over the remainder of the year, postponement of the anticipated 1983 postal increase, and cost-cutting measures by printing fewer pages. The Committee also reviewed the proposed magazine and advertising budgets for 1983-84. Increases were kept well within the guidelines agreed upon by management for the magazine and advertising budgets.

7. Editorial

The Committee first reviewed continuing efforts to include articles of an international nature in the magazine. Planned coverage includes Kiwanis Nations stories on Japan in the June-July issue and on the Norden District in the fall, a special feature about Canada, an in-depth overview of Kiwanis' progress as a worldwide organization, and a story about the president of Switzerland, who is an active Kiwanian. A feature about the Kiwanis Italy Earthquake Fund will also appear, and the issues sent to Italy will contain the story in Italian.

Next, the Committee discussed the development of a new department in the magazine that would promote pride in membership. A planned "Kiwanis Newsmakers" page will feature photos and brief stories about prominent people associated with Kiwanis in some way. To encourage participation by clubs, which must be a central source of information about such people, the Committee agreed that modest cash incentives could be provided for each club whose submission is published in the department.

In recent issues, the magazine has featured several important Kiwanis stories. These include a major article on the Kiwanis Pediatric Trauma Institute in Boston in March, articles about the proposed dues retention amendment in April and May, support for the Membership Roundup in April, and a cover story on club programs in May.

Finally, the Committee was pleased to learn that two magazine covers--March and June-July 1982--have won Desi Awards for design in competition with top national publications. In addition, the magazine has again been praised by the respected reference volume Magazines for Libraries and cited as "a good addition to most libraries."

8. Advertising

With eight of the year's ten issues closed, advertising sales are currently 2.1% ahead of the same date last year, even though 1981-82 was a record year. With special efforts underway to promote the August fund-raising issue and advance reservations for the September issue already heavy, staff is confident that 1982-83 advertising income will show an increase over last year's record total.

The potential gap created by the departure of the former advertising sales manager has been well-filled by the temporary service of a past magazine staff member. This has permitted a thorough search for a permanent replacement, and the Committee was pleased to learn that a highly recommended professional from the Saturday Evening Post will be assuming the advertising sales duties shortly.

The most significant recent event in the advertising area has been the completion of a thorough and independent audience survey by a respected professional research service. The report reveals that the Kiwanis membership is a well-educated, affluent, and successful group. Sixty-five percent have graduated from college or pursued graduate studies, median household income is \$44,000, and 40 percent are owners, presidents, chairmen, or partners in their businesses. A special report of these findings will be published in the magazine, publicized by Public Relations, and should do much to enhance pride in the caliber of Kiwanis membership. The report will also serve as a powerful tool in advertising sales.

9. Production--Bids for Printing Kiwanis Magazine

The Committee considered and approved a staff request to delay the solicitation of bids for the printing of Kiwanis magazine for six months to a year when the current contract expires in January, 1984. The bidding normally occurs every three years, with the staff requesting and examining detailed bids from a number of qualified printers. The process is complex and time consuming, and the magazine's new production staff would like additional time to carry it out properly. The magazine's current printer has agreed to extend the current contract and has guaranteed a cost increase of no more than 4 percent.

10. Proposed Overseas Edition of Kiwanis

The Committee was brought up-to-date on the Communication Department's efforts to assist in developing a worldwide edition for the International Extension Department. Cost factors and a proposed mock-up of a six-page newsletter were developed to produce this publication six times annually in English, French, and Spanish. Should the project proceed, the production staff would produce the new publication with assistance as needed from the editorial staff.

11. Appraisal of Bulletin for Kiwanis Officers

The Committee next reviewed the restyled BKO to reflect the Kiplinger style of quick and easy reading. The consensus was that the change-over had by and large improved the publication and should be continued in its present format. Staff discussed plans to continue to fine-tune the publication for even greater effectiveness. The width of lines on the first page starting with the May issue have been shortened for better readability. An off-white paper stock is planned for the next administrative year to add more distinctiveness to the publication. Continued efforts will be made to make content of even greater value in future issues.

12. Review of Convention Daily Format

To better serve the increased international audience at the upcoming Vienna convention, a change in the Convention Daily format was discussed. Instead of the traditional all-English edition, three of the four issues would include selected stories both in English and in a second language. The Committee reviewed and approved the use of French, German, and Italian as the second languages. To accommodate the additional space needed for type in each issue, the number of photographs might be reduced somewhat. The Committee agreed, however, that the benefits of internationalizing the Daily outweighed any possible disadvantages.

13. Promotion of Kiwanis Magazine

The Committee discussed ways in which Kiwanis magazine can be strongly promoted to clubs as a valuable aid to membership growth and community public relations. The Committee agreed that the traditional promotion of the magazine through Magazine Week activities be continued. Suggestions for increasing the number of non-member gift subscriptions were also offered. They include enclosing a gift subscription card in the magazine itself, encouraging clubs to provide subscriptions to individual members of their city councils, and to encourage clubs in Europe to supply subscriptions to the offices of the larger English-speaking corporations there.

A significant increase in the number of non-member subscriptions will benefit our organization in two basic ways. It will increase public awareness and acceptance of Kiwanis' goals and activities, and it can bring in more revenue through additional subscription income and a larger circulation base for advertising.

The Committee was pleased to learn that clubs outside of the United States and Canadian districts have been made aware that their members can easily subscribe to Kiwanis magazine, either by surface or air mail.

14. Vienna Council Meeting Agenda

The Committee reviewed the meeting format of the International Council to be held on Sunday morning, July 3, at the Vienna Convention. The agenda was approved.

15. Revision of the District Officers' Manual

The Manual for District Officers is presently being revised. Request was made that it be completed before October 1, 1983, to allow sufficient time for adequate review before printing deadlines. Thus, publication will be available for 1984-85 district leadership education conferences.

16. Evaluation of Governors-Elect Conference

The Committee assessed the Governors-elect Conference which was held in Indianapolis, March 23-26, 1983. Attending the Conference were 42 governors-elect, the governor-elect from the Provisional District of Korea (for the first time), and the President-elect of KI-E. Faculty was comprised of the President-elect, the Treasurer, the Members of this Committee, staff, and the 1983-84 International Chairmen for Retention and for Public Relations. The Vice Presidents attended as observers. Following the conference, those in attendance were requested to complete a questionnaire. The results of this survey will be distributed to the Board of Trustees. It is apparent from the questionnaires received at this time that the conference was very successful. The Committee believes that the governors-elect received much valuable training and motivation in preparation for the coming year.

17. Educational and Reference Manual on Kiwanis

The Committee determined the need of a manual for Non-English-speaking Kiwanians which would contain information on the operation of Kiwanis in a condensed form.

Its design would be that of an educational manual for use by all Kiwanis clubs and would be made available in the required languages.

The Committee requested staff to submit an outline of the content of such a manual and the cost of its production.

Because of the complex nature of the design and production of such a manual, it is anticipated that it may not be completed for distribution during the 1983-84 administrative year.

Respectfully submitted,

RAYMOND B. ALLEN

ARTHUR J. DELORENZO

NORIS A. LUSCHE

JEAN ED. FRIEDRICH, Chairman

REVIEW OF 21-POINT PUBLIC RELATIONS PROGRAM

NEWSPAPERS...A constant flow of news stories kept the national media informed via the Public Relations Newswire. These stories went to every major news outlet in the United States and Canada. Two releases, "Voluntarism Gains Momentum" and "Underprivileged Children...a Kiwanis Concern," were mailed to 3,377 newspapers in the United States and 1,165 in Canada. In addition, other releases on voluntarism and Kiwanians' \$300 million annual time donation were mailed to the top newspapers in the US.

The \$300 million release was prepared following President Ronald Reagan's call for more voluntarism when he spoke before the United States Olympics Committee in Los Angeles on March 3. Our press release went out the following day, telling how Kiwanis voluntarism answered the president's call. This story was carried by the wire services from coast to coast. Sample clips are included at the end of this report.

FEATURE STORIES...A feature story was prepared on the Kiwanis Pediatric Trauma Institute and sent to the eastern seaboard media. We are currently writing another on the New York drug abuse toll-free line. We are also researching the Cleveland Loan A Pet project for a future story.

DOCUMENTARY FILM...The television documentary, approved during the February Board meeting, premiered on Indianapolis public TV Friday, May 6. The last 10 minutes of the show featured the Kiwanis Club of Downtown Indianapolis President Henry Ryder. We are hoping that this television documentary will now be shown in each Kiwanis community. We will beam the program by satellite to over 300 Public Broadcasting Service stations. We have advised the district governors to appoint a spokesman to contact each PBS station in their districts. If a community does not have a PBS station, then the program will be available for commercial television.

MAGAZINES...We met with Newsweek and Time magazine editors during a recent trip to Washington, DC. Newsweek is contemplating a story on voluntarism; by our meeting the editor firsthand, Kiwanis has a better chance to be included.

KIWANIS MAGAZINE...We have disseminated three releases highlighting stories from the past three issues of Kiwanis Magazine to editors covering related fields. We also entered the magazine in a wide variety of prize competitions.

RADIO...Two national radio interviews featured President Roberts. News Sports Radio Network broadcast an interview to 465 radio stations with a listening audience of 4 million. Associated Press Satellite broadcast an interview to over 2,000 AP radio stations in the US. During the week beginning May 1, the Joe Theismann and Paul Page public service announcements were transmitted to more than 2,000 stations on the AP Radio and United Press International Audio networks. In addition, the PSAs were broadcast by News Sports Radio network, which is fed to more than 2,000 stations. These efforts support the tapes local Kiwanis clubs purchased.

TELEVISION...On network television, Willard Scott forecast weather on the Today Show holding a Kiwanis hat to publicize a club's chicken dinner in Florida. Also, the Public Relations Department assisted in television coverage of astronaut Joe Allen's appearance before the Kiwanis Club of Crawfordsville. In addition, President Roberts was interviewed locally on WISH-TV on both the News and Indy Today.

TV SATELLITE COVERAGE...PSAs featuring Joe Theismann and Paul Page were beamed on April 27 to more than 440 television stations throughout North America. Stations were advised by Telex that the PSAs were on board the satellite and could be picked up by earth stations.

PUBLIC SERVICE PRINT ADS...Media Network Magazines, Time, Newsweek, US News and World Report as well as Business Week have accepted the public service advertisements prepared by the Public Relations Department. We are providing ten sets of film so that all three ads will be available for filler pages at each of their printing plants throughout the United States.

STAMPS CONHAIM NEWSPAPERS MAT SERVICE...This organization, which provides clip art for daily and weekly newspapers, has agreed to include our public service ads in their Back to School issue.

PUBLIC SERVICE ADS...The Public Relations Department directed the production of two public service ads, featuring 1983 Super Bowl star Joe Theismann and Voice of the Indianapolis 500 Paul Page. These were made available to the clubs through the Supplies Department. They were featured in the BKO, PR Bulletin and Kiwanis Magazine. They were also aired via satellite, as noted earlier, to 440 television stations on April 27 and again by Public Broadcasting Service at a later date. We have already begun securing talent and similar spots for the 1983-84 theme "Seek the Widening Path."

SPECIAL OLYMPICS...In addition to public service spots prepared for the Special Olympics, the Public Relations Department prepared a press kit for the Pierre Pelican coloring book project. We are also in the process of securing the services of Captain Kangaroo to tape a radio spot for the coloring books now and a possible television spot in August. Also, the public relations staff will be in Baton Rouge during the Special Olympics Games to disseminate more than 4,000 releases to the hometown newspapers of each athlete who wins a gold, silver or bronze medal. A copy of this release is enclosed.

FILL-IN-THE-BLANKS PRESS RELEASES/PSA...We have disseminated three fill-in-the-blanks press releases and one fill-in-the-blanks PSA. The press releases publicized President Reagan's call for voluntarism, Kiwanis' membership drive and Special Olympics coloring books. The PSA supported Special Olympics coloring books. These were sent to club presidents so they could fill in their names and distribute them among local media.

CIRCLE K/KEY CLUB...The Public Relations Department has developed a public relations program for Circle K and Key clubs. Both organizations will help local public television stations publicize "The Chemical People," a two-part special broadcast to combat school-age drug and alcohol abuse. The Chemical People is an outreach program sponsored by the White House and will be hosted by First Lady Nancy Reagan. By lending our youth organizations' support, visibility will be high. The Public Relations Department is also beginning to assist in the preparation of the convention press kits and media contacts for each sponsored youth group.

LOCAL PUBLIC RELATIONS...We have not overlooked this most important aspect of the overall program. By communicating with the bulletin editors and public relations chairmen through fill-in-the-blanks press releases and PSAs, we are

trying to keep a steady flow of communication ideas going to the grassroots. We appreciate the support of the membership in assisting us in this area.

GENERAL OFFICE MAILINGS...The Public Relations Department has utilized this method of communicating our program to club presidents and secretaries on a monthly basis. To date, we have included fill-in-the-blanks press releases, flyers, news releases and PSAs. More will be forthcoming.

HOW-TO PR HANDBOOK...One of our objectives for the coming year is to update this book. However, because we already have several thousand in stock, we will not publish the revised edition before the present supply is reduced.

BILLBOARDS...The billboard program was launched immediately upon Board approval. Billboard flyers have been sent to club presidents and secretaries; they have also been made available to the district conventions. The BKO, PR Bulletin, Kiwanis Magazine and club bulletins have featured the billboard campaign. The response has been most favorable. The National Outdoor Billboard Association is sending out flyers to their respective members, which complements our marketing strategy to reach the program's greatest potential.

PR WORKSHOPS...Our first public relations workshop will take place at the California-Nevada-Hawaii District Convention in San Diego in August. We plan to be on hand to assist public relations chairmen and other interested members.

CONVENTION PUBLICITY...We are working on being able to transmit the World Scouting presentation in Vienna back to the US via satellite. In view of the fact that Austria does not have an earth station, we will have to transmit the signal to Germany and then New York. We will tell you more about this at a later date. In addition, releases will be mailed about awards to hometown newspapers.

COMMEMORATIVE STAMP...The Public Relations Department has been actively involved in seeking approval from the US Postal Service for a commemorative stamp to celebrate the 70th anniversary of Kiwanis International in 1985. We have applied to the stamp committee and written to all 100 senators, specifying the number of clubs in their states. We have received numerous letters of support from the senators.

OTHER PROJECTS

THE WHITE HOUSE...We have been working on the arrangements for President Roberts to meet with President Reagan sometime before October 1. Last month I met with Senator Richard Lugar's senior aid and the wheels are in motion.

OPINION LEADERS...The Public Relations Department is in the process of identifying international opinion leaders to be added to the Kiwanis Magazine subscription list. So far, we have provided Data Processing with the list of the US Senate, presidents of Fortune 500 companies and presidents of the top 100 universities. We are presently identifying ambassadors of the countries where Kiwanis is active.

NEWS from **Kiwanis**

EXHIBIT B

May 10, 1983

BOARD RECONFIRMS DUES ALLOCATION PLAN

After reviewing detailed budget projections at its most recent meeting, the Kiwanis International Board has reconfirmed its stated goals for the allocation of dues income during the 1983-84 administrative year.

Delegates to the Minneapolis convention raised International dues from \$10 to \$15 for the 1982-83 year. During this year, \$2 of the extra \$5 has been allocated to meet operating expenses, and \$3 has been committed to reducing a cumulative deficit of some \$800,000. Depending on final dues income figures, about 90 percent of this deficit will have been retired by the end of the year in September.

With the continuation of International dues rate of \$15, as the International Board has strongly urged, \$2 will again be needed to meet operating expenses during 1983-84, plus another \$1 due to inflation.

The remaining \$2 will be committed to retiring the final portion of the deficit and to re-establishing a much-needed cash reserve fund. This cash reserve will permit Kiwanis International to meet cash flow variations each year without resorting to short-term borrowing at high interest rates.

over

For further information contact David L. Blackmer, Public Relations Director

KIWANIS INTERNATIONAL • 3636 Woodview Trace, Indianapolis, IN 46268 • 317/875-8755 • TELEX/TWX: 810-341-3471



Looking to the future, International President John T. Roberts indicated that continued moderate inflation will probably require that \$4 be allocated to operating costs during 1984-85, with the remaining \$1 committed to building the cash reserve fund. During 1985-86, the entire, \$5 dues increment may be needed to meet operating expenses.

In the meantime, President Johnny explained, strong emphasis will be placed on dynamic new public relations and growth programs to increase Kiwanis membership. A growing membership can provide additional dues income without further increases in the dues rate.

Even a low inflation rate will raise operating costs each year, he pointed out. While stringent economics have been adopted in many areas, vital services and programs can only be cut so far without damaging Kiwanis' effectiveness as a leader in the service club field. A membership growth rate that matches or exceeds the inflation rate will remove the need for future dues increases.

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

May 6-10, 1983

Date of Committee Meeting: May 7 and 8, 1983

Place of Committee Meeting: General Office

Present: Members - Harris G. Hunter, E. B. "Mac" McKittrick, Robert G. Sinn
Chairman - Henry L. "Les" Myers, Jr.
Staff - Speegle Berry, William A. Brown, Alonzo J. Bryan,
Robert M. Detloff, James L. Sheets

1. Budget Review

A review of the 1982-83 budget through March was conducted. All expenditures are within budget, and it appears that they will finish the year within budget.

The 1983-84 budget was discussed. The Committee was in agreement with all items of the proposed budget covering International Extension, Member Services, Membership Growth and Records, and Club Services. Discussion was also held on the amount of the mileage paid to persons using their automobiles on behalf of Kiwanis International.

2. Report of KI/KIE Relations Committee

The Committee reviewed the proposal from the KI/KIE Relations Committee prepared after a meeting of the committee held at the General Office in March, 1983, which is attached as Exhibit A.

The Committee first wishes to express its appreciation and commendation to the members of that committee for their work. The Committee unanimously agreed to recommend the adoption of the proposed agreement.

Recommendation #1:

The Committee recommends that the "Relationship between Kiwanis International and Kiwanis International-Europe" attached as Exhibit A to this report be approved.

I move that recommendation 1 be adopted.

(Adopted)

3. Report on Asia/Pacific Conference and Trip

The Committee received a report on the Asia-Pacific Conference held in Cebu City, Philippines, on April 8-10, 1983, from Assistant Secretary Bob Detloff. A copy of this report will be made available to all board members, and the Committee suggests that it be read by all board members, particularly since it shows the on-going work being done by a committee of Asia-Pacific Kiwanians in developing new procedures for recommendation to this Board for future elections for the designated seat granted to the Asia-Pacific area.

4. Guidelines for Going into a New Country

As requested by the Board at its last meeting, the Committee has developed more explicit guidelines for extension into a new country and recommends their adoption.

Recommendation #2:

The Committee recommends that the following GUIDELINES FOR EXTENSION INTO NEW COUNTRIES replace those now in effect and refers this to the Board Committee on Program Services for inclusion into Procedures.

- (1) There must be at least 5 communities of sufficient size for additional clubs to be organized in the general area or vicinity in which the first club in a new Kiwanis country or area is to be organized.
- (2) The currency situation in any new country or area must be such that money can be forwarded to the General Office for International dues without undue difficulty, or, if this is not possible, that: (i) Kiwanis can maintain a bank account in its own name in that country or area controlled by a fiscal agent as provided in International Extension Policies and Procedures, E-4-g, and (ii) a plan has been prepared by staff showing how the deposited funds can be utilized by Kiwanis International.
- (3) Kiwanis clubs shall be organized only in those countries or areas in which the economy provides enough income to afford membership in a service club and a sufficient number of business and professional men to support the five Kiwanis clubs.

I move that recommendation 2 be adopted.

(Adopted)

5. District Status for the Netherlands

The Committee discussed a request received from the two lieutenant governors of the Netherlands requesting on behalf of the clubs of that country that Kiwanis International gives its "cooperation and support" to the creation of a separate Netherlands District as of October 1, 1985. The Committee requests that the staff inform the Dutch Kiwanians of the current requirement that before a district can be considered there must be a minimum of 1000 members and ten (10) clubs in the area and that when these requirements are met, the International Board will consider giving its approval for district status to the Netherlands through the procedures provided in the KI-E and KI constitutions, bylaws, and policies.

6. Request for Financial Support for the African Division of the Benelux-France-Monaco District

The Committee also considered a request for financial support received from the Lieutenant Governor-elect of the North Africa Division of the Benelux-France-Monaco District, which division has been approved by Kiwanis International-Europe to go into operation on October 1, 1983. The Committee requests that staff express the Board's appreciation to this Kiwanian while at the same time explaining to him that it is Kiwanis practice that expense remuneration to lieutenant governors is made by the various districts as they so decide and not by Kiwanis International. The Committee also requests staff to inform the Benelux-France-Monaco District that Kiwanis International has approved the attachment of only the clubs in Tunisia to it and that the clubs in Senegal, Ivory Coast, and Cameroun are considered non-districted clubs served directly by the Kiwanis General Office.

(The matter contained in this section has been referred to a committee to be named by the Kiwanis International President for further study.)

7. Request of Korea for Full District Status

The Committee considered a request from the governor of the Korea Provisional District dated April 26, 1983, that the provisional district be granted full district status even though its membership has not reached the required 1,000. It was the Committee's opinion that the current policy requiring a minimum of 1,000 members for consideration for district status must be adhered to worldwide so as not to create a countervailing precedent. The Committee wishes to assure the Korean Kiwanians that Kiwanis International will give all possible support to them to achieve the necessary number for consideration for full district status as soon as possible.

8. Subsidy to Eastern Canada and the Caribbean District for Caribbean Area

The Committee discussed the current practice of furnishing a subsidy to the Eastern Canada and the Caribbean District for the service it performs for clubs in the Caribbean area. The Committee agreed that the continuation of this subsidy should be discussed with the leadership of the Eastern Canada and the Caribbean District and so makes the suggestion that the Kiwanis International President appoint a special committee to review the Eastern Canada and the Caribbean District subsidy.

9. Creation of South-Asia Provisional District

The Committee also considered the possibility of organizing a South-Asia Provisional District, as suggested by the International President. It is the Committee's understanding that the committee which is to draft provisional district bylaws will suggest certain minimum requirements before a provisional district is established. It was the consensus of the Committee that a South-Asia Provisional District should be established when these proposed minimum norms are reached.

10. Membership Statistics

As of April 15, 1983, there have been 26,756 new member adds processed through the Data Processing Department. This compares to 30,819 for the same period one year ago.

Deletions reported for the same period totalled 28,135. This compares to 30,489 for the same period one year ago.

The date of April 15 has been used as that is the date of the last report received from Data Processing. The entire data processing program is being changed and, as a result, no up-to-date membership totals have been received. No membership reports have gone out to districts since the March 31, 1983 report.

Honorary membership as of March 25, 1983, was 2,349 as compared to 1,958 for the same date one year ago.

As of April 15, the building of new Kiwanis clubs was 66 clubs behind last year, which reflects 1,650 less new member adds.

11. Membership Growth Promotion

(a) April Roundup Month

Reports on roundups held since the first of the year are just starting to come in. We currently have 48 clubs reporting. Results range anywhere from one new member to 32 new members.

The mailing was sent out as a bulk mailing and the delivery to the various clubs was quite slow. Because of this, we have extended the reporting time to May 31.

(b) 1983-84 Administrative Year

President-elect Aubrey addressed the Committee and shared his goals for added growth in Kiwanis for 1983-84.

12. 1981-82 Distinguished Governors

The Committee received requests to reconsider the possible eligibility of the 1981-82 district governors from Florida, Indiana, Minnesota-Dakotas, and Wisconsin-Upper Michigan. This reconsideration involved the input from Immediate Past President E. B. "Mac" McKittrick. It was the consensus of the Committee that these men should be recipients of the "Distinguished Governor Award."

Recommendation #3:

The Committee recommends that the following be designated as Distinguished Governors for 1981-82:

Stuart K. Jacobs - Florida
Mort Bonesteel - Indiana
Raymond W. Lucan - Minnesota-Dakotas
William H. Lamberg - Wisconsin-Upper Michigan

I move that recommendation 3 be adopted.

(Adopted)

13. Report of 1982-83 International Committee on Achievement

The minutes of the meeting of the 1982-83 International Committee on Achievement, held on March 18-20, 1983, are attached to this report as Exhibit B. The Committee commends the International Committee on Achievement for its excellent report and responds to the recommendations of this committee as follows:

Recommendation #4:

The Committee recommends that the current requirement of reporting on seven (7) projects in Part II of the Annual Club Report be changed to require a club to report on five (5) projects only.

I move that recommendation 4 be adopted.

(Adopted)

The second recommendation of the Achievement Committee requested that the building of a new Kiwanis club should not be allowed as one of the five Projects in the Multiple Service category of the Annual Club Report. The Committee discussed the philosophy and the reasons for including the building of a new Kiwanis club as a service project. From this Committee's discussion it was agreed that the building of a new Kiwanis club should continue to be allowed as one of the five projects in the Multiple Service category of the Annual Club Report.

Recommendation #5:

The Committee recommends that the computation of points for club increase in the District Administrative Excellence Award Program shall be based upon active clubs in the district at the beginning of the administrative year as compared to the number of active clubs at the end of the administrative year.

I move that recommendation 5 be adopted.

(Adopted)

Recommendation #6:

The Committee recommends that the designated grouping of districts according to the number of clubs in each with regard to classification of district achievement scores as a part of the Grading Plan for the District Administrative Excellence Award Program be reduced to three, and these three shall be known as the Gold Group for districts with 225 clubs or more; Silver Group, 125 to 224 clubs; and the bronze Group, 124 or fewer clubs.

I move that recommendation 6 be adopted.

(Adopted)

The fifth recommendation of the Achievement Committee minutes requested that the Chairman of the Achievement Committee should present, in person, the report of the committee meeting to the appropriate Kiwanis International Board Committee. It was the consensus of this Committee that it was not necessary for the Chairman of the International Committee on Achievement to make a personal presentation to the Board Committee.

14. Official Monthly Report

The Committee reviewed the revised club Official Monthly Report form (Exhibit C). It was noted by the Committee that the revised form, which was developed by the district secretaries and staff, would meet the needs of the districts and of the General Office. The new form would be printed on one side and would be on carbonless paper.

Recommendation #7:

The Committee recommends that the revised form for the club "Official Monthly Report," attached as Exhibit C, be approved.

I move that recommendation 7 be adopted.

(Adopted)

The Committee then discussed the need for a copy of the club "Official Monthly Report" to be sent to the General Office. After considerable discussion, it was the consensus of the Committee that a copy of the report should be sent to the General Office.

Recommendation #8:

The Committee recommends that a copy of the club "Official Monthly Report" be sent to the General Office beginning with the 1983-84 Administrative Year.

I move that recommendation 8 be adopted.

(Adopted)

15. Report on Field Service Representatives

In the past, the Field Service Representative has been known basically as a builder of new clubs. In recent years, this role has been changed; more and more, the field service man has worked in the area of education and motivation. He is, in fact, the eyes and ears of the International Office in the various districts where he represents us. He works hand in hand with the district governor, accepting assignments in the building up of weak clubs, motivation and education of district, division and club officers, and in the training of KIAR's.

At the present, there are four field service representative positions authorized. Each of the four areas cover seven or eight districts. Speegle Berry, who serves as coordinator of field service activities, has seven districts for which he is responsible. It was the feeling of the Committee that he needs to be relieved of a portion of his districts to enable him to devote more time to the coordination and training of the other field men. The areas of responsibility of the other representatives should also be reduced to allow them to be of greater service in the districts they serve. A new field service representative would be employed at a cost of approximately \$55,000.00 a year.

Recommendation #9:

The Committee recommends that one additional Field Service Representative be authorized in the Member Services Department beginning October 1, 1983.

I move that recommendation 9 be adopted.

(Adopted)

16. KIAR's

Discussion was held on the role of KIAR's for the 1983-84 administrative year. The program is still relatively new and is undergoing changes as experience is gained. Staff was directed to continue studying to see where the KIAR's can be better utilized in the building of clubs throughout International.

17. New Club Statistics

New clubs organized in the 1982-83 administrative year through April 30, 1983, totalled 100. This compares with 158 established by the same date in 1982.

18. Revocation of Charters

A list of 84 clubs recommended for charter revocation by the various districts was presented. (Exhibit D.) It was the consensus of the Committee that the charters be revoked.

Recommendation #10:

The Committee recommends that the charters of the eighty-four (84) clubs listed in Exhibit D of this report be revoked.

I move that recommendation 10 be adopted.

(Adopted)

19. Member Referral System

The Committee reviewed the form prepared by staff for the Member Referral System as was requested by the Committee at the last meeting. The referral form (Exhibit E) was reviewed by the Committee and approved. A discussion was then held concerning the cost of the program and it was felt that the projected cost of \$18,800 for a one-year period would be justified because of the possible retention of members that we have been losing from Kiwanis due to relocation.

Recommendation #11:

The Committee recommends that the Member Referral Form be approved and the program be put into operation beginning October 1, 1983.

I move that recommendation 11 be adopted.

(Adopted)

The processing fee was also discussed and the Committee agreed that in certain circumstances this should be waived.

Recommendation #12:

The Committee recommends that if a deleted member joins another Kiwanis club within six months of his deletion, the processing fee to International would be waived.

I move that recommendation 12 be adopted.

(Not Adopted--Referred back to Committee)

20. Membership Requirement for Organization and Charter Presentations

The current policy of the Board that there be twenty (20) members on a petition before an organizational meeting, and twenty-five (25) members before the charter is presented has caused some confusion. It is the consensus of the Committee that the number of members for organization be the same as that required for charter.

Recommendation #13:

The Committee recommends that beginning October 1, 1983, twenty-five (25) members be required before a club can be organized and the charter presented.

I move that recommendation 13 be adopted.

(Adopted and referred to Program Services for insertion into Procedures.)

21. Policy for Organizing a New Club

A problem in regard to Kiwanis clubs being organized and sponsored by a club from outside the division or immediate area was brought to the attention of the Committee.

Recommendation #14:

The Committee recommends that the following statement be included in the New Club Building material sent to all new club sponsors, Field Service Representatives, KIARs, and new club building committees:

"If a club from outside the immediate area of a new club site desires to organize and sponsor the club, they shall so notify the District Governor who will notify all existing Kiwanis clubs in the immediate area. If there is objection to the building of the new club, the Governor shall attempt to resolve the objection. In the event the objection cannot be resolved within the District, the Governor shall then notify the Secretary of Kiwanis International. Objections shall then be presented to the Board of Trustees of Kiwanis International. Final authority for organizing of new clubs rests with the Board."

I move that recommendation 14 be adopted.

(Adopted)

22. Results of Charter II

Charter II certificates have been gaining in momentum. In January, 33 charters were presented; in February, 40; and in March, 45. During this same three-month period, the number of clubs below charter strength has gone from 2,660 to 2,607.

23. Review of Policy and Current Office Procedures for Handling Club Delinquencies for Dues, Magazine Subscriptions, and Liability Insurance

William Berry, Director of Finance, explained to the Committee the current procedures for handling the above mentioned items.

24. Review of Policy and Current Office Procedure with Respect to the Previously Adopted Board Directive to Provide No Further Service After a Club Delinquency of 120 Days

William Berry also explained the current procedure in regard to the above matter. The Committee directed staff to study this procedure and report back to them at their July meeting with a set of guidelines as to how this policy can be implemented.

Respectfully submitted,

HARRIS G. HUNTER

E. B. "MAC" McKITRICK

ROBERT G. SINN

HENRY L. "LES" MYERS, JR., Chairman

Proposal from KI/KIE Relations Committee prepared after a committee meeting in Indianapolis March 4-5, 1983 and revised by committee members in March 1983. Rewritten by Bjarni B. Asgeirsson April 16, 1983.

THE RELATIONSHIP BETWEEN KIWANIS INTERNATIONAL
AND KIWANIS INTERNATIONAL-EUROPE

1. The relationship relies on these four basic principles
 - a. All clubs have equal status in Kiwanis.
 - b. The continuing existence of Kiwanis International-Europe is assured.
 - c. Kiwanis International has the same obligation to provide similar service to Kiwanis in Europe as it has anywhere else in the Kiwanis world, (see attached list of said services).
 - d. All clubs will pay equal dues to Kiwanis International as stated in the Constitution and Bylaws of Kiwanis International.
2. The Zurich office is the current registered office of Kiwanis International and Kiwanis International-Europe, subject to Swiss laws and regulations. While the contents of the office are the property of Kiwanis International-Europe, this will not limit the ability of Kiwanis International to use that facility, not only to provide service to the leadership of Kiwanis International-Europe but also to areas outside Kiwanis International-Europe.
3. Kiwanis International-Europe in its present form provides an excellent means of serving the districts of Kiwanis International-Europe and, at the same time, preserving the European culture, traditions and way of living. This will not limit in any way the preservation and furtherance of the Kiwanis ideals as spelled out in the six permanent Objects.
4. Every member club of Kiwanis International-Europe shall pay for each and every member the same annual International dues (as fixed by the House of Delegates at the annual Kiwanis International Conventions) to Kiwanis International as every other

Kiwanis club world-wide. This will qualify Kiwanis International Europe, its Kiwanis International-Europe Board, districts, clubs and members to receive similar service to that given comparable Kiwanis bodies throughout the world.

5. The procedures at the Zurich office will envision mutual access between Kiwanis International and Kiwanis International-Europe to all documentations and files maintained in that office.
6. The member of the Kiwanis International Board who has his residence in Europe is without question a full member of the Kiwanis International Board and is obligated to consider all matters coming before the Kiwanis International Board which relate to every aspect of the functioning of Kiwanis world-wide.
7. Kiwanis International will assign to Kiwanis International-Europe a Counselor who may or may not be the European member of the Kiwanis International Board to announce existing policies and to explain new services, administrative procedures and printed materials. Such new elements and changes shall be carefully planned and checked in advance with the Kiwanis International-Europe Board in order to achieve the best possible results from them.
8. The Kiwanis International Board will consult with the Kiwanis International-Europe Board before making decisions related to new administrative initiatives or regarding personnel to be employed within the territories of Kiwanis International-Europe, as well as procedures which affect the language problems, the nationalistic problems, the political differences and the mores, customs and traditions of clubs in Kiwanis International-Europe.
9. It will be the aim of Kiwanis International, in operating within the Zurich office, to do so in complete accordance with pertinent Swiss laws and regulations. Kiwanis International will have executive authority in all matters pertaining to Kiwanis International Europe.
10. The method of financing these procedures places upon the Zurich office the responsibility for collecting all dues and fees re-

quired by action of the Kiwanis International and Kiwanis International-Europe Conventions. The Zurich office will then pay to a Kiwanis International account the International dues (currently totaling U.S. \$15.00 per member, including the \$1.00 for international extension); processing fees for members and charter fees for clubs as set by the Convention of Kiwanis International and the gross income from the sales of Kiwanis International supplies items. This will indicate that the revenue of Kiwanis International-Europe will consist of those funds remaining after the indicated monies are deposited to Kiwanis International account.

11. An annual expense budget for Europe shall be prepared by Kiwanis International in cooperation with the leadership of Kiwanis International-Europe. This expense budget will include: all direct expenses incurred in providing services to the clubs and districts of Kiwanis International-Europe; travel expenses of the European Council and the Board of Trustees of Kiwanis International-Europe as required to service the districts and clubs of Europe; travel expenses of the Kiwanis International-Europe president as required in Europe and to represent the Kiwanians of Europe at Kiwanis International conventions.
12. In constructing the budget of Kiwanis International related to the Zurich office, all items of expense will be covered except those specifically allocated to Kiwanis International-Europe. The results of a financial year of Kiwanis International remain within the control of Kiwanis International as do the Kiwanis International-Europe results remain within the control of Kiwanis International-Europe.
13. It is anticipated that upon approval implementation will become effective as of October 1, 1983. In the event that these procedures find favor with all concerned, it will be necessary that they be described in the official minutes of both Kiwanis International and Kiwanis International-Europe so that there will be no question about their validity.

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

1. Leadership Education of Incoming Governors

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

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

3. Reporting Forms

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

4. New Club Building

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

5. Membership development materials, including awards for sponsorship of new members in established clubs.

6. Distinguished award program for governors, lieutenant governors, and club presidents, including the actual awards to be presented.

7. An Overseas Newsletter adapted to Europe.
8. Achievement awards for clubs and districts.
9. Club service bulletins as they relate to club activity interests.
10. Life Member Status available.
11. Translation of material as agreed upon.
12. Unification of membership records as such becomes feasible, including listing of members on the General Office computer.
13. All other services as usually performed by Kiwanis International.

MINUTES OF THE MEETING OF THE
1982-83 INTERNATIONAL COMMITTEE ON ACHIEVEMENT

INDIANAPOLIS, INDIANA

March 18-20, 1983

The first session of the 1983 meeting of the International Committee on Achievement convened at 6:00 p.m. on Friday evening, March 18, 1983, at the Holiday Inn North, Indianapolis, Indiana. Those present were Chairman Harold W. Graafmeyer and committee members Ray Donathan, J. T. Hamm, Eugene P. Price and Robert A. Wagner, as well as 1983-84 Chairman Stuart K. Jacobs and General Office staff personnel William A. Brown and Myra Kinnaman.

The meeting agenda was reviewed and procedures were agreed upon for the final grading of the winning district Annual Club Reports to select the International Honor Clubs and Honorable Mention Clubs.

To facilitate proper filing of the Annual Club Report, i.e., that the required information is filled in and the appropriate material submitted, the committee directed staff to review the instructions for preparing this report to make sure they are easy to understand, clear and precise.

Points for determining the winning and honorable mention districts in the 1981-82 District Administrative Excellence Program had been computed in the General Office prior to this meeting. The grading was reviewed by the committee and the selection of winners was accepted. The list is attached as Exhibit I.

There was general discussion with regard to the Grading Plan for the District Administrative Excellence Award Program and on the subjects of convention attendance and method of award presentation at the Vienna, Austria Convention.

This session of the meeting adjourned at 9:00 p.m.

The second session of the meeting of the Achievement Committee began promptly at 8:30 a.m. on March 19, 1983, in the Seminar Room of the General Office. It was the consensus of the committee to continue the practice of selecting the six highest ranking clubs in each section - Diamond, Ruby, Emerald, and Coral - in each of the two categories - Single and Multiple Service - and listing them alphabetically as Honor and Honorable Mention Clubs, and that this procedure be followed in all releases and award presentation at the time of the Vienna Convention.

The morning was devoted to tabulating the ranking scores submitted by each of the five committee members for each of the winning club reports submitted by the 33 participating districts in each of four sections of the Single Service category.

The meeting adjourned for lunch at 12:30 p.m. and reconvened at 2:00 p.m. to continue with the tabulation of ranking scores for each of the four sections of the Multiple Service category.

The list of International Honor and Honorable Mention Clubs as determined by the International Committee on Achievement is attached as Exhibit II.

The Grading Plan for the District Administrative Excellence Award Program was discussed by the committee as a whole.

The meeting adjourned at 4:00 p.m. and met for dinner at 6:00 p.m. to conclude the day's session.

The third and last session of the meeting convened in the Seminar Room of the General Office on Sunday, March 20, 1983, at 8:30 a.m.

The subject of committee size was discussed. It was agreed that the Achievement Committee functions more efficiently as a five-man committee because this insures a better averaging of scores assigned by individual committee members. The final ranking score is therefore more accurate.

The Multiple Service Section of the Annual Club Report was reviewed and it was the consensus of the committee that the present grading of seven (7) projects should be reduced to five (5) projects in the Multiple Service category because the 6th and 7th projects listed by clubs are not strong; the clubs seem to be "fishing" to get the 6th and 7th project on which to report.

Recommendation #1:

The committee recommends that the current requirement of reporting on seven (7) projects in Part II of the Annual Club Report be changed to require a club to report on five (5) projects only.

It is the opinion of the committee that new club building is considered an administrative function, primarily internal in nature and concerned with expansion of the organization, and therefore should not be allowed as one of the reportable projects in the Multiple Service category.

Recommendation #2:

The committee recommends the elimination of new club building as one of the reportable projects in the Multiple Service category of the Annual Club Report.

The committee continued discussion of the Grading Plan for the District Administrative Excellence Award Program and made specific suggestions for rewording the Grading Plan for 1983-84, as well as making some adjustment in the point allocation.

Presently, item No. 4 of the Grading Plan is based solely on new club increase. After a considerable amount of discussion, the committee recommends that new club increase be based on the number of active clubs at the beginning of the administrative year and the total of active clubs at the end of the administrative year, similar to membership increase.

Example: Assume that a hypothetical district had 236 active clubs at the beginning of the administrative year, built 13 new clubs during the year, and had 246 active clubs at the end of the administrative year. The district therefore had a net gain of 10.

$$10 \div 236 = .0423$$

$$.0423 \times 2000 = 84.6 \text{ points}$$

(The multiplier of 2000 is used to determine the number of points earned out of the maximum of 200 points possible.)

Recommendation #3:

The committee recommends that the computation of points for club increase shall be based upon active clubs in the district at the beginning of the administrative year as compared to the number of active clubs at the end of the administrative year.

The committee discussed how the districts are categorized in groups according to the number of clubs in each district as of October 1 of the administrative year for which awards are presented. Currently, there are five (5) groups, as follows:

Gold Group - 276 clubs or more
 Silver Group - 201 to 275 clubs
 Orange Group - 160 to 200 clubs
 Blue Group - 100 to 159 clubs
 White Group - 99 or fewer

Following is listed the number of districts in each group for the 1981-82 administrative year:

Gold Group - 8
 Silver Group - 10
 Orange Group - 4
 Blue Group - 4
 White Group - 11

Noting the imbalance, the committee felt the groups should be reduced to three from the present five, and that these three groups should be designated:

Gold Group - 225 clubs and above
 Silver Group - 125 to 224 clubs
 Blue Group - 124 clubs or fewer

Based on this proposed group designation, the districts would have been grouped for 1981-82 District Achievement Scores accordingly:

GOLD GROUP (225 clubs and above) - 12 districts

California-Nevada-Hawaii
 Eastern Canada and the Caribbean
 Florida
 Illinois-Eastern Iowa
 Michigan
 Missouri-Arkansas
 New England

GOLD GROUP, cont.

New York
Ohio
Pacific Northwest
Pennsylvania
Texas-Oklahoma

SILVER GROUP (125 to 224 clubs) - 11 districts

Capital
Carolinas
Georgia
Indiana
Kentucky-Tennessee
Louisiana-Mississippi-West Tennessee
Minnesota-Dakotas
Nebraska-Iowa
New Jersey
Southwest
Wisconsin-Upper Michigan

BLUE GROUP (124 clubs or fewer) - 14 districts

Alabama
Andean
Australia
Japan
Kansas
Montana
New Zealand
Philippine Luzon
Philippine South
Republic of China
Rocky Mountain
Utah-Idaho
Western Canada
West Virginia

Recommendation #4:

The committee recommends that the designated grouping of districts according to the number of clubs in each with regard to classification of district achievement scores as a part of the Grading Plan for the District Administrative Excellence Award Program be reduced to three, and these three shall be known as the Gold Group for districts with 225 clubs or more; Silver Group, 125 to 224 clubs; and the Blue Group, 124 or fewer clubs.

It was the consensus of the committee that the chairman should be allowed to personally present the report of the Achievement Committee Meeting to the appropriate liaison committee of the Board of Trustees.

Recommendation #5:

The committee recommends that in the future the chairman of the committee should present the report of the Achievement Committee Meeting to the appropriate liaison Board Committee.

The committee commended Harold Graafmeyer for his leadership as chairman of the 1982-83 International Committee on Achievement, expressed their appreciation to Stuart Jacobs as next year's chairman for his assistance, and extended their thanks to staff for ably organizing the meeting and the time and effort taken in preparation.

The last session of this meeting was adjourned at 10:30 a.m. on Sunday, March 20, 1983, after determining that all agenda items had been covered and there was no further business.

Respectfully submitted,

RAY DONATHAN

J. T. HAMM

EUGENE P. PRICE

ROBERT A. WAGNER

HAROLD W. GRAAFMEYER, Chairman

/em

WINNERS OF1981-82 DISTRICT ADMINISTRATIVE EXCELLENCE AWARD PROGRAMGOLD GROUP

(276 clubs or more)

Winner: Florida
Honorable Mention: Illinois-Eastern Iowa
Pacific NorthwestSILVER GROUP

(201 to 275 clubs)

Winner: Nebraska-Iowa
Honorable Mention: Capital
Missouri-ArkansasORANGE GROUP

(160 to 200 clubs)

Winner: Georgia
Honorable Mention: Louisiana-Mississippi-
West Tennessee
Minnesota-DakotasBLUE GROUP

(100 to 159 clubs)

Winner: Southwest
Honorable Mention: Alabama
Rocky MountainWHITE GROUP

(99 clubs or fewer)

Winner: New Zealand
Honorable Mention: Montana
Philippine South

KIWANIS INTERNATIONAL HONOR AWARDS 1981-82SINGLE SERVICEDiamond Section (76 members or more)

HONOR CLUBS: East Lansing, Michigan
Manchester, New Hampshire
Olympia, Washington

HONORABLE MENTION: Bethany, Oklahoma
Bristol, Tennessee
Northern Columbus, Ohio

Ruby Section (46 to 75 members)

HONOR CLUBS: Biscayne Bay, Miami, Florida
Lake Tahoe, California
Pottstown, Pennsylvania

HONORABLE MENTION: Hammond, Louisiana
Massillon, Ohio
Woodside, New York

Emerald Section (26 to 45 members)

HONOR CLUBS: Guntersville, Alabama
Iligan City, Philippines
Oak Bay, Victoria, British Columbia

HONORABLE MENTION: Magic City, Barberton, Ohio
South Edmonton, Alberta
Third District, New Orleans, Louisiana

Coral Section (25 members or less)

HONOR CLUBS: Bantayan Sa Hari, Philippines
Chaguanas, Trinidad and Tobago
North Florence, Alabama

HONORABLE MENTION: Calgary South and East, Alberta
Hull, Iowa
Matoaka, West Virginia

Continued....

MULTIPLE SERVICE

Diamond Section (76 members or more)

HONOR CLUBS: Alpine, Rockford, Illinois
Kingston, Jamaica
Memphis, Tennessee

HONORABLE MENTION: Bellevue, Washington
North Orlando, Florida
Patchogue, New York

Ruby Section (46 to 75 members)

HONOR CLUBS: Black Mountain-Swannanoa, North Carolina
Metropolitan Baton Rouge, Louisiana
Orillia, Ontario

HONORABLE MENTION: Fairfield, Connecticut
Richmond County, Golden K, New York
Somerville, New Jersey

Emerald Section (26 to 45 members)

HONOR CLUBS: Borealis, Fairbanks, Alaska
Uptown Las Vegas, Nevada
Wetaskiwin, Alberta

HONORABLE MENTION: Berwick, Pennsylvania
Crestwood Village, Whiting, New Jersey
Palatine, Illinois

Coral Section (25 members or less)

HONOR CLUBS: Glasgow, Kentucky
Oak Park, Michigan
Sarnia, Ontario

HONORABLE MENTION: Golden K, Las Vegas, Nevada
Greater Beloit, Wisconsin
Rockmart, Georgia



OFFICIAL MONTHLY REPORT

EXHIBIT C

Kiwanis Club of _____
(State or Province)

Month _____ Year _____

Key no. _____
Division Number _____

MEMBERSHIP RECORD (APS = Active, Privileged & Senior members)		Please indicate below the number of members in each class.
Total—end of previous month (not including Honorary)	_____	
New Member Adds sent to General Office this month	+ _____	
Total	_____	
Deletions this month	- _____	
Total—end of this month	_____	Total _____

DATES	ATTENDANCE RECORD (Active Members Only)				MEETINGS WITH PROGRAMS		
	Month & Day	Active Total on Roster	Active Actually Present	Active on Leave of Absence	Active Credits Makeups	YES	NO
TOTALS	A	B	C	D	The totals of columns B, C and D cannot exceed the total in column A		

NEW MEMBER ADD GOAL THIS ADMINISTRATIVE YEAR _____
 NEW MEMBER ADDS FROM OCTOBER 1 TO DATE _____

If CHANGE in meeting place, day or time, report here: _____

Do you publish a Club Bulletin? Yes _____ No _____
 Any External Publicity this month? Yes _____ No _____

ATTENDANCE PERCENTAGE $\frac{B+C+D}{A} =$ _____ %

Kiwanis education this month. Yes _____ No _____
 Was Club visited by your Lt. Governor this month? Yes _____ No _____

INTER-CLUB MEETINGS (Away meetings only)

Date	No. of Members	We Visited	Miles one way	Date	No. of Members	We Visited	Miles one way

SERVICES RENDERED BY THE CLUB

	COMMITTEE ACTIVITY FOR MONTH (YES OR NO)	NO. OF PROJECTS COMPLETED	MAN HOURS	NO. OF KIWANIANS INVOLVED	NO. OF INDIVIDUALS BENEFITED	DOLLARS SPENT
CITIZENSHIP SERVICES _____						
SPIRITUAL AIMS _____						
YOUTH SERVICES _____						
MAJOR EMPHASIS _____						

NO. OF SPONSORED YOUTH ORGANIZATIONS: BUILDER CLUBS _____; CIRCLE K CLUBS _____; KEY CLUBS _____
 USE THIS SPACE TO REPORT ON CONCERNS OR ACTIVITIES OF THE SPONSORED YOUTH ORGANIZATIONS

ADMINISTRATIVE ACTIVITIES (PUBLICITY, INDUCTIONS, FUND RAISING, MEMBERSHIP GROWTH AND EDUCATION, NEW CLUB BUILDING, ATTENDANCE AT CONVENTIONS OR CONFERENCES, SPECIAL EVENTS, ETC.)

Signed _____ President Signed _____ Secretary

If more space is needed, use separate sheet of paper.

May 2, 1983

THE FOLLOWING CHARTERS WILL BE CONSIDERED FOR
 REVOCATION AT THE MEETING OF THE INTERNATIONAL
 BOARD OF TRUSTEES -- May 6-10, 1983.

<u>CLUBS BY DISTRICT</u>	<u>DIVISION</u>	<u>COMPLETION DATE</u>
<u>AUSTRALIA</u>		
Wollongong, South, N.S.W.	(2)	7-15-76
<u>CALIFORNIA-NEVADA-HAWAII</u>		
Cannery Row-Monterey, Pen., CA	(43)	1-07-76
Indio, CA	(6)	12-04-81
Saddleback Valley, CA	(41)	12-17-80
<u>CAPITAL</u>		
Ettrick-Matoaca, VA	(18)	10-26-64
Northeast Washington, D.C.	(1)	2-08-46
Potomac, VA	(20)	5-14-57
<u>FLORIDA</u>		
Clearwater Beach, FL	(23)	11-26-80
Florida City, FL	(17)	4-17-80
Manasota, Sarasota, FL	(21)	7-31-73
Panama City Bkfst., FL	(2)	11-22-77
<u>GEORGIA</u>		
Athens West, GA	(7)	7-30-81
College Park, GA	(16)	10-18-62
Cumberland-Atlanta, GA	(15)	5-23-80
<u>ILLINOIS-EASTERN IOWA</u>		
Dundee Twp., Dundee, IL	(11)	5-31-56
Lake Park, Dupage Cty., IL	(9)	11-13-79
Oquawaka, IL	(18)	11-23-59
Pittsfield, IL	(29)	8-23-77
<u>INDIANA</u>		
Rossville	(6)	9-29-71
<u>KENTUCKY-TENNESSEE</u>		
N. Lexington, KY	(8)	9-24-80
Powell City, KY	(9)	11-12-79
Providence, KY	(15)	10-10-24
Russell City, KY	(13)	8-19-80
Science Hill, KY	(13)	10-06-58
Tri-City Airport, TN	(7)	7-24-75
<u>LOUISIANA-MISSISSIPPI-W. TENNESSEE</u>		
Baton Rouge, Calais, LA	(8B)	7-11-78
Baton Rouge, Monterrey, LA	(8B)	10-01-80
Bay Waveland, MS	(14)	7-16-81
Edgewater Park, MS	(14)	4-12-73
Livingston, LA	(8A)	3-05-80
Olive Branch, MS	(16)	6-24-81
Sabine Parish, Many, LA	(11)	6-14-79
Wimbleton, TN	(1B)	11-19-76

CONT'D CLUB BEING CONSIDERED
FOR REVOCATION

<u>CLUBS BY DISTRICT</u>	<u>DIVISION</u>	<u>COMPLETION DATE</u>
<u>MICHIGAN</u>		
Cutlerville, MI	(14E)	9-17-80
Oxford Orion, MI	(4)	8-26-76
<u>NEW ENGLAND</u>		
Meadows (The), MA	(11)	5-21-79
North End, (The), Boston, MA	(14)	11-17-77
South Boston, MA	(14)	10-27-77
Winthrop, MA	(15)	9-24-81
<u>NEW JERSEY</u>		
Cranford, NJ	(10)	2-23-49
Medford, NJ	(4)	2-25-71
New Providence-Berkl. Hgts.	(11)	11-26-80
Greater Pt., Pleasant, NJ	(6)	8-25-81
Newton, NJ	(17)	10-08-36
Upper Township, Marmora	(1)	11-30-77
Pompton Lake, NJ	(16)	11-29-46
Saddle Brook, NJ	(14)	5-23-62
<u>NEW YORK</u>		
Bridgehampton East, NY	(25)	6-17-80
Central Park, Bethpage, NY	(12)	11-29-79
Ellenville, NY	(10)	8-18-80
Franklinville, NY	(24)	9-29-81
Maspeth, Golden K, NY	(22)	12-08-47
Greenwich Village, NY City	(15)	3-27-56
Lake Success	(12)	9-29-80
N. Shore Towers, Queens	(21)	9-24-80
Plainview, NY	(12)	9-30-81
Seaford, NY	(13)	10-01-80
Smithtown, NY	(26)	2-05-81
<u>OHIO</u>		
North Lima, OH	(21)	6-12-79
Tri Valley Dresdena, OH	(18)	6-03-80
<u>PENNSLVANIA</u>		
Palmyra, PA	(16)	11-18-76
Penn Hills Golden K, PA	(6A)	12-22-77
White Oak Borough, PA	(6)	6-15-59
<u>PHILLIPINES LUZON</u>		
Bayambang	(1)	10-01-78
Brookside Hills	(3C)	01-16-77
Camalig	(5A)	02-04-79
Cardona	(3C)	08-17-77
Jose Panganiban	(5A)	12-30-77
Kapitolyo Metro Manila	(3B)	10-18-79
Lemery	(4A)	10-01-77
Taytay	(3C)	08-29-79
Tiagon Camarines Sur	(4B)	02-23-79

CONT'D CLUBS BEING CONSIDERED
FOR REVOCATION

EXHIBIT D, p. 3

<u>CLUBS BY DISTRICT</u>	<u>DIVISION</u>	<u>COMPLETION DATE</u>
<u>SOUTHWEST</u>		
GoShotomova, Golden Shores, AZ	(14)	2-06-80
Maryvale, Phoenix, AZ	(10)	4-21-60
N. Mountain, Phoenix, AZ	(9)	9-26-73
Northwest Phoenix, AZ	(10)	8-14-52
Phoenix, S. Mtn., AZ	(9)	12-13-74
Pueblo Est. Green Valley, AZ	(6)	5-14-80
Rnd. Valley Springerville, AZ	(10)	5-02-79
San Pedro Valley, Benson, AZ	(5)	4-11-78
Truth or Consequences, NM	(4)	4-06-78
<u>TEXAS-OKLAHOMA</u>		
Forth Worth-Sundown, TX	(29)	5-24-79
Glenpool, OK	(15)	9-11-80
<u>WEST VIRGINIA</u>		
Jackson County, W.VA	(2)	10-02-78
<u>REPUBLIC OF CHINA</u>		
Chu-Nan		6-21-82
TOTAL <u>85</u>		



Kiwanis International
 3636 Woodview Trace
 Indianapolis, Indiana 46268
 Phone: 317/875-8755

Date: _____

Dear Kiwanian:

We have been informed that you are dropping membership in your Kiwanis club. You can be of great assistance to us if you will take time to answer the questions listed on the enclosed form and return it to Kiwanis International.

If there is any dissatisfaction on your part with Kiwanis, we would like to know about it. Your evaluation of your former club will assist us in helping all clubs know better how to serve our members.

If you have recently relocated and are looking for another Kiwanis Club with which to affiliate, we would like to be of assistance. If you will complete this card and give us your new address, we will forward this to the nearest club.

We trust that your experience in Kiwanis has been personally rewarding and that you will want to continue your membership. Please let us know if we can be of assistance to you in any way.

Member Services Department
 Kiwanis International



Kiwanis International
 3636 Woodview Trace
 Indianapolis, Indiana 46268
 Phone: 317/875-8755

Date: _____

Please check as many as are applicable to your leaving:

- | | |
|---|--|
| <input type="checkbox"/> Personal or family problems | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Business change or problem | _____ |
| <input type="checkbox"/> Health problems | <input type="checkbox"/> Did not feel a part of the club |
| <input type="checkbox"/> Dues and other costs | <input type="checkbox"/> Meeting place undesirable |
| <input type="checkbox"/> Too much demand on time | <input type="checkbox"/> Meeting at inconvenient time or place |
| <input type="checkbox"/> Was not offered leadership in club | <input type="checkbox"/> Plan to rejoin Kiwanis someday |
| <input type="checkbox"/> Joined another service club | <input type="checkbox"/> Have joined another Kiwanis Club |
| <input type="checkbox"/> Transferred to another location | <input type="checkbox"/> Please have a Kiwanis Club contact me |

If relocating:

Name: _____

of years in Kiwanis

Address: _____

TO SEAL: MOISTEN FLAP AND FOLD OVER

FROM



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. INDIANAPOLIS, INDIANA

POSTAGE WILL BE PAID BY:

Kiwanis International
3636 Woodview Trace
Indianapolis, Indiana 46268

REPORT OF BOARD COMMITTEE ON PROGRAM SERVICES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
MAY 6 - 10, 1983

Dates of Committee Meetings: May 7 - 8, 1983

Place of Committee Meetings: General Office

Present: Members - Mark Arthur, Jr., J. Donovan Jackson, Gene R. Overholt
Chairman - Frank J. DiNoto
Staff - Kenneth M. Ayers, Raymond G. Jeanes, George F. Langguth,
Fay H. McDonald, W. Thomas Nelson, Jr., Donald M. Oberg,
A. G. Terry Shaffer, James P. Tinsley, Jr., Gloria C. Wilhelm.

LAWS, POLICIES AND STRUCTURE - Frank J. DiNoto, Chairman

Separation of Policies and Procedures

A copy of the proposed Policies was mailed to all members of the Board on March 18, 1983, inviting the Board to study the proposed Policies and to submit comments and questions.

Recommendation #1:

The committee recommends that the Policies and Interpretations of the Constitution and Bylaws of Kiwanis International as contained in Exhibit A be adopted.

I move that recommendation 1 be adopted.

(Adopted)

The committee will continue to review those areas of Policies and Procedures which will become procedures, including a possible new physical format, and will complete this work by September 30, 1983.

Procedure Referrals

At its last meeting, the Board adopted four procedures which need insertion into Policies and Procedures.

1. The procedure on separate budgets and reserve funds for Circle K International and Key Club International will be inserted, as adopted, as item 20 on Page F-8 of Policies and Procedures.
2. The procedure on currency exchange rates will be inserted, as adopted, as item 21 on Page F-8 of Policies and Procedures.

3. The procedure on the administrative fee charged to the premium income of the general liability insurance program will be inserted, as adopted, as item 22 on Page F-8 of Policies and Procedures.
4. The procedure which reads: "That a single non-recurring write-off procedure for account balances be established. Every 90 days will be adjusted for amounts of \$2.49 or less. Supply orders with \$1.00 or less balance due will be processed and account closed." needs some rewording for insertion purposes as a procedure.

Recommendation #2:

The committee recommends that the following procedure be inserted into Policies and Procedures as item 23 on Page F-8.

"23. The write-off procedure for account balances shall be as follows:

Quarterly, accounts receivable or payable balances of \$2.49 or less will be written-off. On supply orders, account balances involving \$1.00 or less will be written-off and the order processed."

I move that recommendation 2 be adopted.

(Adopted)

Interpretation of Article III, Section 3, of the International Bylaws Re Governor's Signature on New Club Petition

Article III, Section 3 of the Bylaws of Kiwanis International reads as follows:

"Application for the building of a Kiwanis club shall be made on the standard petition form as adopted by the Board of Trustees, which petition shall be duly signed by ten (10) men eligible for active membership in the prospective club and shall be approved by the District Governor in whose district the club is to be built."

The committee recommends that the official interpretation of this section should be adopted by the Board.

Recommendation #3:

The committee recommends that the following interpretation of Article III, Section 3, of the Bylaws of Kiwanis International be adopted:

"Governor's Approval of New Club Petition

If the Governor elects not to approve the petition for a new Kiwanis club, he must immediately forward it to the Board of Trustees of Kiwanis International together with his reasons for denying approval. After review of the facts, the International Board shall determine if the new club will be organized."

I move that recommendation 3 be adopted.

(Adopted)

Administrative Resolutions Referrals

Administrative resolutions were received from the West Virginia District regarding scheduling of the International Council, assignment of a Board Counselor to both the district convention and mid-year conference, and the restructuring of the International Board; and from Division 42 of the California-Nevada-Hawaii Districts regarding the procedure on alcoholic beverages. The committee desires to retain these resolutions for further study.

In addition, the committee reviewed a resolution adopted at the 1982 California-Nevada-Hawaii District Convention concerning a procedure for recording votes of International Officers and Trustees on all substantive issues during the International Board meetings. The committee believes that the recordation and publication of such votes would not be practical. In addition, it would be impractical to summarize and publish resolutions, exhibits and background materials.

Elections When Specified Representatives are Involved

President Roberts presented a discussion of this matter. The committee will prepare a proposed amendment for consideration of the Board at the fall 1983 Board meeting.

Amendments to be Presented at the Vienna Convention

The proposed amendments to be presented to the House of Delegates at the Vienna Convention have been prepared in the manner in which they would be printed. These are found in Exhibit B attached to this report.

Proposed amendment No. 1 amends Article XII, Section 2, of the Constitution of Kiwanis International to continue the annual per capita International dues at the present amount of fifteen dollars (\$15.00).

Recommendation #4:

The committee recommends the adoption of the wording of the amendment to Article XII, Section 2, of the Constitution of Kiwanis International as delineated in proposed amendment No. 1 in Exhibit B for presentation to the House of Delegates in Vienna.

I move that recommendation 4 be adopted.

(Adopted)

Proposed amendment No. 2 is submitted by the Kiwanis Club of Squirrel Hill, Pittsburgh, Pennsylvania. This amendment proposes to amend the Constitution and Bylaws of Kiwanis International in order to permit individual Kiwanis clubs to receive men and women into membership.

Proposed amendment No. 3 submitted by the Kiwanis Club of Fort-de-France, Martinique. This amendment proposes to amend the Constitution and Bylaws of Kiwanis International in order to provide for one specified representative on the International Board of Trustees from the Andean District.

Proposed Amendment from Kiwanis Club of Oceanside, New York

The committee received a proposed amendment to the Bylaws of Kiwanis International concerning establishing a standing committee on Kiwanettes. The proposed amendment was received in the General Office on May 2, 1983. Clarification of the proposed amendment was needed as to the purposes and membership of Kiwanettes, and such clarification could not be received from the club within the time limits of Article XVI of the Constitution of Kiwanis International. Therefore, the proposed amendment will not be presented to the House of Delegates in Vienna.

KEY CLUB - Mark Arthur, Jr., Chairman

Review of Proposed amendments to the Key Club International Constitution and Bylaws

The committee reviewed the proposed Key Club amendments that will be presented at the Key Club International Convention. The committee finds these proposed amendments to be acceptable. See Exhibit C.

Review of Key Club Board Policies

The committee reviewed the proposed changes made in Key Club Board Policies being suggested by the Key Club Board. After suggesting several wording changes to the proposed changes, the committee found the policies to be in good order and acceptable. See Exhibit D.

Review of Board Meeting and Regional Training Conference Dates

The committee then reviewed and approved the proposed dates for the 1983-84 Key Club Board Meetings and Regional Training Conferences. See Exhibit E.

Kiwanis International Board Policy Re: One Key Club in a High School

A request was received from the Carolinas Kiwanis District to change current Kiwanis Board Policy restricting Key Clubs to one per high school. After consideration the committee believes the current policy is in the best interests of Key Club and should remain as is.

Key Club International Board Travel

The committee reviewed the travel reports of the Key Club Board members and found the travel acceptable.

Review of the Proposed 1983-84 Key Club Budget

The committee reviewed the proposed 1983-84 Key Club budget which projects a small surplus, assuming a \$1.00 per member dues increase, and found the budget acceptable. See Exhibit F.

CIRCLE K - Gene R. Overholt, Chairman

Financial Review

In the 1981-82 administrative year, the Circle K accounting records were not maintained in accordance with Kiwanis International procedures. Had such records been properly maintained, Circle K would have had a surplus of approximately \$1,600.

Recommendation #5

The committee recommends that the Kiwanis International Board allocate \$1,600 to Circle K International to reimburse it for the 1981-82 surplus.

I move that recommendation 5 be adopted.

(Adopted)

A review of the current 1982-83 budget indicates that Circle K will end the year with a surplus. See Exhibit G.

The committee reviewed the proposed 1983-84 non-subsidized Circle K budget and suggested that the travel account for Circle K Board district counseling be funded to accommodate a second visit into each of the counseled districts. The committee also recommended to staff that no counseling officer should make more than two visits to any districts unless warranted by exceptional circumstances as determined by the Circle K Administrator. It is also the committee's understanding that the allocation of funds for a second visit by the counseling officer will make unnecessary the solicitation, at the district or local level, of travel funds for Circle K counseling officers.

Proposed Amendments--1983 Circle K House of Delegates (Exhibit H)

The committee reviewed the proposed amendments which will be presented at the 1983 Circle K International Convention. The Circle K Board Counselor and staff were instructed to make appropriate recommendations to the Circle K International Board concerning these proposed amendments.

The proposed amendment to Article VI, Section 2, Part (a) refers to the annual sponsorship fee paid by Kiwanis clubs. The committee submits that the sponsorship fee is entirely within the jurisdiction of the Kiwanis International Board of Trustees and any reference to such fee in the Constitution of Circle K International is inappropriate.

Recommendation #5-A

The committee recommends that the Kiwanis International Board delete Article VI, Section 2 (a) of the Circle K International Constitution and so inform the Circle K Board of Officers that this change has been made.

I move the recommendation 5-A be adopted.

(Adopted)

Circle K Policy Code

The committee directed staff to work with the Circle K Board for the development of Circle K Board Policies and Procedures for presentation to the committee and Board of Trustees for approval.

YOUTH SERVICES - Frank J. DiNoto, Chairman

Budget Review - Youth Services - 1983-84 (Exhibit I)

The committee reviewed the proposed 1983-84 Youth Services Budget and suggested the name of the budget be changed from Youth Services to "Sponsored Youth and Youth Services Budget." The committee then accepted the proposed budget.

Review of Kiwanis International Resolution on the 75th Anniversary of World Scouting

The committee reviewed the resolution honoring World Scouting's 75th Anniversary which is to be presented in Vienna to Dr. Laszlo Nagy, Secretary General of the World Scouting Organization.

Recommendation #6:

The committee recommends the adoption of the resolution honoring World Scouting as contained in Exhibit J.

I move that recommendation 6 be adopted.

(Adopted)

Builders Club Reinstatement Fee (Exhibit K)

A number of Builders Clubs have become inactive and are being reactivated with cost incurred for new charters, membership cards and supplies items. The committee believes that to offset administrative costs and expenses, a \$25.00 reinstatement fee plus any costs for supplies items should be charged a sponsoring Kiwanis club. Due to the growth of Builders Club and the cost of administering the program, the committee asked staff to research the feasibility of an annual sponsorship fee.

Recommendation #7:

The committee recommends that a \$25.00 reinstatement fee, plus any supplies costs, be assessed a sponsoring Kiwanis Club that requests reinstatement of its Builders Club. These changes are to be effective from October 1, 1983.

I move that recommendation 7 be adopted and referred to the Program Services committee for insertion into procedures.

(Adopted)

Non-Sponsoring Kiwanis Club Involvement in Sponsored Youth (Brochure)

The committee reviewed the contents of a brochure detailing the ways in which non-sponsoring Kiwanis clubs can become involved with Sponsored Youth. The committee found the contents to be acceptable for distribution. See Exhibit L.

Keywanettes

The committee reviewed the current status of Keywanettes. Comments were received from a number of district officers and Kiwanians from districts sponsoring Keywanettes clubs. Most of them requested continuation of this program, acknowledging that membership must be open to all students. The committee believes that Keywanettes is a viable youth activity and may be continued as a local club project and in previously authorized districts.

Recommendation #8-A:

The committee recommends that Keywanettes be continued as a local club program, and in districts which currently have a district structure approved by the Kiwanis International Board of Trustees, such structure may be retained.

I move that recommendation 8-A be adopted.

(Adopted)

Recommendation #8-B:

The committee recommends that Kiwanis International not replenish or develop any new supplies items or materials relating to Keywanettes.

I move that recommendation 8-B be adopted.

(Adopted)

Lilly Endowment, Inc.--Youth Leadership Program (Exhibit M)

The committee reviewed the Youth Leadership Program of Lilly Endowment of Indianapolis, Indiana, and determined that a study of the program should be made to determine if Kiwanis International should assume responsibility for its operation.

Recommendation #9 :

The committee recommends that Kiwanis International proceed to research the sponsorship of the Lilly Youth Leadership Program by Kiwanis International provided that the entire cost of such research is funded by Lilly Endowment, Inc.

I move that recommendation 9 be adopted.

(Adopted)

Every Child a Swimmer Program

The committee reviewed this program and found that staff is currently working on a Youth Services bulletin which is designed to not only promote local club involvement in the program, but promote the fact that the "Every Child a Swimmer" program lends itself to a worthwhile joint service project for Kiwanis, Circle K, Key Club and Builders Club.

CONVENTIONS AND MEETINGS - J. Donovan Jackson, Chairman

The committee reviewed the report on the convention including the daily agendas, exhibit area and exhibitors, registration, budget, and costs to date. Registrations have passed 8,200 and we anticipate having 9,000 registered by July. (The break-even point is 8,500 registrations.) Based on anticipated registrations, a surplus is expected. See Exhibits N and O.

Program adjustments are in process regarding the forums. The ladies brunch scheduled for Sunday, July 3, has been changed to a breakfast so that the ladies may attend the Spanish Riding School performance on the same morning.

The committee also reviewed preliminary planning, promotion and budget for the Phoenix Convention.

PROGRAM DEVELOPMENT - Frank J. DiNoto, Chairman

Review of 1983-84 Major Emphasis Program Materials

The committee reviewed progress in development of 1983-84 Major Emphasis Program materials. Each Board member has received a copy of the new Theme folder (Exhibit P) and the MEP fact folder (Exhibit Q). A theme tie tac and charm will be produced and offered as sale items.

The committee approved a banner patch award for club participation in the 1983-84 Major Emphasis Program. To qualify, a club must certify by April 1, 1984 that it has completed one or more projects in the Major Emphasis Program area with club members' involvement in personal service equivalent to one or more man hours per total members, excluding Honorary members.

California-Nevada-Hawaii District Resolution Re: Distribution of Surplus Food

The committee reviewed a resolution passed by the California-Nevada-Hawaii District, urging Kiwanis International to participate, through its districts and clubs, in a program to distribute surplus foods to worldwide areas of poverty. The availability of surplus food was announced recently to representatives of service organizations at a special meeting held by the U.S. Department of Agriculture. It is the hope of USDA officials that service clubs may handle distribution of these surplus foods in each country. The committee feels the goal of the program is indeed laudable and requests that staff research the potential interest for club involvement in Kiwanis countries of those affected areas.

"Sack of Rice for the Hungry" Program

The committee studied a request from the Kiwanis Club of New Iberia, Louisiana, that Kiwanis become the collector of funds for rice which would be distributed throughout the world in areas of need. The committee feels the goal is indeed worthwhile but that Kiwanis International could not effectively implement the program.

Statue of Liberty-Ellis Island Foundation, Inc.

The Statue of Liberty-Ellis Island Foundation, Inc., is a non-profit organization dedicated to the restoration and preservation of the Statue of Liberty and Ellis Island. Its goal is to raise all necessary funds from individuals, groups, and corporations, and it seeks Kiwanis International's support in its efforts. Although the objectives are worthwhile, the committee believes that Kiwanis International could not effectively undertake the program.

Service Fund Raising Proposal

The Kiwanis Club of Ocala, Florida has requested consideration of a service fund-raising project for the promotion by Kiwanis International of a book of inspirational thoughts, entitled "Godspeed."

The committee commends the club for this worthy endeavor but believes that it would not be an appropriate activity for promotion by Kiwanis International.

Farm-City/Kiwanis Continuing Relationship

Kiwanis International has served as the coordinating agency for the Farm-City Council for many years. This relationship is mutually beneficial and the committee believes it should continue.

Recommendation #10:

The committee recommends that Kiwanis International continue to serve as Coordinating Agency for the National Farm-City Council, with all direct costs reimbursed by the Council.

I move that recommendation 10 be adopted.

(Adopted)

Nominating and Seconding Procedure in Vienna

The committee reviewed the procedure on nominations and seconds for candidates for International office which has been used for the past few years and believes the procedure of the past few years should again be recommended to the Council meeting in Vienna.

Recommendation #11:

The committee recommends that the procedure to be recommended to the Council for the nominations and seconds for candidates for International office in Vienna be as follows:

For the office of President and the office of President-elect:
one nominating speech of five minutes and one seconding speech
of one minute.

For the office of Vice-President and the office of Treasurer:
one nominating speech of three minutes and one seconding speech
of one minute.

For the office of Trustee: one nominating speech of two minutes
and one second from the platform with no speech.

I move that recommendation 11 be adopted.

(Adopted)

Respectfully submitted,

MARK ARTHUR, JR.
J. DONOVAN JACKSON
GENE R. OVERHOLT
FRANK J. DINOTO, Chairman

Kiwanis International
Policies

A. Definitions

1. Policy - a basic principle by which the Board of Trustees of Kiwanis International guides the affairs and organization of Kiwanis International. (5/10/83)
2. Procedure - an established method or manner by which the Constitution, Bylaws, and Policies of Kiwanis International are implemented. (5/10/83)

B. International Administration

1. Purposes and Objectives - Kiwanis International

The purposes and objectives of Kiwanis are to promote service, friendship and understanding among persons in the community and throughout the world. (5/10/83)

2. Duties and Responsibilities

a. Board of Trustees

The Board of Trustees of Kiwanis International shall define the policies and shall have full management responsibilities and administrative authority in all matters of Kiwanis International. (Const. III & VIII, Sec. 2) (5/10/83)

b. International President

The International President shall be the chief executive officer, exercising general supervision over the work and activities of Kiwanis International. (Bylaws VI, Sec. 1) (5/10/83)

c. International Secretary

The International Secretary shall be the chief administrative officer of Kiwanis International, the executive in charge of the General Office, and the Editor of the Kiwanis Magazine. (Bylaws VI, Sec. 6) (5/10/83)

3. Finance

a. Accounting Records and Procedures

Accounting records will be maintained and accounting procedures will be followed in accordance with generally accepted accounting principles. (5/10/83)

b. Annual Audit

Certified Public Accountants shall be employed to make an annual audit as required by the International Bylaws. (5/10/83)

Policies

-2-

3. Finance (continued)

c. Budgetary Controls

Kiwanis International will control its finances through an adequate budget system, and financial matters will be conducted on sound, conservative principles. The annual budgets for operations and capital expenditures shall be approved by the Board of Trustees of Kiwanis International. (5/10/83)

d. Reserves

Adequate operating and special reserves will be maintained to assure the financial soundness of Kiwanis International. (5/10/83)

4. International Convention

The Board of Trustees of Kiwanis International shall determine the dates and location of the annual International Convention and shall control and approve the convention plans and program. (5/10/83)

5. Kiwanis Magazine

The official publication of Kiwanis International shall be the Kiwanis Magazine. The Kiwanis Magazine will include articles of general public interest, and articles promoting the purposes and objectives of Kiwanis International. All advertising must meet the standards established by the Board of Trustees of Kiwanis International. (5/10/83)

6. Language

English shall be the official language of Kiwanis International for literature, printed materials and communications to all clubs. The Board of Trustees of Kiwanis International may approve the use of other languages. (5/10/83)

7. Equal Employment Opportunity

No employee or applicant will be discriminated against because of race, color, creed, sex, age, religion, physical handicap or national origin. (5/10/83)

General

1. Anniversary - Kiwanis

The anniversary (birthday) of Kiwanis is January 21 of each year. (On January 21, 1915, the Kiwanis Club of Detroit received its charter from the State of Michigan.) (5/10/83)

Policies

-3-

C. General (continued)2. Contributions for Charitable Purposes

Without the specific approval of the Board of Trustees of Kiwanis International, Kiwanis International shall not accept any contributed funds designated to be used for charitable, educational, religious or eleemosynary purposes. (5/10/83)

3. Contributions or Endorsements - Other Organizations

An appeal to Kiwanis International from charitable, educational, eleemosynary or similar organizations to solicit contributions, support or endorsements from Kiwanis members or clubs must be approved by the Kiwanis International Board of Trustees; however, a club or Kiwanis district may support or contribute to a local area request by a charitable, educational, eleemosynary or similar organization. (5/10/83)

4. Use of Name or Emblem

The official emblem or insignia of Kiwanis shall be established by the Board of Trustees of Kiwanis International. The name, emblem or insignia (or any facsimile) of Kiwanis may not be used without the consent of such Board, and permission may be granted if the permitted use is appropriate to the purposes and objectives of Kiwanis International. Without prior approval from the Board, a club, division or district may use the name, emblem or insignia for programs or activities conducted within the area in which the club, division or district functions, provided such use is in good taste and does not reflect adversely on the good name of Kiwanis. (5/10/83)

5. Kiwanis International Foundation

Kiwanis International shall encourage support of the purposes and objectives of and contributions to the Kiwanis International Foundation. (5/10/83)

D. District and Clubs1. District (Provisional District)

With the consent and subject to the supervision and control of the Board of Trustees of Kiwanis International, a district or provisional district of chartered clubs may be formed. Such district or provisional district shall be an administrative unit of Kiwanis International. (5/10/83)

Policies

-4-

D. District and Clubs (continued)2. Federation

A federation is an administrative unit that may be utilized by the Board of Trustees of Kiwanis International to administer a group of districts and/or nations. (5/10/83)

3. Clubsa. Chartering

The granting of a charter to a club in Kiwanis International shall be under the control of the Board of Trustees of Kiwanis International. Each club must adopt the Standard Form for Club Bylaws, modified only as approved by the Board of Trustees of Kiwanis International. (5/10/83)

b. Incorporation

Every Kiwanis club shall be incorporated within one year following the presentation of its charter if the incorporation of clubs is the practice in the nation in which the club is located. (5/10/83)

c. Activities

A Kiwanis club may participate in activities and carry on proceedings consistent with the laws, mores, customs and traditions of the area in which the club exists, provided such activities and proceedings are not in conflict with the Constitution, Bylaws or policies of Kiwanis International, or do not impugn the good name of Kiwanis. All activities of each club must be compatible with the Objects of Kiwanis International. (5/10/83)

d. Autonomy

Each Kiwanis club has absolute autonomy in selecting its community service projects. (5/10/83)

e. Extension Areas

Clubs shall be permitted to exist only in nations or areas which permit to individuals the freedom of assembly, expression and action necessary for a Kiwanis club to function in accordance with the Constitution, Bylaws and policies of Kiwanis International. Upon approval of the Board of Trustees of Kiwanis International, Kiwanis may be extended to new nations or areas. (5/10/83)

Policies

-5-

D. District and Clubs (continued)

3. Clubs (continued)

f. Non-Districted Areas

Clubs organized in non-districted areas shall be subject to the direct supervision and control of Kiwanis International. (5/10/83)

g. Anniversary

The anniversary of a club shall be the day it was organized. (5/10/83)

4. Fund Raising

a. Purpose

Monies received by Kiwanis clubs from fund-raising projects in which the public participates or from members or others for service activities sponsored by the club shall be segregated from the administrative funds of the club and shall be used only for the charitable, educational, religious, and eleemosynary activities of the club. (5/10/83)

b. Solicitation

- (1) All solicitations for funds by a Kiwanis club shall be confined to the general area in which the club functions except by mutual understanding and agreement of clubs in the division, district, or area of solicitation. (5/10/83)
- (2) No commercial organization or Kiwanis club shall circularize for sale any product to Kiwanis clubs. A Kiwanis club shall not promote any project or program outside of its district without prior approval of the Board of Trustees of Kiwanis International. (5/10/83)
- (3) No club shall be required to contribute gifts or souvenirs for any specific purpose. (5/10/83)

5. Foundations

With the consent of the Board of Trustees of Kiwanis International, a district or club may form a foundation for charitable, educational, religious or eleemosynary purposes. Such foundation must be incorporated. (5/10/83)

Policies

-6-

E. Sponsored Organizations

1. Circle K

a. Circle K International

The Board of Trustees of Kiwanis International controls and is responsible for Circle K International and shall counsel, direct and exercise final authority over all Circle K activities. (5/10/83)

b. Amendments - Constitution

(1) No amendments to the Constitution of Circle K International adopted by the delegates at a Circle K International convention or by the Circle K Board of Officers shall become effective until approved by the Board of Trustees of Kiwanis International. (5/10/83)

(2) Authority is vested in the Board of Trustees of Kiwanis International to make necessary changes to the Circle K International Constitution and said Board, on having made these changes, will so inform the Circle K International Board of Officers of the changes so made. (5/10/83)

c. Administration and Service

The administration and service programs for Circle K on the International, district and club levels shall comply with the Constitution and Bylaws of Kiwanis International and the Constitution of Circle K International, and with the policies and procedures adopted by the Board of Trustees of Kiwanis International. (5/10/83)

d. Districts

The board of trustees of each Kiwanis district is responsible for its Circle K district and shall counsel, direct and exercise authority over all Circle K activity on the district level. (5/10/83)

e. Clubs

Subject to policies and procedures approved by the school administration, the local Circle K club is both an activity and the responsibility of its sponsoring Kiwanis club. (5/10/83)

f. Finance

Separate accounting records, bank accounts and reserves will be maintained and separate budgets will be prepared for Circle K International. (5/10/83)

Policies

-7-

E. Sponsored Organizations (continued)

1. Circle K (continued)

g. Fund Raising

- (1) Subject to the approval of the Kiwanis district board of trustees and the Circle K district Board of Officers, chartered Circle K clubs may participate in lotteries, raffles, drawings, or other games of chance, provided they are not in contravention of the laws, mores, customs, and traditions of the country, of the State, or of the province in which the clubs exist. (5/10/83)
- (2) Circle K clubs shall not solicit or circularize other Kiwanis or Circle K clubs to augment their own fund-raising activities. (5/10/83)
- (3) All Circle K fund-raising plans and activities shall be compatible with the school, campus and community policies and practices. (5/10/83)

h. Good Name - Kiwanis/Circle K

Circle K, by its conduct or activities, shall not impugn the good name of Kiwanis and/or Circle K, and should a violation occur, appropriate disciplinary action will be taken. (5/10/83)

2. Key Club

a. Key Club International

The Board of Trustees of Kiwanis International controls and is responsible for Key Club International and shall counsel, direct and exercise final authority over all Key Club activities. (5/10/83)

b. Amendments - Constitution and Bylaws

- (1) No amendment to the Constitution and Bylaws of Key Club International adopted by the delegates at a Key Club International convention shall become effective until approved by the Board of Trustees of Kiwanis International. (5/10/83)
- (2) Authority is vested in the Board of Trustees of Kiwanis International to make necessary changes to the Key Club International Constitution and Bylaws and said Board, on having made these changes, will so inform the Key Club International Board of Trustees of the changes so made. (5/10/83)

Policies

-8-

E. Sponsored Organizations (continued)2. Key Club (continued)c. Administration and Service

The administration and service programs for Key Club on the International, district and club levels shall comply with the Constitution and Bylaws of Kiwanis International and Key Club International, and with the policies and procedures adopted by the Board of Trustees of Kiwanis International. (5/10/83)

d. District

The board of trustees of each Kiwanis district is responsible for its Key Club district and shall counsel, direct and exercise authority over all Key Club activity on the district level. (5/10/83)

e. Clubs

Subject to policies and procedures approved by the school administration, the local Key Club is both an activity and the responsibility of its sponsoring Kiwanis club. (5/10/83)

f. Finance

Separate accounting records, bank accounts and reserves will be maintained and separate budgets will be prepared for Key Club International. (5/10/83)

g. Fund Raising

- (1) Key Clubs shall not solicit or circularize other Kiwanis clubs or Key Clubs to augment their own fund-raising activities. (5/10/83)
- (2) All Key Club fund-raising plans and activities shall be compatible with the school, campus, and community policies and practices. (5/10/83)

h. Good Name - Kiwanis/Key Club

Key Club, by its conduct or activities, shall not impugn the good name of Kiwanis and/or Key Club, and should a violation occur, appropriate disciplinary action will be taken. (5/10/83)

Policies

-9-

E. Sponsored Organizations (continued)

3. Local Level Sponsored Organizations

- a. Without the consent of the Board of Trustees of Kiwanis International no district, club, or group of clubs may sponsor beyond the club level any youth or other organization, except Key Club or Circle K. (5/10/83)
- b. A Kiwanis club may sponsor, on the local level, a womens' organization with purposes and objectives consistent with those of Kiwanis. (5/10/83)

Interpretations of the Constitution

Publication of Policies

Article VIII, Section 2 - states in part, "All policies adopted by the Board of Trustees shall be published in the next issue of the Kiwanis magazine following such adoption."

Interpretation - Only the substance of policies adopted by the Board of Trustees must be published in the Kiwanis magazine and such publication shall be made within 120 days following the adoption. (5/10/83)

Publication of Interpretations of the Constitution and Bylaws

Article VIII, Section 3 - states "The construction and the interpretation of the Constitution and Bylaws by the Board of Trustees shall be final and binding, unless such construction and interpretation by the Board of Trustees are rescinded at a subsequent convention of Kiwanis International."

Interpretation - To provide proper notice to our members, all interpretations of the Constitution and Bylaws shall, in substance, be published in the Kiwanis magazine. (5/10/83)

Absentee Voting

Article X, Section 5 - states in part, "There shall be no voting by proxy."

Interpretation - The prohibition of proxy voting also prohibits any absentee voting. (5/10/83)

Amendments to Constitution and Bylaws

Article XVI and Article XVII - provide for amendments to Constitution and Bylaws.

Interpretation - Proposed amendments to the Constitution or Bylaws must be submitted by

- a. the International Board of Trustees, or
- b. districts, by the district board of trustees or by the House of Delegates, or
- c. clubs, by a majority vote of the members (5/10/83)

Interpretations of the Bylaws

Governor's Approval of New Club Petition

Article III, Section 3 - states in part: "Application for the building of a Kiwanis club shall be made on the standard petition form as adopted by the Board of Trustees, which petition shall be duly signed by ten (10) men eligible for active membership in the prospective club and shall be approved by the District Governor in whose district the club is to be built."

Interpretation - If the Governor elects not to approve the petition for a new Kiwanis club, he must immediately forward it to the Board of Trustees of Kiwanis International together with his reasons for denying approval. After review of the facts, the International Board shall determine if the new club will be organized. (5/10/83)

Raffles and Drawings

Article IV, Section 2 - states in part, "Chartered clubs may participate in lotteries, raffles, drawings, or other games of chance, provided they are not in contravention of the laws, mores, customs, and traditions of the country, of the state, or the province in which the clubs exist...."

Interpretation - This provision is intended to cover all such activities wherein funds are sought to be procured or raised from the public and is not intended to cover drawings held at a meeting of a Kiwanis club and confined primarily to the membership, the principal purpose of which is to encourage attendance and/or fellowship. (5/10/83)

Good Name of Kiwanis

Article IV, Section 2 - states in part, "Nothing contained herein shall permit any chartered Kiwanis club by its activities to impugn the good name of Kiwanis. "

Interpretation - This provision applies to activities both within and without the meetings of the club. (5/10/83)

Registered Mail

Article IV, Sections 3 and 4 - contain the term "registered mail."

Interpretation - "Registered mail" is any form of mail (or other communication) which reasonably guarantees delivery. (5/10/83)

Interpretation of the Bylaws

-2-

Trustee Candidates

Article XII, Section 3(g)(2)(a) - states in part, "If more candidates than such number plus three (3) are suggested to the conference, then the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and those candidates equaling the number of Trustees to be elected by the Annual Convention plus three (3) who receive the highest number of votes shall be submitted by the conference to the Annual Convention."

Interpretation - 1. The provision applies only to U.S. districts and when there is a candidate for the office of Trustee from outside of the United States Districts and specified areas, such candidate shall be an additional candidate who shall be submitted by the Conference on Nominations to the Convention. (5/10/83)

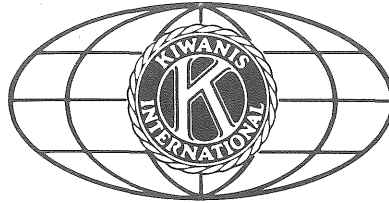
Interpretation - 2. Each delegate to the conference shall vote for the number of Trustees to be elected for the two-year term by the Annual Convention. (5/10/83)

Amendments to Bylaws

Article XXIII - provides for amendments to Bylaws

Interpretation - Proposed amendments to the Constitution or Bylaws must be submitted by

- a. the International Board of Trustees, or
- b. districts, by the district board of trustees or by the House of Delegates, or
- c. clubs, by a majority vote of the members. (5/10/83)



PROPOSED AMENDMENTS

to the Constitution and Bylaws of Kiwanis International
Submitted to the Sixty-eighth Annual Convention
Vienna, Austria, July 3-6, 1983

May 27, 1983

To All Kiwanis Clubs:

The following proposed amendments to the Constitution and Bylaws of Kiwanis International will be officially presented for action at the Annual Convention in Vienna, Austria, July 5, 1983.

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

J. William Kleindorfer
J. WILLIAM KLEINDORFER
Secretary

**PROPOSED AMENDMENT NO. 1
TO THE INTERNATIONAL CONSTITUTION**

Submitted by the Board of Trustees of Kiwanis International.

This amendment proposes to amend the Constitution of Kiwanis International to continue the annual per capita International dues at the present amount of fifteen dollars (\$15.00).

Amend, effective October 1, 1983, Article XII, Section 2, of the Constitution of Kiwanis International by deleting the entire first sentence and substituting a new sentence, as follows:

Each member club shall pay to Kiwanis International for each and every member, with the exception of those holding life member status and honorary members, the sum of fifteen dollars (\$15.00) per annum in semi-annual installments, due on the first day of the first and seventh months of the administrative year, and payable not later than sixty (60) days thereafter.

**PRESENT PROVISIONS
CONSTITUTION**

First sentence of Article XII, Section 2

Each member club shall pay to Kiwanis International for each and every member, with the exception of those holding life member status and honorary members, the sum of fifteen dollars (\$15.00) in United States currency or its equivalent for the 1982-83 administrative year and ten dollars (\$10.00) per annum thereafter in United States currency or its equivalent in semi-annual installments, due on the first day of the first and seventh months of the administrative year, and payable not later than sixty (60) days thereafter.

**PROPOSED AMENDMENT NO. 2
TO THE INTERNATIONAL CONSTITUTION
AND BYLAWS**

Submitted by the Kiwanis Club of Squirrel Hill, Pittsburgh, Pennsylvania and the Kiwanis Clubs of Carol Stream, Illinois; Lisle, Illinois and San Francisco, California.

This amendment consisting of two parts proposes to amend the Constitution and Bylaws of Kiwanis International to permit individual Kiwanis clubs to receive persons into membership based upon their own merits.

Part 1

Amend Article V, Sections 4 a and c, of the Constitution of Kiwanis International by deleting these entire present Sections and substituting new Sections 4 a and c, as follows:

Section 4. Active Membership

- a. The active membership of this club shall consist of persons of good character and community standing, residing or having other community interests within the area of this club.
- c. No person shall be eligible to membership in this club who holds membership (other than honorary) in any other Kiwanis club or service club of like character.

Part 2

Amend Article II, Sections 1 a and b, and Section 4 a, of the Bylaws of Kiwanis International by deleting these entire present Sections and substituting new Sections 1 a and b, and a new Section 4 a, as follows:

Section 1. Active Membership

- a. Any person possessing the qualifications prescribed in Article V, Section 4, of the Constitution of Kiwanis International may be elected to active membership in a chartered club.
- b. No person shall be eligible to membership in a club who holds membership (other than honorary) in any other Kiwanis club or other service club of like character.

Section 4. Honorary Membership

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

**PRESENT PROVISIONS
CONSTITUTION**

Article V, Sections 4 a and c

Section 4. Active Membership

- a. The active membership of this club shall consist of men of good character and community standing, residing or having other community interests within the area of this club.
- c. No man shall be eligible to membership in this club who holds membership (other than honorary) in any other Kiwanis club or service club of like character.

BYLAWS

Article II, Sections 1 a and b, and Section 4 a

Section 1. Active Membership

- a. Any man possessing the qualifications prescribed in Article V, Section 4, of the Constitution of Kiwanis International may be elected to active membership in a chartered club.
- b. No man shall be eligible to membership in a club who holds membership (other than honorary) in any other Kiwanis club or other service club of like character.

Section 4. Honorary Membership

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

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

Submitted by the Kiwanis Club of Fort-de-France, Martinique.

This amendment consisting of three parts proposes to amend the Constitution and Bylaws of Kiwanis International to provide for one specified representative on the Board of Trustees from the Andean District, effective October 1, 1984.

Part 1

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

Section 1. The Board of Trustees shall consist of the President, President-elect, Immediate Past President, two (2) Vice-presidents, Treasurer, and twelve (12) Trustees.

The members of the Board of Trustees shall be elected as follows:

a. One (1) member from the European Federation, except that, in a year when the European Federation presents a candidate for office above the level of Trustee, it shall not offer a candidate for the office of Trustee.

b. Thirteen (13) members from the United States. Representation from the Pacific Northwest District shall be a part of the specified representation from the United States irrespective of residence.

c. One (1) member from each of the two (2) Canadian districts as presently constituted, including all areas attached thereto, except that in a year when a Canadian district presents a candidate for office above the level of Trustee, that district shall not offer a candidate for the office of Trustee.

d. One (1) member from the Asia-Pacific Area, except that in a year when the Asia-Pacific Area presents a candidate for office above the level of Trustee, that area shall not offer a candidate for the office of Trustee. The Asia-Pacific Area shall include the Districts of Australia, Japan, New Zealand, Philippine Luzon, Philippine South, Republic of China, and non-districted clubs in the Asia-Pacific Area.

e. One (1) member from the Andean District as presently constituted, except that in a year when the Andean District presents a candidate for office above the level of Trustee, that district shall not offer a candidate for the office of Trustee.

(present Section 1 e to be deleted)

**PRESENT PROVISIONS
CONSTITUTION**

Article VIII, Section 1

Section 1. The Board of Trustees shall consist of the President, President-elect, Immediate Past President, two (2) Vice-presidents, Treasurer, and twelve (12) Trustees.

The members of the Board of Trustees shall be elected as follows:

a. One (1) member from the European Federation, except that, in a year when the European Federation presents a candidate for office above the level of Trustee, it shall not offer a candidate for the office of Trustee.

b. A minimum of twelve (12) members from the United States. Representation from the Pacific Northwest District shall be a part of the specified representation from the United States irrespective of residence.

c. One (1) member from each of the two (2) Canadian districts as presently constituted, including all areas attached thereto, except that in a year when a Canadian district presents a candidate for office above the level of Trustee, that district shall not offer a candidate for the office of Trustee.

d. One (1) member from the Asia-Pacific Area, except that in a year when the Asia-Pacific Area presents a candidate for office above the level of Trustee, that area shall not offer a candidate for the office of Trustee. The Asia-Pacific Area shall include the Districts of Australia, Japan, New Zealand, Philippine Luzon, Philippine South, Republic of China, and non-districted clubs in the Asia-Pacific Area.

e. The remaining members of the Board of Trustees not specified in paragraphs a, b, c, and d above may emanate from any district of Kiwanis International, subject to the provisions of paragraph f, following:

(continued)

f. No district or federation may have more than one (1) member on the Board of Trustees at any one time.

g. The effective date of specified representation from the European Federation shall be October 1, 1976. The effective date of specified representation from the two Canadian Districts shall be October 1, 1977. The effective date of specified representation from the Asia-Pacific Area shall be October 1, 1983. The effective date of specified representation from the Andean District shall be October 1, 1984.

Part 2-A

Amend Article XI, Section 3g(2), of the Bylaws of Kiwanis International by adding a new Section 3g(2)(e), as follows:

(e) For representation from the Andean District, 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 by the Board of Trustees of that district. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following) the conference shall submit the candidate who has been certified to the Secretary of Kiwanis International by the Board of Trustees of said district.

Part 2-B

Amend Article XI, Section 8, of the Bylaws of Kiwanis International by adding a new Section 8d, as follows:

d. The nominee for the office of Trustee from the Andean District 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. Delegates from clubs in the Andean District shall not be eligible to vote for Trustee candidates from other areas.

Part 3

Amend Article XII, Section 5, of the Bylaws of Kiwanis International by adding an additional paragraph, as follows:

When, due to election results, the Andean District does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said district shall certify to the Secretary of Kiwanis International the name of the nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

f. No district or federation may have more than one (1) member on the Board of Trustees at any one time.

g. The effective date of specified representation from the European Federation shall be October 1, 1976. The effective date of specified representation from the two Canadian Districts shall be October 1, 1977. The effective date of specified representation from the Asia-Pacific Area shall be October 1, 1983.

BYLAWS

Article XI, Section 3g(2)

Article XI, Section 8

Article XII, Section 5

PROPOSED AMENDMENTS

TO THE CONSTITUTION AND BYLAWS OF KEY CLUB INTERNATIONAL

To be Submitted to the 40th Annual Convention

Hollywood, Florida - July 10-13, 1983

To all Key Clubs:

The following proposed amendments to the Constitution and Bylaws of Key Club International will be officially presented for action at the Annual Convention in Hollywood, Florida on Wednesday, July 13, 1983.

Copies of the proposed amendments are being sent to each chartered Key Club in accordance with the provisions of Articles 17 & 18 of the Constitution. At the convention the proposed amendments will be presented to the delegate body for consideration and action.

You will note that in the column parallel to the proposed amendments, the present Article and Section of the Constitution and Bylaws which is referred to in the proposed amendment, is included. All proposed changes are underlined.

CONSTITUTION

(Article 18, Section 1 of the Constitution reads, in part: "Amendments to the Constitution shall be made by a two-thirds (2/3) vote of the voting delegates and voting delegates-at-large present and voting at any convention of Key Club International.")

Present

Article 14, Section 1

"Each Key Club shall pay to Key Club International for every regular club member the sum of two dollars and fifty cents (\$2.50) per annum, due on October first of each year and payable not later than sixty (60) days thereafter, for international dues and subscriptions to the International publication."

Proposed

Article 14, Section 1

"Each Key Club shall pay to Key Club International for every regular club member the sum of three dollars and fifty cents (\$3.50) per annum, due on October first of each year and payable not later than sixty (60) days thereafter, for international dues and subscriptions to the International publication."

PresentArticle 14, Section 2

"Each new club admitted to membership in Key Club International later than January thirty-first (31) during any fiscal year shall pay to Key Club International the sum of one dollar and twenty-five cents (\$1.25) for every local club member. Each established club shall pay the sum of one dollar and twenty-five cents (\$1.25) to Key Club International for every new member added during February, March, April or May."

Article 14, Section 3

"Each member club shall pay to the district with which it is affiliated for each local club member, with the exception of honorary members, for district dues and a subscription to the district publication, a sum which cannot exceed by more than fifty cents per member the maximum amount paid for International dues and publication subscription..."

ProposedArticle 14, Section 2

"Each new club admitted to membership in Key Club International later than January thirty-first (31) during any fiscal year shall pay to Key Club International the sum of one dollar and seventy-five cents (\$1.75) for every local club member. Each established club shall pay the sum of one dollar and seventy-five cents (\$1.75) to Key Club International for every new member added during February, March, April or May."

Article 14, Section 3

"Each member club shall pay to the district with which it is affiliated for each local club member, with the exception of honorary members, for district dues and a subscription to the district publication, a sum not exceeding the maximum amount paid for each member in International dues and publication subscription..."

BYLAWS

(Article 17, Section 1 of the Constitution reads, in part: "Bylaws, not inconsistent with the Constitution, shall be enacted and may be amended by a majority vote of the voting delegates and voting delegates-at-large present and voting at any convention of Key Club International.")

PresentArticle 5, Section 1

The officers of each district shall be the District Governor, one Lieutenant Governor for each division of the district, the Secretary, the Treasurer, (or the Secretary-Treasurer), the Bulletin Editor, and such other non-voting officers as called for in the district bylaws. These officers shall constitute the board of trustees of the district and shall have such duties as prescribed in the district bylaws. Each officer shall be an active member in good standing.

ProposedArticle 5, Section 1

The officers of each district shall be the District Governor, one Lieutenant Governor for each division of the district, the Secretary, the Treasurer, (or the Secretary-Treasurer), the Bulletin Editor (where applicable), and such other non-voting officers as called for in the district bylaws. These officers shall constitute the board of trustees of the district and shall have such duties as prescribed in the district bylaws. Each officer shall be an active member in good standing.

Additions, Deletions and Changes
to KCI Board Policies

NEW POLICY

#36 Administrative years for all district officers will begin on the Monday following the day that the officer was elected and installed. This year will continue until the Sunday prior to the beginning of their successor's administrative year. This year will be used to determine such items as membership growth and new club building. In order to receive credit for achievements as listed above, the materials received by the International Office must bear a postmark that is dated within said administrative year.

NEW POLICY

#37 A suspended status Key Club must have at least 15 dues paying members before it can be reactivated.

NEW POLICY

#38 All persons registered for and attending Key Club International Conventions must stay in hotels designated by Key Club International unless said individuals live in the convention area and plan on staying at their homes.

DELETE POLICY

#29 No young person shall be eligible for membership in a club who holds membership (other than honorary) in other service clubs of like character to Key Clubs.

DELETE POLICY

#24 All non-member females attending conventions must be accompanied by a chaperone, preferably an adult member of the immediate family.

KCI
BOARD MEETINGS

August 30 - September 2, 1983, Valley Forge, PA

November 18-20, 1983, Indianapolis (Executive Committee Only)

February 11-13, 1984, Indianapolis

REGIONAL TRAINING CONFERENCES

May 4-6, 1984 (site to be determined)

May 11-13, 1984 " " "

May 18-20, 1984 " " "

Key Club InternationalNon-Subsidized Budget1983-84

	<u>Proposed</u>	<u>Projected Annual</u>
103 Stationery and Supplies		
Member Cards	5,000	4,714
Member Forms	3,635	4,123
Officers Stationery & Envelopes	2,170	2,065
Offset Paper	1,150	1,080
Officer Information Cards	315	300
Business Cards-President	50	-0-
*Mailing Labels	1,200	-0-
*Mailing Envelopes	3,720	-0-
*Letter Envelopes	340	-0-
*Paper	7,785	-0-
Acct. Totals	<u>25,365</u>	<u>12,282</u>
104 Postage and Express		
Board Postage Reimbursement	4,675	4,063
General Mailing	18,285	15,900
Publication Postage	22,860	19,875
Express	200	200
Acct. Totals	<u>46,020</u>	<u>40,038</u>
105 Telephone and Telegraph		
*Telephone Service	7,200	-0-
Telegraph	180	160
Board Reimbursment	220	200
Acct. Totals	<u>7,600</u>	<u>360</u>
106 Miscellaneous Office		
Photo, Film, Proc Products	1,560	1,500
Education Materials	110	100
Misc. Office Supplies	1,655	1,590
Special Awards	2,680	2,000
Promotional Materials	1,655	1,590
Key Club Emblem, Theme Logo Veloxes	500	-0-
Maintenance Contract-Word Processor	800	-0-
Acct. Totals	<u>8,960</u>	<u>6,780</u>
107 Production Costs		
*Xerox Usage	62,250	-0-
*Keynoter Mailings - Manhours	7,640	-0-
*General Mailings - Manhours	8,730	-0-
Acct. Totals	<u>78,620</u>	<u>-0-</u>
108 Literature		
Bklt-Key Club Building/Your Comm.	1,155	1,100
Info Interest 2nd Schl Princ	665	630
Constitution and Bylaws	1,315	1,250
Standard Form Club Bylaws	130	120
Youth Serves	3,000	5,600
Theme Books	4,410	4,200
Resolutions	430	410
Key Club Manual	7,200	6,850
Year End Report	840	800
Lt. Governor Manual	2,100	2,003

	<u>Proposed</u>	<u>Projected Annual</u>
108 Literature Continued		
Every Child A Swimmer Booklets	1,000	-0-
Acct. Totals	22,245	22,963
110 Travel		
Local	690	600
Dist. Conv. (Admin)	920	800
Con. Sur.-Current Year (Asst. Admin)	400	530
Editor Cover Convention	420	400
Conovact-K-Family Conf. Staff	1,180	1,105
Board Mtg. Staff to Vly Forge	1,325	1,150
Regional Conf. Staff and Pres.	2,670	1,800
Conovact/K-Family Conf -Pres.	950	825
Dist Con. (Pres)	1,070	930
Other Travels (Pres)	610	530
District Convention Board	5,750	5,000
Board Meeting-Int'l Convention	5,060	4,400
Board Meeting-Valley Forge	5,925	5,150
Board Meeting-November	1,610	928
Board Meeting-February	4,890	4,251
Admin Conv Survey - Future	500	1,650
District Board Meeting Board	5,875	5,110
Dist. Conv (Asst. Admin.)	690	600
Travel-Board	575	500
National Safety Congress	-0-	-0-
Admin Conv. Survey-Current	920	-0-
Acct. Totals	42,030	36,259
111 Auditing		
Annual Audit	1,000	1,000
Acct. Totals	1,000	1,000
119 Board Meetings		
Board Meetings Expenses-Board	1,150	1,100
Board Meeting Expenses-Staff	425	400
Board Meeting Supplies	235	225
Hsg (Bd Mtg-Bd/Staff VF Mtg)	1,235	1,155
Hsg (Bd Mtg-Bd/Staff Nov)	480	448
Hsg (Bd Mtg-Bd/Staff Feb)	1,700	1,585
Hsg (Bd Mtg- Bd/Staff Con)	4,120	3,850
Hsg (Bd Mtg-Post Conv)	3,935	3,675
Meals (Bd Mtg Valley Forge)	975	910
Meals (Bd Mtg November)	255	236
Meals (Bd Mtg-February)	1,180	1,100
Meals (Post Conv Mtg)	1,685	1,675
Bd Registration Fees (Int Conv)	770	736
Acct Totals	18,145	16,995
150 Regional Training Conference		
Staff Expenses	470	450
Housing-Participants and Staff	5,110	4,770
Training Materials and Equipt.	950	900
Meals	3,745	3,500
Acct. Totals	10,275	9,620
176 Magazine Mailing Envelopes		
Bulk Mail Envs Keynoter	5,250	7,613
Acct. Totals	5,250	7,613

	<u>Proposed</u>	<u>Projected Annual</u>
177	Typesetting	
	Typesetting Keynoter	3,375
	Acct. Totals	<u>3,375</u>
180	Editorial	
	Purchase Articles-Keynoter	3,800
	Purchase-Photos	1,670
	Acct. Totals	<u>5,470</u>
181	Art	
	Purchase Original Art-Keynoter	4,500
	Acct. Totals	<u>4,500</u>
182	Manufacturing	
	Keynoter Paper	44,454
	Print Keynoter	46,212
	Acct. Totals	<u>90,666</u>
184	Editorial Services	
	*Alloc.K.I. Mag Asst Ed Salary	6,876
	Acct Totals	<u>6,876</u>
	TOTALS	264,797
		386,320

CIRCLE K INTERNATIONAL - 1983/84 PROPOSED BUDGET

<u>EXPENSES</u>	<u>Proposed</u>	82-83 <u>Projected Annual</u>	
103 - <u>Stationery and Supplies</u>			
Board Stationery	\$ 900	\$ 1,500	
Circle K Photo Library	300	300	
Miscellaneous Office Supplies	900	750	
Office Stationery	1,000	1,500	
	<u>\$ 3,100</u>		
104 - <u>Postage and Express</u>			
Board Reimbursement	\$ 2,500	\$ 2,500	
Office	1,100	1,100	
General Mailings	8,000	12,000	
Magazine	2,000	1,700	
	<u>\$ 13,600</u>		
105 - <u>Telephone</u>			
Board Reimbursement	\$ 5,400	\$ 5,400	
President Reimbursement	2,000	1,800	
Office (Allocation to Kiwanis Int.'1)	3,600	100	
	<u>\$ 11,000</u>		
108 - <u>Literature</u>			
Graphics	\$ 500	\$ 700	
Leadership Development	1,065	4,000	
Member Materials	5,200	2,000	Mem.Crds. 103-0
Member Recruitment & Retention	1,000	4,000	
Petitions & Charters	00	00	
Public Relations	00	00	
Report Forms	1,000	00	
Theme & Emphasis	150	00	
General Mailings	900	00	
	<u>\$ 9,815</u>		
110 - <u>Travel</u>			
Administrator	\$ 2,750	\$ 3,310	
Board - Board Meetings	15,000	15,000	
Board - District Counseling	9,000	9,000	
Editorial	500	850	
Local	300	300	
President	3,350	3,350	
Staff - District Counseling	500	9,000	
Staff - Regional Training Conferences	1,000	2,728	
	<u>\$ 32,400</u>		
111 - <u>Auditing</u>			
Allocation to Kiwanis Int.'1	<u>\$ 1,000</u>	\$ 1,000	

CIRCLE K INTERNATIONAL - 1983/84 PROPOSED BUDGET (con't)

EXHIBIT G, p.2

	<u>Proposed</u>	<u>Current</u>
119 - <u>Board Meetings</u>		
Housing	\$ 4,290	\$ 6,020
Meal Functions	4,675	5,925
Meeting Materials	550	500
	<u>\$ 9,515</u>	
140 - <u>Awards</u>		
Entry Forms	\$ 600	\$ 00
Materials	3,500	3,500
	<u>\$ 4,100</u>	
150 - <u>Regional Training Conferences</u>		
Housing, Meals	\$ 6,000	\$ 6,000
Materials	500	00
	<u>6,500</u>	
161 - <u>Leadership Training Conferences</u>		
Housing/Meals Participants	\$ 00	\$ 00
Leader Expenses	00	00
Materials	00	00
	<u>\$ 00</u>	
176 - <u>Magazine Mailing Envelopes</u>		
Envelopes, Bulk Mailing	<u>\$ 2,600</u>	\$ 2,600
177 - <u>Typesetting</u>		
Circle K Magazine	<u>\$ 3,000</u>	\$ 2,800
180 - <u>Editorial</u>		
Purchase Original Articles	\$ 3,500	\$ 2,100
Purchase Articles	2,500	1,900
Purchase Photos	825	2,000
	<u>\$ 6,825</u>	
182 - <u>Manufacturing, Magazine</u>		
Printing	\$ 13,100	\$ 9,200
Paper	6,100	6,000
	<u>\$ 19,200</u>	
184 - <u>Editorial Services</u>		
Allocation to Kiwanis Int.'l	\$ 6,600	\$ 6,000
STD Rate and Data	00	500
	<u>\$ 6,600</u>	
XXX - <u>Sorting</u>		
General Mailings (Allocation to Kiw. Int.)	\$ 3,100	\$ 00
Magazine (Allocation to Kiwanis Int.'l)	2,200	00
	<u>\$ 5,300</u>	

CIRCLE K INTERNATIONAL - 1983/84 PROPOSED BUDGET (con't)

196	<u>-Program Development</u>	<u>Proposed</u>	<u>Current</u>
	Future Projects	\$ 1,000	\$ 7,000
	TOTAL	<u>135,555</u>	
	<u>INCOME</u>		
	Sponsor Fees	\$ 86,905	
	Member Dues	57,855	
	TOTAL	<u>\$144,760</u>	

PROPOSED AMENDMENTS

1983

CIRCLE K INTERNATIONAL HOUSE OF DELEGATES



AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

We should have our own motto to reflect our own identity. Key Club International changed its motto from "We Build" to "Caring--Our Way of Life" in 1975. We have good precedent to follow suit. The suggested motto says more about Circle K than just "We Build," and is very close to objective #2 as listed in the Constitution.

Current Reading

Article II

The motto of this organization shall be "We Build."

Proposed Reading

Article II

The motto of this organization shall be "Leaders Through Service."

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

This amendment currently would only affect 30 Circle K clubs. It is intended to do two things: 1) place an emphasis on strengthening clubs and for striving to maintain an active membership and 2) prevent the "temptation" to submit membership dues for only one or two members in order to keep a charter afloat.

<u>Current Reading</u>	<u>Proposed Reading</u>
Article III, Section 5, Part (d)	Article III, Section 5, Part (d)
None.	<u>A Circle K club must maintain an active membership at least six (6) members to be considered in good standing. Active members shall be those who have met all membership requirements including payment of dues. Clubs that have failed to maintain the minimum active membership level of six (6) shall be placed on inactive status, until the club does meet the minimum membership requirement, but for not more than a period of one year. Following one year on inactive status the charter of the Circle K club shall be revoked unless the Sponsoring Kiwanis Club shows just cause otherwise.</u>

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

From time to time it may be necessary to appoint persons outside the Board to assist the Board in its work. While this procedure is not currently prohibited by the Constitution, neither is it specifically allowed for.

Current Reading

Article V, Section _____
(to be added)

Proposed Reading

Article V, Section _____
(to be added)

The President may appoint assistants, individuals or special committees, to serve at his discretion in helping him in his administrative responsibilities where it will improve the operation of the international structure. It will be the responsibility of the President to outline the areas of work of such assistants or committees and their term shall expire at the end of each administrative year or at such time as the President determines, in his year, that their responsibilities have been fulfilled.

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

This is an effort to free the Secretary from counseling duties in order to better assist the President in an administrative capacity.

<u>Current Reading</u>	<u>Proposed Reading</u>
<p>Article V, Section 1</p> <p>The officers of this organization shall be a President, a Secretary and nine (9) Vice Presidents. Each officer shall be an active member in good standing of a club within a member district during his term of office. No officer of this organization shall serve concurrently in an office in a member club of district within this organization.</p>	<p>Article V, Section 1</p> <p>The officers of this organization shall be a President, a Secretary and <u>ten (10)</u> Vice Presidents. Each officer shall be an active member in good standing of a club within a member district during his term of office. No officer of this organization shall serve concurrently in an office in a member club of district within this organization.</p>

Submitted by: 1982-83 Circle K International Board of Officers

AMENDMENT TO CIRCLE K CONSTITUTIONPREAMBLE

To permit immediate past governors to be delegates-at-large at International Convention, a practice consistent with Kiwanis International policy.

Current Reading

Article V, Section 8
Part (b)

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization, and the governors of all districts shall be delegates-at large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor, a secretary, a treasurer, or a secretary/treasurer may represent, by vote, a club not otherwise represented in his division at the International Convention, providing he has the authority to do so in writing.

Proposed Reading

Article V, Section 8
Part (b)

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization, and the governors of all districts and the immediate past governors of all districts shall be delegates-at large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor, a secretary, a treasurer, or a secretary/treasurer may represent, by vote, a club not otherwise represented in his division at the International Convention, providing he has the authority to do so in writing.

Submitted by: Missy Kos, 1982-83 Governor, Illinois-Eastern Iowa District
David B. Larr, III, 1982-83 Governor, La-Miss-W. Tenn District
Bret Wallace, 1982-83 Governor, Kansas District
John R. Easley, 1982-83 Governor, Indiana District
Mari Nakamura, 1982-83 Governor, Western Canada District
Fred Michel, 1982-83 Governor, Pacific Northwest District

AMENDMENT TO CIRCLE K CONSTITUTIONPREAMBLE

To provide clubs, who for reasons of government restrictions cannot send delegates to the International Convention, a manner in which to vote on amendments to the International Constitution.

Current Reading

Article V, Section 9,
Part (b)

All voting shall be done by written ballot. The election of the President, Vice Presidents and Secretary shall be conducted separately and using separate ballots. The election of the President shall be completed first and results announced to the House of Delegates. The House of Delegates shall then proceed with the election of the Secretary and the results announced to that body. Nothing contained herein shall prevent an unsuccessful Presidential candidate from being a candidate for Secretary. The House of Delegates shall then proceed with the election of Vice Presidents. Nothing contained herein shall prevent an unsuccessful candidate for President or Secretary from being a candidate for Vice President. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number for said office than there are vacancies to be filled. Cumulative voting and voting by proxy shall not be allowed.

Proposed Reading

Article V, Section 9,
Part (b)

All voting shall be done by written ballot. The election of the President, Vice Presidents and Secretary shall be conducted separately and using separate ballots. The election of the President shall be completed first and results announced to the House of Delegates. The House of Delegates shall then proceed with the election of the Secretary and the results announced to that body. Nothing contained herein shall prevent an unsuccessful Presidential candidate from being a candidate for Secretary. The House of Delegates shall then proceed with the election of Vice Presidents. Nothing contained herein shall prevent an unsuccessful candidate for President or Secretary from being a candidate for Vice President. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number for said office than there are vacancies to be filled. Cumulative voting shall never be allowed and voting by proxy

Proposed Reading (con't)

shall only be allowed for those
Circle K clubs not on the North
American continent as provided
for in Article V, Section 9,
Part (c) of this Constitution.

AMENDMENT TO CIRCLE K CONSTITUTIONPREAMBLE

To provide clubs, who for reasons of government restrictions cannot send delegates to the International Convention, a manner in which to vote on amendments to the International Constitution.

Current Reading

Article V, Section 9,
Part (c)

Will be renumbered Article
V, Section 9, Part (d) if
proposed reading is approved.

Proposed Reading

Article V, Section 9,
Part (c)

Those Circle K clubs that are not on the North American continent and that are clubs in good standing shall be mailed a ballot no fewer than sixty (60) days prior to the annual House of Delegates for the International Convention by the Administrator of Circle K International. These ballots shall allow the afore mentioned clubs to register two delegate votes on all amendments to the Circle K International Constitution. Said ballots shall be returned to the Circle K International office, postmarked no fewer than thirty (30) days prior to the annual House of Delegates at the International Convention. The envelope shall be provided by the Circle K International office and marked "Official ballot--do not open." The envelope must be signed across the sealed flap of the envelope and this seal shall not be broken until such time as the House of Delegates is convened. Following a vote to close the House to non-delegates, the ballots shall be open by the International Administrator, with a Convention Sergeant-At-Arms, Elections Committee member, and the Circle K International Secretary present.

Proposed Reading (con't)

Said ballots shall be tallied by the International Secretary, with results to remain confidential until a vote is called for by the Circle K International President. At such time that a vote is called for by the Circle K International President, the President shall render a ruling as to whether the amendment has been significantly altered. An amendment shall be considered significantly altered only if the spirit and/or intent of the amendment is viewed in a different manner than the original amendments, following successful motions to amend the original amendment. If the amendment has not been significantly altered, the International Secretary shall submit the vote results from the proxy votes to the International President, on the amendment in question. The President shall then call for a vote on the amendment on the floor and shall consider the proxy votes.

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

This is an effort to free the Secretary from counseling duties in order to better assist the President in an administrative capacity.

Current Reading

Article V, Section 9,
Part (d)

The nine (9) nominees for the office of Vice President receiving the highest number of votes cast for that office shall be elected, and the nominee for the office of Secretary receiving the highest number of votes cast for that office shall be elected.

Proposed Reading

Article V, Section 9,
Part (d)

The ten (10) nominees for the office of Vice President receiving the highest number of votes cast for that office shall be elected, and the nominee for the office of Secretary receiving the highest number of votes cast for that office shall be elected.

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

The current wording specifies a time frame which often cannot be met.

Current Reading

Article V, Section 10,
Part (b)

In the event of a vacancy in one of the offices of Vice President or the Secretary between conventions, the President shall appoint an active member in good standing of a club within a member district, within three (3) weeks of the creation of the vacancy, to serve in that capacity for the unexpired term. Subject to Board approval.

Proposed Reading

Article V, Section 10,
Part (b)

In the event of a vacancy in one of the offices of Vice President or the Secretary between conventions, the President shall appoint 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, subject to Board approval.

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

Current Reading

Article VI, Section 2,
Part (a)

An annual Sponsorship Fee in the amount of one hundred and forty-five dollars (\$145.00) is to be paid to Circle K International. In case of multiple sponsorship, the fee will be divided equally among Kiwanis clubs. This fee is due October 1st of each year and considered delinquent sixty (60) days thereafter. For clubs chartered or reactivated after February 1st, the Annual Sponsorship Fee will be seventy-five dollars (\$75.00).

Proposed Reading

Article VI, Section 2,
Part (a)

An annual Sponsorship Fee in the amount of one hundred and forty-five dollars (\$145.00) is to be paid to Circle K International. In case of multiple sponsorship, the fee will be divided equally among Kiwanis clubs. This fee is due October 1st of each year and considered delinquent sixty (60) days thereafter. (Delete remainder.)

AMENDMENT TO CIRCLE K CONSTITUTION

PREAMBLE

To encourage new club chartering during the second half of the administrative year.

Current Reading

Article VI, Section 2,
Part (b)

Each Circle K Club shall pay to Circle K International for every club member the sum of five dollars (\$5.00) per annum, due on October 1st of each year and payable no later than sixty (60) days thereafter, for International dues.

Proposed Reading

Article VI, Section 2,
Part (b)

Each Circle K Club shall pay to Circle K International for every club member the sum of five dollars (\$5.00) per annum, due on October 1st of each year and payable no later than sixty (60) days thereafter, for International dues. Members of clubs chartered after February 1st shall pay the sum of \$2.50 to place each member in good standing for the remaining administrative year.

SPONSORED YOUTH AND YOUTH SERVICES BUDGET

1983-84

30-100-01	Salaries	178,670.00
30-102-01	Salaries, overtime/temporary	1,675.00
30-103-01	Stationery & supplies	1,000.00
30-104-01	Postage & express	3,000.00
30-106-01	Educational materials & Assn. dues	600.00
30-110-01	Travel (local)	500.00
30-110-02	Travel - U.S. & Canada	3,500.00
30-114-01	Builders Club	5,500.00
30-116-01	Promotion	1,000.00
30-155-01	Photos & Graphics (YS Activities)	250.00
30-156-01	Audio/Visual	<u>500.00</u>
		196,195.00

A Resolution by the Kiwanis International Board
of Trustees on the 75th Anniversary of
The Scouting Movement.

WHEREAS: In 1908 Lord Robert Baden-Powell began the Scouting movement,
AND WHEREAS, the 75th Anniversary of this outstanding program for young
people is being celebrated in 1983,

AND WHEREAS, this organization, unique at the time of its origin because
of its concepts of individual improvement blended into group
activity on an international basis, has made an enormous con-
tribution to the world,

AND WHEREAS, millions of young people, because of Scouting, have carried
into their adult lives the philosophy of clean living, fair
play, and respect for others,

AND WHEREAS, these same young people have also carried into adulthood
an understanding of the environment, and the necessity of
protecting it,

LET IT, THEREFORE, BE RESOLVED that Kiwanis International salutes the
Scouting Movement on its 75th Anniversary, and applauds it
for its inestimable gift to the society of our time,

AND LET IT FURTHER BE RESOLVED, that the Kiwanis International Board of
Trustees calls on Kiwanis clubs and Kiwanians everywhere to honor
Scouts and their leaders within their home communities, extending
to them sincere congratulations and an expression of our great
respect for the Scouting organization.

Set forth in the city of Indianapolis on this 9th day of May, 1983.

Secretary

President

BUILDERS CLUB REINSTATEMENT FEE

Since 1975, 694 Builders Clubs have been chartered by Kiwanis International. Of that number current records indicate that 151 are now non-meeting or defunct. As has probably been the case in the last few years, sponsoring Kiwanis clubs this year are asking to reinstate the former Builders Club to active status. Currently no written policy exists to cover this occurrence. However, at least one Kiwanis District Governor has vowed that "sponsoring clubs in his district will pay another \$50.00 to reinstate any Builders Club." In other districts, the Governor may very well be unaware that any reinstatement is even taking place. Therefore, it is the opinion of staff that a reinstatement policy be developed and implemented by October 1, 1983.

Currently, a one time \$50.00 fee is required to charter a Builders Club. For that \$50.00, a sponsoring Kiwanis club and Builders Club will receive a congratulatory letter to the president, membership cards equaling the amount of members in Builders Club, 10 membership pins, a Builders Club Sponsors patch, 2 sets of Builders Club logos, charter, Builders Club Directory, 2 Builders Club Newsletters and several fact sheets and news releases. In many cases a sponsoring club requesting reinstatement has neither the charter nor the bannerette nor any of the other materials previously mentioned.

It is staff's opinion that a \$15.00 reinstatement fee should be assessed if a club has been defunct for at least one year. (Current record-keeping provides us some chance of determining a defunct date.) If it is determined the non-meeting period has been a year or more then the sponsoring club will pay in addition to the \$15.00 reinstatement fee, any supply charges involving a new bannerette, membership pins and any other supply items. For the \$15.00 reinstatement fee, they will receive the following in a kit:

1. A new charter
2. _____ Membership cards
3. Directory
4. Newsletter

Any clubs seeking reinstatement within a year of going non-meeting will receive the above mentioned items in a kit without paying a reinstatement fee. However, they will be required to pay for any and all supply items.

Although staff is convinced that the preceding is just and fair, staff is open to recommendations and changes by the committee.

PLANS FOR PROVIDING NON-SPONSORING KIWANIS CLUBS
PARTICIPATION IN SPONSORED YOUTH PROGRAMS

One of the recommendations which came out of the Tri-K Board Meeting was an agreement by all three boards that a plan be developed for the participation by non-sponsoring Kiwanis clubs in the Sponsored Youth Program. Each board president appointed a committee to look into this matter. The respective committees would then turn their findings over to the Youth Services Department. The following recommendations are a result of those committees' efforts.

1. A flyer or bulletin should be developed recommending suggestions to non-sponsoring clubs on how they can participate in the Sponsored Youth Programs.
2. This flyer or bulletin would be available to all non-sponsoring Kiwanis clubs as well as sponsoring clubs, district offices and/or chairman of Kiwanis, Key Club, and Circle K.
3. Although Builders Clubs are considered part of Sponsored Youth, some of the recommended areas of participation may not apply because they do not have a district structure. However, there are alternative opportunities for their involvement with Builders Club and every opportunity should be made to see that they are exercised.
4. This flyer or bulletin will contain the following ideas for involvement and participation in three basic areas:
 - A. Financial Assistance
 - B. Joint Projects
 - C. District Meetings and Conventions
 - a. Financial Assistance could be in the form of an established outreach program. (Some districts are already involved in this.) This would entail donations being made to the district office in the name of Key Club or Circle K. Monies are then distributed throughout the district upon recommendations made by the Kiwanis District Board. Of course, all clubs sponsoring or non-sponsoring could participate in this type of program. Another type of financial assistance program would involve ²dues. The district would set aside a portion of each Kiwanis members' dues (say \$1.00 per year) which would be designated to be used in the support of Sponsored Youth. Once again, the Kiwanis District Board would have control over the funds and they would determine how they are to be used. Other forms of financial support could include individual non-sponsoring clubs contributing to any sponsored youth group directly with a donation for support. This could be handled between the non-sponsoring club and the sponsoring club so that all monies are used wisely and efficiently.
 - b. Joint Projects include the non-sponsoring Kiwanis club involvement with a sponsoring club and its sponsored youth group(s) in planned activities. Where possible geographically this type of participation can lend itself to greater

involvement between the non-sponsoring clubs and the sponsored youth group as well as the sponsoring club. Joint projects could include fundraisers or service projects. It could include the non-sponsoring club issuing an invitation to the officers of Circle K, Key Club or Builders Club, to come to a club meeting for the purpose of presenting a program on their respective youth organizations. A list of all suggested projects should be included in the flyer.

- C. District Conventions - It was suggested that members of non-sponsoring Kiwanis clubs could participate in the Sponsored Youth District Conventions. Serving as volunteers at the convention for the purpose of assisting the Key Club and Circle K Boards toward the goal of a smooth running convention. They could be included in workshops, work as Sargeant-At-Arms, be involved in planning the program, man booths, and generally be available throughout the convention to serve where possible. In conjunction with this area, non-sponsoring clubs could possibly become involved in divisional meetings acting as hosts or contributing financially to the meeting.

Staff believes that the involvement of non-sponsoring Kiwanis clubs with the Sponsored Youth Program is essential and will further the cause of stronger K-Family relations. A brochure or bulletin promoting non-sponsoring club involvement can be an effective tool in motivating clubs to participate more with Sponsored Youth. Also, Staff believes that the BKO, District Bulletins, Kiwanis Magazine, training conferences and workshops are all forums where this concept of non-sponsorship involvement could be promoted effectively. Therefore, Staff recommends that a flyer, brochure, or bulletin be developed which would provide information to non-sponsoring Kiwanis clubs on how they too, can become involved in the exciting world of Sponsored Youth.

A YOUTH LEADERSHIP PROGRAM PROPOSAL

Submitted by the

DEVELOPMENT COMMITTEE OF THE KIWANIS INTERNATIONAL FOUNDATION

In an effort to ascertain the future focus of the Kiwanis International Foundation, the Development Committee of this sister organization of Kiwanis International has been informed of a youth leadership program which it feels has great potential as a part of the overall youth leadership programs sponsored by or endorsed by Kiwanis International. Before the Development Committee of the Kiwanis International Foundation further researches this program, and spends a lot of time and money in doing so, for its possible future inclusion under the Kiwanis umbrella, the Committee, as part of the authority vested to it, as a result of the January Meeting of the entire Board of the Kiwanis International Foundation, submits the program to you, the Program Services Committee of Kiwanis International in order to obtain your, and the entire Board's, opinion on the feasibility of Kiwanis International adopting this program.

There are actually two separate programs: one entitled Youth Leadership Program (YLP), and the other Project Leadership-Service (PLS) both developed and directed by the Lilly Endowment, Inc. of Indianapolis, Indiana. Lilly Endowment, Inc. is not normally in the business of developing and directing such programs and has been recently considering the possible future management and expansion of these programs by another organization, giving that organization possible financial assistance. The YLP was initiated in 1978. Approximately 55 high school (April of junior to April of senior year) students in the greater Indianapolis area have participated every year in the 13 month YLP program. Through local meetings and discussions with community leaders, visits to local organizations and institutions, volunteer service activities, and participation in an 11 day leadership camp in the summer, the YLP is designed to deepen students' understanding of the concept of leadership, increase their knowledge of their community and develop friendships with students

throughout the city and, indeed the country, and possibly the world. YLP is an indigenous program to the Indianapolis area. Similar programs have been initiated, in cooperation with Lilly, in an additional 13 towns and cities, in six other states, most of which are not as broad as the YLP Program.

The board of directors of the Lilly Endowment requires that it's programs be evaluated during their fifth year of existence. The High/Scope Educational Research Foundation of Ypsilanti, Michigan, was asked to conduct this evaluation, has done so, and copies of their report are available from the Kiwanis International Foundation. High/Scope concludes that YLP

"...should be continued. The overwhelming positive perceptions of the YLP of all the parents, participants, and (school) administrators who were interviewed, as well as (their) own observations suggest that the YLP is a basically sound program, worthy of being maintained."

PLS is similar to YLP, but has a built in "Big Brother/Sister" program, where the high schoolers, as a part of their service commitment, establish a relationship with fifth graders going into their sixth grade year.

As mentioned before, Lilly is not normally in the business of running such programs, and wishes the decision of a take-over organization by the beginning of 1984.

Keeping this in mind, the Development Committee feels that Lilly would be thrilled for Kiwanis to be the take-over organization, since it is already so heavily involved in youth leadership. The Committee also feels that all indications are that Lilly would financially assist the Kiwanis International Foundation to fund the direction and expansion of this program throughout the Kiwanis world.

The Committee, not knowing at this time the amount of funds necessary to complete a three year demonstration project of this magnitude (after that, the project should create self-generating funds) has arbitrarily suggested the following plan:

- 1) \$1,000,000 would be requested from Lilly
- 2) The Kiwanis International Foundation would attempt to raise "matching" money
- 3) From this restricted fund, the Kiwanis International Foundation would sub-grant amounts to Kiwanis International and participating Kiwanis clubs:
 - a) 24% to clubs outside the USA (at least one per district)
 - b) 10% to the Kiwanis Club of Indianapolis for an April 1984-April 1985 demonstration project
 - c) 56% to clubs in the USA (at least one per district)
 - d) 10% to Kiwanis International for the administration of the project, to include the salary for a staff person to develop and direct the program.
- 4) Sub grants made to Kiwanis clubs would also be in the form of "matching" grants
- 5) After two years a complete analysis of the project should be made, in order to plan the next five years of the accomplishment of the mission.

The Development Committee has purposely kept this proposal brief and to the point. They do not know all of the answers to many questions which could arise about this program, and it's possible advantages and disadvantages in relationship to Kiwanis International's current youth services programs, but feels that the program has great potential. The Committee is simply asking you and the Board of Trustees of Kiwanis International to indicate to the Kiwanis International Foundation a high degree of interest in the adoption of this program. With that commitment, the Committee will approach Lilly for the funds necessary to hire a temporary full time staffman, under the supervision of the Youth Services Department, who would be responsible for researching this program and developing it such that it would not only enhance our current youth leadership programs, but be an integral part of them. This position, if correctly filled, might eventually develop full time employment, with initial financial assistance from Lilly.

Respectfully submitted by

for



Mark E. Frady, Administrator for the
Kiwanis International Foundation

Allen M. Hicks, Chairman
Development Committee of the
Kiwanis International Foundation

EXHIBIT N, p. 1
TENTATIVE SCHEDULE
PRE- AND POST-CONVENTION
VIENNA, AUSTRIA
JUNE 30-JULY 6, 1983

(3/15/83-6)

THURSDAY, JUNE 30

1:00 PM TO 4:30 PM	BOARD COMMITTEE MEETINGS	HILTON WIEN .MILLOCKER ZIMMER .LEHAR ZIMMER .FÜRST DE LIGNE .FÜRST TALLYRAND
4:30 PM TO 5:30 PM	BOARD MEETING	HILTON WIEN .FÜRST TALLYRAND
7:00 PM TO 8:00 PM	RECEPTION FOR BOARD AND WIVES	WINTER GARDEN PALAISE AUERSPERG
8:00 PM TO 10:00 PM	DINNER FOR BOARD AND WIVES	PALAISE AUERSPERG

FRIDAY, JULY 1, 1983

8:00 AM TO 5:00 PM	FOUNDATION BOARD BREAKFAST, LUNCH AND MEETING	HILTON WIEN .ZAR ALEXANDER
9:00 AM TO 5:00 PM	BOARD MEETING	HILTON WIEN .MILLOCKER ZIMMER
9:30 AM TO 5:00 PM	PAST PRESIDENTS MEETING	HILTON WIEN .LEHAR ZIMMER
10:00 AM TO 3:30 PM	LADIES TOUR AND LUNCHEON	VIENNA WOODS AND BADEN
12:00 NOON TO 2:00 PM	BOARD AND PAST INTERNATIONAL PRESIDENTS LUNCHEON	HILTON WIEN .FÜRST TALLYRAND
7:00 PM TO 10:00 PM	PRESIDENT'S RECEPTION: BOARD, FOUNDATION BOARD, PAST INT'L. PRESIDENT, PAST INT'L. OFFICERS, WIVES AND WIDOWS	RATHAUS
8:00 PM TO 10:30 PM	FOUNDATION BOARD DINNER	HILTON WIEN .FÜRST TALLYRAND

SATURDAY, JULY 2, 1983

8:00 AM TO 5:00 PM	FOUNDATION BOARD BREAKFAST, LUNCH AND MEETING	HILTON WIEN .ZAR ALEXANDER
9:00 AM	PAST INTERNATIONAL PRESIDENT MEETING (IF NECESSARY)	HILTON WIEN .LEHAR ZIMMER
9:00 AM TO 11:00 AM	CONTINENTAL BREAKFAST FOR WIVES OF BOARD, PAST INT'L PRESIDENTS AND WIDOWS	HILTON WIEN .VIENNESE COFFEE HOUSE (IN CASE OF RAIN, .MILLOCKER ZIMMER)
3:30 PM TO 4:30 PM	PRESIDENT-ELECT'S RECEPTION FOR GOVERNORS-ELECT, BOARD, COMM. CHAIRMEN, PAST PRES. AND WIVES	HILTON WIEN .FÜRST METTERNICK, ZAR ALEXANDER AND FÜRST TALLYRAND
5:00 PM TO 10:00 PM	RECEPTION AND DINNER FOR 1982- 1983 GOVERNORS AND WIVES	DÜRNSTEIN
6:00 PM TO 10:00 PM	RECEPTION AND DINNER FOR 1982- 1983 GOVERNORS-ELECT AND WIVES	HILTON WIEN .RECEPTION-BALLROOM 1 .DINNER-BALLROOM 2

SUNDAY, JULY 3, 1983

8:00 AM	SERGEANT AT ARMS CHAIRMEN BREAKFAST MEETING	HILTON WIEN .VIENNESE COFFEE HOUSE
8:00 AM TO 4:00 PM	KI-E GENERAL SESSION	STADTHALLE .MAIN ARENA
9:00 AM	COUNCIL BREAKFAST MEETING	HILTON WIEN .BALLROOM 1 AND 2
11:00 AM	MEETING OF ELECTIONS, CRE- DENTIALS & SGT AT ARMS COMM. CHAIRMEN AND STAFF WITH PRES.	HILTON WIEN .MILLOCKER ZIMMER
11:00 AM	LADIES COUNCIL BRUNCH	HILTON WIEN .ZAR ALEXANDER AND FÜRST METTERNICK
1:00 PM	NEW DISTRICT SECRETARIES CONFERENCE	HILTON WIEN .FÜRST DE LIGNE

VIENNA CONVENTION SCHEDULE
PAGE THREESUNDAY, JULY 3 (CONT)

1:30 PM	MEET THE CANDIDATES	HILTON WIEN
TO		.BALLROOM
3:30 PM		
1:30 - 3:30	AMEND. + RES.	HILTON WIEN
3:30 PM	SERGEANT AT ARMS MEETING	STADTHALLE
		.HALL A
3:30 PM	ELECTIONS COMMITTEE MEETING	STADTHALLE
		.STAGE ROOM
6:00 PM	PROGRAM PARTICIPANTS DINNER	STADTHALLE
TO		.RESTAURANT
7:30 PM		
7:30 PM	PROGRAM PARTICIPANTS LINE-UP	STADTHALLE
		.BEHIND STAGE
7:30 PM	PRELUDE	STADTHALLE
8:00 PM	CONVENTION SESSION	.MAIN ARENA

SUNDAY, JULY 4, 1983

7:45 AM	MEETING OF PRESIDING OFFICERS AND PANEL MEMBERS	STADTHALLE
		.CAFE ROOMS
8:00 AM	PRELUDE	STADTHALLE
8:30 AM	CONVENTION SESSION	.MAIN ARENA
FOLLOWING SESSION	ELECTIONS COMMITTEE MEETING	STADTHALLE
		.FRONT OF STAGE
1:30 PM	ACCREDITED REPRESENTATIVES LUNCHEON	HILTON WIEN
		.FÜRST METTERNICH
1:30 PM	FOUNDATION TABLET OF HONOR RECEPTION	HILTON WIEN
		.ZAR ALEXANDER
1:30 PM	DISTRICT GOVERNORS' LUNCHEON	HILTON WIEN
		.FÜRST TALLYRAND
1:30 PM	LT. GOVERNORS' LUNCHEON	HILTON WIEN
		.BALLROOM

TUESDAY, JULY 5, 1983

7:00 AM	ELECTIONS COMMITTEE MEETING (ALL GROUPS)	STADTHALLE .STAGE ROOM
8:00 AM	ADMINISTRATIVE SECRETARIES VIP BREAKFAST	HILTON WIEN .MILLOCKER ZIMMER
8:00 AM	PRELUDE	STADTHALLE
8:30 AM	DELEGATE SESSION	.MAIN ARENA
12:30 PM	CONFERENCE FOR LT. GOVERNORS- DESIGNATE	STADTHALLE .HALL A
12:30 PM	CONFERENCE ON NOMINATIONS	STADTHALLE .CAFE ROOMS
1:30 PM	LEGION OF HONOR LUNCHEON	HILTON WIEN .BALLROOM

WEDNESDAY, JULY 6, 1983

7:00 AM	ELECTIONS COMMITTEE MEETING (ALL GROUPS)	STADTHALLE .STAGE ROOM
8:00 AM	PRELUDE	STADTHALLE
8:30 AM	DELEGATE SESSION	.MAIN ARENA
12:00 NOON	FOUNDATIONS LUNCHEON AND FORUM	HILTON WIEN .MILLOCKER ZIMMER
7:30 PM	PRELUDE	STADTHALLE
8:00 PM	CLOSING SESSION	.MAIN ARENA

VIENNA CONVENTION SCHEDULE
PAGE FIVE

THURSDAY, JULY 7, 1983

8:00 AM	BOARD BREAKFAST AND MEETING	HILTON WIEN .FÜRST METTERNICK
8:30 AM	CONTINENTAL BREAKFAST FOR WIVES OF BOARD, NEW BOARD, PAST INT'L PRESIDENTS, HOST CHAIRMAN AND WIDOWS	HILTON WIEN .FÜRST TALLYRAND
11:00 AM TO 5:00 PM	ORIENTATION FOR NEW TRUSTEES	HILTON WIEN .FÜRST DE LIGNE
12:30 PM	LUNCHEON FOR NEW TRUSTEES AND WIVES	HILTON WIEN .FÜRST TALLYRAND

TENTATIVE PROGRAM
CONVENTION SESSIONS AGENDA
VIENNA, AUSTRIA
JULY 3-6, 1983
(3/10/83-7)

SUNDAY NIGHT OPENING SESSION

SUNDAY, JULY 3, 1983

OPENING SESSION

7:30 PM PRELUDE

8:00 PM PRESENTATION OF FLAGS OF KIWANIS COUNTRIES

ANTHEM OF HOST COUNTRY
AUSTRIAN NATIONAL ANTHEM

INTRODUCTION OF INTERNATIONAL PRESIDENT

CALL TO ORDER

INVOCATION
BISHOP JOHANN KRAETZL
CATHOLIC BISHOP OF VIENNA

INTRODUCTIONS
JOHN T. ROBERTS
PRESIDENT, KIWANIS INTERNATIONAL

ADDRESS
EYJOLFUR SIGURDSSON, REYKJAVIK, ICELAND
PRESIDENT, KIWANIS INTERNATIONAL-EUROPE

MUSICAL PRESENTATION

PRESENTATION OF ROBERT P. CONNELLY MEDAL
RALPH C. KEYES
PRESIDENT, KIWANIS INTERNATIONAL FOUNDATION

A MOMENT TO REMEMBER

HYMN

MUSICAL PRESENTATION
VIENNA BOYS CHOIR

ADJOURNMENT

CONVENTION SESSION AGENDA
PAGE TWO

MONDAY CONVENTION SESSION

MONDAY, JULY 4, 1983

CONVENTION SESSION

8:00 AM PRELUDE

8:30 AM CALL TO ORDER

ANTHEM OF HOST COUNTRY
AUSTRIAN NATIONAL ANTHEM

INVOCATION
ALBERT S. JUSTIS, COLUMBUS, OHIO
CHAIRMAN, 1983-84 INTERNATIONAL COMMITTEE ON
SUPPORT OF SPIRITUAL AIMS

GREETINGS
DKFM. DR. CAROL WOLF, AXAMS, AUSTRIA
GOVERNOR, AUSTRIA-GERMANY

WELCOME TO VIENNA
MAYOR LEOPOLD GRATZ
MAYOR OF VIENNA

PRESENTATION OF CONVENTION PROGRAM
FRANK DINOTO, TRUSTEE

ADDRESS
DAVID A. KELLY
PRESIDENT, CIRCLE K INTERNATIONAL

LEGION OF HONOR INTRODUCTIONS

FORUM: CLUB ADMINISTRATION

MUSICAL PRESENTATION

PRESENTATION OF ALL AWARDS

MUSICAL PRESENTATION

KEYNOTE ADDRESS
JOHN T. ROBERTS, PRESIDENT

ANNOUNCEMENTS
J. WILLIAM KLEINDORFER, INTERNATIONAL SECRETARY

12:30 PM ADJOURNMENT

TUESDAY DELEGATE SESSION

TUESDAY, JULY 5, 1983

DELEGATE SESSION

8:00 AM PRELUDE

8:30 AM CALL TO ORDER

INVOCATION
DIETER KNALL
SUPERINTENDANT OF COMMUNITY CHURCH OF AUSTRIA

REPORT OF INTERNATIONAL SECRETARY
J. WILLIAM KLEINDORFER

ADDRESS
JOSEPH B. ANDERSON
PRESIDENT, KEY CLUB INTERNATIONAL

MUSICAL PRESENTATION

SPEAKER
(TO BE DETERMINED)

FORUM: GROWTH

MUSICAL PRESENTATION

REPORTS:
COMMITTEE ON CREDENTIALS
TREASURER
COMMITTEE ON FINANCE
COMMITTEE ON LAWS, POLICIES AND STRUCTURE

ANNOUNCEMENTS

12:00 NOON ADJOURNMENT

WEDNESDAY DELEGATE SESSION

WEDNESDAY, JULY 6, 1983

8:00 AM PRELUDE

8:30 AM CALL TO ORDER

INVOCATION

RABBI PAUL CHAIM EISENBERG
JEWISH COMMUNITY CHURCH

FORUM: SERVICE

SPEAKER

DR. FRANZ KARASEK
SECRETARY GENERAL, COUNCIL OF EUROPE

REPORT OF COMMITTEE ON CREDENTIALS
HANNES PAYRICH, CHAIRMAN

FIRST REPORT OF CONFERENCE ON NOMINATIONS
(FOR OFFICERS ABOVE LEVEL OF TRUSTEE)
J. WILLIAM KLEINDORFER, INTERNATIONAL SECRETARY

ELECTION OF OFFICERS ABOVE LEVEL OF TRUSTEE

REPORT OF COMMITTEE ON RESOLUTIONS
JUDGE GILBERT H. ZITZELSBERGER, CHAIRMAN

MUSICAL PRESENTATION

SECOND REPORT OF CONFERENCE ON NOMINATIONS
(FOR OFFICE OF TRUSTEE)
J. WILLIAM KLEINDORFER, INTERNATIONAL SECRETARY

ELECTION OF TRUSTEES

ANNOUNCEMENTS

J. WILLIAM KLEINDORFER, INTERNATIONAL SECRETARY

12:30 PM ADJOURNMENT

CONVENTION SESSION AGENDA
PAGE FIVE

WEDNESDAY NIGHT CLOSING
SESSION

WEDNESDAY, JULY 6, 1983

7:30 PM PRELUDE

8:00 PM CALL TO ORDER

ANTHEM OF HOST COUNTRY
AUSTRIAN NATIONAL ANTHEM

INVOCATION
REV. PERREN RADLEY
VIENNA COMMUNITY CHURCH

1984 INTERNATIONAL CONVENTION INVITATION; PHOENIX, ARIZONA

REPORT OF COMMITTEE ON ELECTIONS

PRESENTATION OF OFFICERS DESIGNATE

REMARKS BY PRESIDENT-DESIGNATE AND PRESENTATION OF THEME,
GOALS AND MAJOR EMPHASIS PROGRAM OF KIWANIS INTERNATIONAL
FOR 1983-84

FEATURE ENTERTAINMENT
"VIENNA AND ITS OPERETTA"

BENEDICTION

AULD LANG SYNE

PROJECT PLANNING

Responsibility

Within the club, the Committee on Major Emphasis Programs is responsible for selecting, planning, and implementing "Enrich the World of the Handicapped" projects. Or, if the club president prefers, the Committee on Youth Services can take the assignment since MEP projects will benefit children and youth.

Program materials

Kiwanis International has provided each club with a set of Major Emphasis Program materials, which should be carefully reviewed by the committee. Most important is the Project Guide, a comprehensive handbook of suggested procedures and projects.

Community survey

Unless your club is already involved in a major activity on behalf of handicapped children and youth, it is unlikely that you know who all the handicapped are or how you can serve them. You need to survey the service needs and opportunities in your community.

Begin by talking with several persons who are likely to know who the handicapped are and what agencies and institutions in the community are serving them. School officials, ministers, physicians, child and youth welfare agencies, and officials of institutions that serve the handicapped are among the first persons to contact. They can at least suggest the names of other resource persons for you to consult.

When you have identified appropriate consultants, interview them or invite them to meet with your committee or speak to your club on the possibilities for Kiwanis service to handicapped youngsters in your community.

A thorough community survey is the best procedure for ensuring that the committee is aware of many possibilities for service—far more than are likely to be suggested by committee members alone.

Selecting

First, estimate how much manpower and how many dollars your club can devote to the 1983-84 Major Emphasis Program (and amounts should be generous in both cases). Then select projects on the basis of the most efficient application of club resources to the needs and opportunities you have identified. Where will your funds do the most good? Where will the personal time and talents of your members do the most good?

Planning

After selecting a project, plan its implementation in detail. When is the best time to conduct the project? Which committee member will serve as project chairman? If board approval is required, when will that be obtained? What will the project cost? How many members can you involve? What specific responsibilities will each have? How will the project be publicized?

Implementing

The final test of any project is what it actually achieves. An "Enrich the World of the Handicapped" project should be rewarding and enjoyable for everyone involved. Be sure, too, that every member, whether directly involved in the activity or not, is fully aware of it at the time and supports it as a project that enhances his pride in being a Kiwanian.



Kiwanis International
3636 Woodview Trace
Indianapolis, Indiana 46268

(effective 9/1/83)

Litho in USA



1983-84 MAJOR EMPHASIS PROGRAM Enrich The World Of The Handicapped

For the 1983-84 administrative year, Kiwanis International urges every Kiwanis club to serve physically and mentally handicapped children and youth in the local community by participating in the Major Emphasis Program, "Enrich the World of the Handicapped."

Kiwanis International does not wish to restrict the definition of which children and youth are handicapped or how they can be best served. Service needs and opportunities may vary from nation to nation and community to community. We strongly recommend, however, that each club consult with professional or otherwise knowledgeable advisers before beginning any new program on behalf of physically or mentally handicapped children and youth.

The principal areas of service include the provision of recreational and social opportunities, financial and professional assistance, support of existing institutional and agency programs, and provision of special equipment and facilities. Other traditional Kiwanis services, such as career counseling and transportation, will also be entirely appropriate.

SUGGESTED ACTIVITIES

Recreational

Handicapped children and youth need community assistance in developing and supporting activities that provide the same opportunities for recreation that others enjoy—organized athletics, art and handicraft programs, and access to sports facilities, theaters, and entertainment events.

For many years Kiwanis clubs have sponsored bowling leagues, softball and basketball games, nature hikes, and swimming and boating experiences for handicapped children and youth. Special Olympics, Kiwanis' 1982-83 President's Project on behalf of mentally retarded children and youth, remains an especially valuable recreational activity.

Ideally, Kiwanians can serve directly—coaching, supervising, or providing transportation, for example. Indirectly, we can provide equipment or facilities, we can generate public and private support for recreation programs, and we can give financial aid to others who organize or direct such activities.

Social

One major goal of "Enrich the World of the Handicapped" should be, as far as possible, to bring handicapped children and youth into the mainstream society of their peers. When a social event is planned for children or youth, we should do all we can to make it possible for the physically or intellectually disabled to participate.

In addition, special social events for the handicapped can be planned—a holiday dinner or dance for the residents of an institution for the handicapped, a trip to a theater or sporting event, a boat ride, or a visit to the zoo.

Scouting and other organizational programs for children and youth often have special arrangements for the handicapped—Scouting for the blind or deaf, for example—and Kiwanis clubs can help to initiate or sponsor such programs.

Too often, the isolation of the handicapped child from his or her peers may be the greatest handicap of all.

Financial

There are many ways in which Kiwanis clubs can financially assist handicapped children and youth. The boy or girl may need special equipment—a hearing aid, prosthesis, wheelchair, eyeglasses, hospital bed, or some other item the family cannot afford. The child may also benefit greatly from a home computer, cassette recorder, large-type books, or hobby equipment. Some may need seeing-eye dogs.

Some handicapped youngsters need expensive drugs. Some need home nursing care or private instruction. Some need transportation money. Some may even need food, clothing, or housing.

Beyond serving individuals, club funds can support programs with the potential for benefiting many handicapped children and youth. We can contribute to local organizations or agencies engaged in serving the handicapped. We can help our public libraries provide special equipment and services for the handicapped. We can offer scholarships for handicapped youth or for those who plan to enter careers that serve the handicapped. We can provide special playground equipment for our public parks.

Professional/Institutional

Parents of handicapped children and youth incur expenses that are often far beyond their means—professional fees, institutional care, rehabilitation treatments, and special education costs, for example. Financial assistance will be our most likely service in this area.

On the other hand, there are many opportunities for Kiwanians to give of their time and talents. Some club members may be professional men who can donate their services at times. Perhaps all that is needed is transportation to a clinic. Entertainment or recreational outings can supplement the routine care that an institution provides.

A number of clubs have sponsored clinics, added facilities to a hospital, provided schools with testing equipment, paid for counseling or rehabilitation services, or enabled a child to receive treatment in another city.

Educational

Raising the level of knowledge of both parents and the public can well be a significant aspect of "Enrich the World of the Handicapped."

Kiwanis-sponsored screening clinics have motivated parents to have children tested early for hearing and vision defects. Other clubs have made literature published by reputable professional groups available to schools, libraries, and businesses for public distribution.

Recently, great progress has been made in removing architectural barriers—adding ramps and elevators to steps and stairways, for example—but the entire community needs continuing education about this problem. Those who design playgrounds must consider the special needs of handicapped children. Special street signs may be needed to alert motorists in areas where there are handicapped children.

Above all, education is needed to affect public attitudes toward the handicapped. To the extent that his or her disability permits, every handicapped child and youth deserves to participate in all the joys, learning experiences, and rewards that are available to other children and young people of the community.

Finally

These suggestions only sketch the broad fronts on which Kiwanians can "Enrich the World of the Handicapped." How can your club get started?

REPORT OF SPECIAL BOARD COMMITTEE ON STANDARD FORM FOR
PROVISIONAL DISTRICT BYLAWS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
MAY 6 - 10, 1983

Date of Committee Meeting: May 6, 1983
Place of Committee Meeting: General Office
Present: Members - J. Donovan Jackson, Noris A. Lusche
Chairman - Frank J. DiNoto
Staff - Fay H. McDonald

In the study and preparation of a Standard Form for Provisional District Bylaws, the committee believes that minimum standards should be set before a group of clubs in a non-districted area can make application to the International Board to form a provisional district, including the minimum number of clubs and members. Further the committee believes that the bylaws of a provisional district should be as compatible as possible with the Standard Form for District Bylaws so that the transition from the provisional district bylaws to the regular district bylaws is easily accomplished. These concepts require amending the definition of a provisional district and a change in election procedures to permit the election of officers by the delegates of the provisional district. Current procedure is set forth in item 1 k (1) (b) on Page E-5 of Policies and Procedures, as follows:

"Provisional District. When deemed appropriate, the Kiwanis International Board may grant authority for a group of Kiwanis clubs having common geographical and custom interests to create a provisional district. The board of the provisional district shall be composed of the presidents, or duly elected alternates, of the member clubs and the governor of said provisional district. Said governor shall be appointed by the President of Kiwanis International."

Recommendation # 1:

The committee recommends that the definition of a provisional district in item 1 k (1) (b) on Page E-5 of Policies and Procedures be amended to read: "When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the Kiwanis International Board may grant authority to a group of not less than ten (10) Kiwanis clubs in a non-districted area with a minimum of 400 members having compatible geographic areas and customs to create a provisional district. At the organizational convention of the provisional district, the delegate body shall adopt the Standard Form for Provisional District Bylaws and the officers shall be elected in accordance with these bylaws. The presiding officer and an acting secretary of the organizational convention of the provisional district shall be appointed by the President of Kiwanis International."

I move that recommendation 1 be adopted.

(Adopted)

The committee believes that the minimum number of clubs required for granting full district status is not realistic. Currently the requirement is set forth in item 1 k (1) (c) on Page E-5 of Policies and Procedures as follows:

"District. When deemed appropriate, the Kiwanis International Board may grant authority for a group of not less than ten Kiwanis clubs and a minimum of 1,000 members having compatible geographical and custom interests to organize a district subject to the provisions of Article VI of the Constitution of Kiwanis International."

In the opinion of the committee a more realistic figure for the minimum number of clubs should be 25 rather than 10 to establish a regular district.

Recommendation # 2:

The committee recommends that the definition of a district in item 1 k (1) (c) on Page E-5 of Policies and Procedures be amended to read: "When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the Kiwanis International Board may grant authority to a group of not less than twenty-five (25) Kiwanis clubs with a minimum of 1,000 members having compatible geographic areas and customs to organize a district subject to the provisions of Article VI of the Constitution of Kiwanis International."

I move that recommendation 2 be adopted.

(Adopted--Grandfathering of existing districts (Andean and Japan) is specifically noted.)

Also, the committee believes that the President should appoint a committee to consider the following items with respect to provisional districts.

1. The creation of procedures to be followed in the establishing of a provisional district including a meeting of representatives from each of the clubs involved for the purpose of preparing a proposed set of bylaws with consideration given to the number of divisions and their boundaries, the procedure for electing the first lieutenant governors, the development of district budgets, and the establishment of district dues. Such proposed provisional district bylaws would be submitted to the International Board for its approval. After approval, the organizational convention would be held and the said provisional district bylaws would be officially adopted by the provisional district delegate body.
2. The development of a statement on the rights, privileges, benefits, and responsibilities of a provisional district. The committee believes there should be sufficient differences between a provisional district and a regular district so that there is incentive for a provisional district to become a regular district, including a possible time limit for the provisional district status.

3. Due to the possible confusion by the use of the word "district" for both types of districts, consideration should be given to an alternate name for a provisional district.

The committee believes that different rules and considerations apply to the dividing of existing districts and that no group of clubs in an existing district should have the right to apply for provisional district status.

Attached as Exhibit A is a proposed Standard Form for Provisional District Bylaws. You will note that with the exception of Article VII, the printed format of the Standard Form for District Bylaws has been used. This makes for easy comparison of the two sets of bylaws.

Differences between the two sets of bylaws include: providing for a minimum of three divisions with a minimum of three clubs per division and a minimum provisional district committee structure.

Recommendation # 3:

The committee recommends that the Standard Form for Provisional District Bylaws as contained in Exhibit A of this report be adopted.

I move that recommendation 3 be adopted.

(Adopted)

Respectfully submitted,

J. DONOVAN JACKSON
NORIS A. LUSCHE
FRANK J. DINOTO, Chairman

STANDARD FORM FOR PROVISIONAL DISTRICT BYLAWS

As amended to and including May 10, 1983

REQUIREMENTS FOR ORGANIZING A PROVISIONAL DISTRICT: When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the Kiwanis International Board may grant authority to a group of not less than ten (10) Kiwanis clubs in a non-districted area with a minimum of 400 members having compatible geographic areas and customs to create a provisional district. At the organizational convention of the provisional district, the delegate body shall adopt the Standard Form for Provisional District Bylaws and the officers shall be elected in accordance with these bylaws. The presiding officer and an acting secretary of the organizational convention of the provisional district shall be appointed by the President of Kiwanis International.

ARTICLE I

NAME AND TERRITORIAL LIMITS

Sec. 1. The name of this organization shall be the provisional Provisional District of Kiwanis International.
Sec. 2. The territorial limits of this/district shall be confined to

These shall not be changed unless permission shall first have been had and obtained from the Board of Trustees of Kiwanis International.

**ARTICLE II
OBJECTS**

Sec. 1. The objects of this/district shall provisional as set forth in the Constitution. provisional and strengthening clubs within the district.
To seek within the/district and through provisional the clubs of the/district the attainment of the Objects of Kiwanis International To increase the fellowship and cooperative effort of the clubs within the/district. To promote participation of the clubs of the district in the general objectives, programs, and policies of the district and of Kiwanis International.
To cooperate with Kiwanis International in building new clubs and in educating

**ARTICLE III
DIVISIONS**

Sec. 1. The territory of this/district shall provisional be divided into divisions.*
Sec. 2. The territorial limits of these divisions shall be as follows:

*(NOTE--There shall be a minimum of three (3) divisions in a provisional district. There shall be a minimum of three (3) clubs per division.

**ARTICLE IV
MEMBERSHIP**

Sec. 1. Every chartered Kiwanis club in this/district shall be a member of this district. provisional
Sec. 2. Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or to this district 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 district and that does provisional not furnish a satisfactory excuse for such failure to the Board of Trustees within thirty (30) days after an official request therefor, shall be considered not in good standing.

**ARTICLE V
OFFICERS**

provisional

Sec. 1. The officers of the district shall be a Governor, a Governor-elect, the Immediate Past Governor, a Lieutenant Governor for each division, a Treasurer and a Secretary. If in any year the Immediate Past Governor ceases to be an active, privileged, or senior member in a club of the district, the active, privileged, or senior member who served as District Governor most recently prior to the Immediate Past Governor shall automatically become the Immediate Past Governor. No offices other than those of Secretary and Treasurer may be combined in one person.

Sec. 2. Each officer shall be an active, privileged or senior member in good standing in a club of the district; and each Lieutenant Governor shall be a member of a club in the division from which he is elected.

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 Governor shall be the executive officer of the district and shall preside at

provisional

all conventions and at all meetings of the 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 Governor shall have the duty of furthering the Objects of Kiwanis International and of promoting the interests of the clubs within the district. It shall be his duty to attend any convention of Kiwanis International.

(b) The duties of the Governor-elect shall be such as are from time to time assigned by the Board of Trustees.

(c) The Lieutenant Governors shall assist the Governor in the work of the district. They shall represent the Governor and shall have full responsibility under the direction of the Governor in supervising the district executive work in their respective divisions. The Lieutenant Governors shall also perform such other duties as may be assigned to them by the Governor or the Board of Trustees.

(d) The Treasurer shall receive from the Secretary all funds paid to the district and shall deposit the same in the official depository. He shall disburse these funds in the manner authorized by the Board of

provisional

provisional

Trustees. His accounts and books shall at all times be open to the inspection of the Governor, the Board of Trustees, and any authorized auditor. He shall make a report at the annual convention and at such other times as the Governor or Board of Trustees may require. He shall give a good and sufficient bond and in an amount set by the Board of Trustees.*

(e) The Secretary shall keep all records of the district and minutes of the convention and of the meetings of the Board of Trustees. He shall collect all funds due the district and shall promptly turn the same over to the Treasurer, taking the Treasurer's receipt therefor. He shall submit a report to the annual convention and at such other times as the Governor or the Board of Trustees may require. He shall submit to the proper officials and committees all communications received from Kiwanis International. He shall cooperate with the Governor in forwarding all official reports required by Kiwanis International. He shall perform such other duties as may be assigned to him by the Governor or the Board of Trustees. He shall give a good and sufficient bond and in an amount set by the Board of Trustees.*

provisional

*(NOTE--If the offices of Treasurer and Secretary are to be combined in one person, then the duties shall be combined in one sub-section.)

**ARTICLE VI
BOARD OF TRUSTEES**

Sec. 1. The Board of Trustees shall consist of the Governor, the Governor-elect, the Immediate Past Governor, the Lieutenant Governors, the Treasurer and Secretary.*

*[Note--If a district provides that one person serve as both Secretary and Treasurer, substitute "the Secretary-Treasurer" for "the Treasurer and the Secretary."]

provisional

Sec. 2. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the Board of Trustees, subject to the direction of the Board of Trustees of Kiwanis International.

Sec. 3. The 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 Governor and another in connection with the district convention at such time and place as shall be determined by the Board of Trustees.

If the first meeting shall be held prior to October 1, any action taken shall become effective on October 1.

Sec. 4. A special meeting of the Board of Trustees may be called by the Governor, the Secretary or two-thirds (2/3) of the Board of Trustees.

Sec. 5. The Secretary shall notify each member of the Board of Trustees and the Secretary of Kiwanis International, in writing, of the time, place, and date of any meeting, at least three (3) weeks in advance of the date of such meeting.

Sec. 6. In the absence of the Governor or Acting Governor (if one there be) from a meeting, the Board of Trustees shall designate one of its members to act as chairman.

Sec. 7. One-half (1/2) of the total members of the 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. 8. Within thirty (30) days after any special or regular meeting of the Board of Trustees, the 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 a copy to the president and to the secretary of each chartered club within the district.

provisional

ARTICLE VII

Standing Committees

Sec. 1. The basic committee structure shall include the following standing committees:

- a. Youth Services
- b. Citizenship Services
- c. Major Emphasis Programs *
- d. Achievement
- e. Membership Growth and Education
- f. New Club Building
- g. Finance
- h. Resolutions

*(NOTE--The Governor-elect shall have the right to assign the current Major Emphasis Program(s) to the Youth and/or Citizenship Services Committees rather than appoint this committee.)

Sec. 2. Where desired, there shall be the option of expanding the committee structure by creating other standing committees which would make it possible for the Governor to give direct and effective leadership, through such committee structure, to the goals and objectives which he has determined for his year with the approval of the provisional district Board of Trustees.

Sec. 3. Each of the standing committees delineated in Section 1 shall be composed of at least three (3) but not more than six (6) members, and shall serve for a term of one (1) year, commencing on the first day of October. All such committees shall be appointed by the Governor-elect prior to October 1 and shall serve at the pleasure of the

ARTICLE VIII

DUTIES OF STANDING COMMITTEES

Sec. 1. The Committee on Youth Services shall study, devise and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic and moral demands which they may encounter, and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the committee may deem pertinent. It shall endeavor to inspire the clubs to an increasing participation in these activities, and shall make proposals to the club of means whereby such purposes may be accomplished.

Sec. 2. The Committee on Citizenship Services shall study, devise and suggest methods and means whereby the clubs of the district can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, safety, as well as other areas which the committee may deem pertinent. It shall inspire the clubs to an increasing participation in these activities, and shall make proposals to clubs of means whereby such purposes may be accomplished.

Sec. 3. The Committee on Major Emphasis Programs shall study, devise and suggest methods and means to the clubs to assist them in implementing the current Major Emphasis Program(s) of Kiwanis International.

Sec. 4. The Committee on Achievement shall encourage all Kiwanis clubs in the district to prepare and submit achievement reports in accordance with the rules formulated by Kiwanis International and shall select outstanding reports for appropriate recognition.

Sec. 5. The Committee on Membership Growth and Education shall cooperate with all of the clubs in this district in order to assist them: in the maintaining of an adequate membership of proper standards, in the proper orientation and induction of new members, in the utilization of all members, and in the promotion of the concept of regular attendance at club meetings.

Sec. 6. The Committee on New Club Building shall study the opportunities for introducing Kiwanis into new communities located within the district, and shall stimulate and cooperate with chartered clubs of the district in their efforts to enlarge the field of Kiwanis service by the building of new clubs.

Sec. 7. The Committee on Resolutions shall consider resolutions submitted by the Board of Trustees of Kiwanis International, the Board of Trustees of the district, or by a chartered club, when submitted to the chairman in writing, thirty (30) days prior to the date of the annual district convention. The committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it.

Sec. 8. The Committee on Finance shall prepare a budget of estimated income and expenditures for submission to the Board of Trustees, and shall submit such other recommendations as may be requested by the Board of Trustees.

Sec. 9. Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting in the clubs of the district any program suggested by such International Committee.

provisional

provisional

provisional

**ARTICLE IX
SPECIAL COMMITTEES**

but not more than six (6)

Sec. 1. Special committees may be appointed by the Governor and shall perform such duties as may be defined in

their creation. Such committees shall consist of at least three (3) members. Each committee shall be responsible to the Gov-

ernor and shall make such reports as he may direct. All committeemen shall be subject to removal by him.

**ARTICLE X
CONVENTIONS**

provisional

Sec. 1. The annual convention of the district shall be held at such place and date, between March fifteen and September fifteen, as shall be mutually agreed to by the Board of Trustees of the district and the Board of Trustees of Kiwanis International, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the convention of Kiwanis International. In determining the location of a given annual convention, the Board of Trustees may be guided and advised by the majority vote of the qualified delegates present and voting at an annual convention.

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

Sec. 3. Special conventions of the district shall be called by the Governor upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourths ($\frac{3}{4}$) of the members of the Board of Trustees.

Sec. 4. The 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 Governor 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 district shall be entitled in any convention to three (3) delegates, two of whom shall be the president and 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 the president-elect.

Sec. 7. Official delegates of newly organized Kiwanis Clubs shall be granted full privileges at district conventions after the charter has been issued by Kiwanis International whether or not then formally presented to such clubs.

Sec. 8. The delegates and their alternates shall be active, privileged, 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 District 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 Secretary and Past Governors of the district who are active, privileged, or senior members of a Kiwanis club of the district shall be delegates-at-large to all conventions.

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 be certified according to the provision of the Bylaws and must have paid a Convention registration fee, if such is required.

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

Sec. 12. The convention may propose, discuss, and adopt resolutions recommending legislation to Kiwanis International. It shall also consider and act upon matters submitted to it by Kiwanis International.

Sec. 13. In the absence of the Governor or Acting Governor (if one there be) from any convention of the district, the Board of Trustees shall designate the Governor-elect, the Immediate Past Governor or a Lieutenant Governor to act as chairman.

provisional

Sec. 14. A quorum at any convention of the district shall comprise the official delegates present and representing not less than one-third ($\frac{1}{3}$) the total number of clubs within the district.

Sec. 15. Within thirty (30) days after any convention, the 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 president and to the secretary of each chartered club within the district.

provisional

provisional

provisional

ARTICLE XI CONVENTION PROCEDURE

Sec. 1. The official program of a convention as approved by the Board of Trustees shall be the order of the day for all sessions. Changes in the program may be made from time to time by a majority vote of the delegates and delegates-at-large present and voting.

Sec. 2. All resolutions submitted thirty (30) days prior to the date of the district convention shall be referred to the Com-

mittee 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 ($\frac{2}{3}$) vote of the Board of Trustees. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolu-

tions.

Sec. 3. Reports of committees, communications to the convention, resolutions presented by the Committee on Resolutions, and all motions save such as are "undebatable" may be debated upon the floor of the convention, unless by a two-thirds ($\frac{2}{3}$) vote the convention decides to dispose of them without debate.

ARTICLE XII NOMINATION AND ELECTION OF OFFICERS

Sec. 1. The election of officers, except the Lieutenant Governors and the Secretary*, shall be held at the annual convention.

The official program of the annual convention shall indicate the time for the district 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 district provides in Article V, Section 1, that one person shall be both Secretary and Treasurer, this provision must be modified by changing "Secretary" to "Secretary-Treasurer."]

Sec. 2. (a) The Lieutenant Governor of each division shall, no later than the second week in April, by ten (10) days written notice to the president of each club of the division, call a conference for the purpose of electing a Lieutenant Governor and a Lieutenant Governor-elect, if such latter position is provided for in the District Bylaws or by action by the District Board of Trustees. The time and place of this conference shall be designated by the Lieutenant Governor.

(b) The personnel of the conference shall be the president and immediate past president of each club in the division, or their duly elected alternates, the Lieutenant Governor of the division, and all Past Governors and all Past Lieutenant Governors still active, privileged, or senior members of a club of the division.

(c) The representatives of two-thirds ($\frac{2}{3}$) of the clubs of the division shall constitute a quorum at the conference, and each club shall have one vote for each representative present. The Lieutenant Governor and the Past Governors and Past Lieutenant Governors in attendance at the conference shall have the privilege of the floor without the right to vote, except, however, in the event of a tie vote, in which case the Lieutenant Governor shall be entitled to vote.

(d) The Immediate Past Lieutenant Gov-

ernor shall be chairman of the conference, or in his absence his immediate predecessor, and so on. In the absence of a Past Lieutenant Governor the conference shall elect one of its members as chairman. The conference shall elect one of its number as secretary and such tellers as may be necessary.

(e) Upon completion of organization as above outlined, the conference shall proceed to elect a Lieutenant Governor and a Lieutenant Governor-elect, if such latter position is provided for in the District Bylaws or by action by the District Board of Trustees. The Lieutenant Governor-elect, if any, shall be the sole candidate for the office of Lieutenant Governor. However, nothing shall preclude additional nominations from the floor.

When the number of names presented to the conference in either case is in excess of two, a vote shall be taken. The person receiving the fewest number of votes shall be eliminated after the first ballot, and this procedure shall be followed until one person receives a majority vote. No person shall be submitted to the conference as a candidate for Lieutenant Governor or Lieutenant Governor-elect without the consent of said person first being obtained. Each candidate for Lieutenant Governor shall give assurance that he will attend the leadership education conferences held for his district, division, and clubs as outlined by Kiwanis International, and that he will officially visit the clubs of his division.

(f) A Lieutenant Governor-elect is not a district officer.

(g) The division conference shall, in the consideration of all names presented, be guided by the principles, traditions and precedents of Kiwanis International in its election of officers, and particularly consider the ability of a proposed candidate and his service and experience in Kiwanis.

(h) The Lieutenant Governor shall certify the results of the election to the District Secretary and Kiwanis International immediately following the conference.

Sec. 3. At times designated and announced by the District Governor and at

places designated and announced by the respective Lieutenant Governors all at the site of and prior to the time of the nominating conference at the annual district convention there shall be held a divisional meeting for each division in the district. If the Lieutenant Governor of any division is absent from the convention, the place of meeting and the presiding officer thereof for his division shall be designated by the Governor.

Sec. 4. (a) All delegates in attendance at the convention from clubs within a given division shall be eligible to attend the meeting for that division; and one-third ($\frac{1}{3}$) 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 Lieutenant Governors shall preside over their respective division meetings. In the absence of any Lieutenant Governor, the presiding officer for the meeting for that division shall be designated by the Governor.

(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 division as the representatives of that division to the district nominating conference.

(d) The chairman of the division meeting shall then, immediately upon the adjournment of the division meeting, certify the names of the three said representatives to the district nominating conference to the District Secretary.

(e) Upon receiving such certification from such division meeting, the District Secretary shall further certify all such representatives' names to the chairman of the district nominating conference, and no person other than those whose names are so certified (except the presiding officer of the district nominating conference) shall be permitted to attend the district nominating conference.

(f) The chairman of the conference shall be the Immediate Past Governor, or in his absence his immediate predecessor, and so on, but without vote. In the event

of the absence of all the Past Governors, 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 ($\frac{2}{3}$) of the representatives as certified to the District 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 Governor, Governor-elect, and Treasurer.* The candidates are to be selected and submitted to the convention in accordance with the following provisions:

*[Note—If the district provides in Article V, Section 1, that one person serve as both Secretary and Treasurer, this provision must be modified by the adding of "and" before "Governor-elect" and by the omission of "and Treasurer."]

(1) The conference shall submit to the convention the name of the Governor-elect as the sole candidate for the office of Governor and shall submit all candidates for the offices of Governor-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 district provides in Article V, Section 1, that one person serve as both Secretary and Treasurer, this provision must be modified accordingly.]

provisional

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

Sec. 2. In the event during an administrative year of a vacancy in the office of Lieutenant Governor, the Board of Trustees shall elect a qualified member of a chartered club of the same division to fill the office for the unexpired term.

provisional

(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 the training schools held for his district division and club 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 District Secretary the result of the conference as to all recommendations for nomination for each office, same to be verified by the tellers and secretary of the conference, said record to be preserved by the District Secretary until the adjournment of the convention.

(j) When the nomination of candidates for district offices shall become the order of business of the annual convention, the report of the conference shall be presented by the District Secretary.

(k) Nothing in this section shall be construed as limiting the right to make further nominations from the floor of the convention.

Sec. 5. The Committee on Elections shall have general charge of the election and of distributing and counting the ballots.

Before the election, the District 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

provisional

ballot cast does not show a majority for any nominee for any particular office, the Governor 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. 6. The District Secretary* shall be appointed by the Governor with the approval of the Board of Trustees assuming office with the Governor.

*[Note—If the district provides in Article V, Section 1, that one person serve as both Secretary and Treasurer, this provision must be modified by changing "Secretary" to "Secretary-Treasurer."]

Sec. 7. In the event that in any year the Board of Trustees shall by resolution determine that there exists a condition of widespread emergency so affecting the district as to compel cancellation of the annual district convention, the Board of Trustees shall then have power to elect district officers for the normal term of office, and to transact all other business that could otherwise be transacted at an annual district convention, at a council meeting held during the period provided for the district convention, such council to be comprised of the Board of Trustees and other persons having the status of delegates-at-large to all district conventions. Such council shall formulate its own procedure.

provisional

ARTICLE XIII VACANCIES IN OFFICE

Sec. 3. Whenever it shall appear to the Governor that any Lieutenant Governor District Secretary or District Treasurer is failing to perform the duties of his office, the Governor shall give such district officer immediate notice of the fact and shall call a meeting of the Board of Trustees to be held not less than three weeks thereafter to consider such facts and any reasons why the office shall not be declared vacant. In the event that the Board of Trustees shall find the alleged facts to be true, said Governor shall have the power to declare such office vacant, and the Board of Trustees shall proceed to elect a new officer to fill such vacancy provided that in the instance of the office of Lieutenant Governor the new Lieutenant Governor shall be elected from the division of the office so declared vacant.

Sec. 4. In the event during an administrative year of a vacancy in the office of Treasurer, the Board of Trustees shall elect a qualified member of a chartered club of the district to fill the office for the unexpired term.*

*[Note—If a district provides in Article V, Section 1, that one person serve as both Secretary and Treasurer, this section should be omitted.]

Sec. 5. In the event after his election and before October 1, of disability or inability of a district officer to serve for the year for which he was elected, the Board of Trustees designate for said year shall proceed forthwith to the election of his successor in the manner now provided for filling vacancies in office during the administrative year. The Governor-designate shall give reasonable notice of the time

provisional

place of such election and in his absence or disability the Governor of the district shall act.

Sec. 6. In the event that the Governor shall be temporarily so incapacitated as to be unable to discharge the duties of his office, the Board of Trustees may appoint a Past Governor, or one of the Lieutenant Governors or former Lieutenant Governors, who is an active, privi-

leged, or senior member of a Kiwanis club in this district, to become Acting Governor until the Governor is able to reassume his duties. While the Governor is incapacitated, the Acting Governor shall be the executive officer of the district and shall have all the duties, responsibilities, and authority given to the Governor by these bylaws and the Constitution and By-laws of Kiwanis International. If, after a

period of sixty (60) days, it shall appear to the Board of Trustees that the Governor 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 Governor vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in office as contained in these bylaws.

provisional

provisional

ARTICLE XIV

PUBLIC ACTIVITIES

Sec. 1. The district may, from time to time, express by proper means its attitude on questions of public importance and any proposed legislation affecting communities within the territory of the district, provided that no Kiwanis clubs without the district are affected by the same.

Sec. 2. When Kiwanis clubs without the district are affected by any such public question or such proposed legislation, the

district shall refer its favorable or unfavorable recommendations to the Board of Trustees of Kiwanis International. After action on such matters by the Board of Trustees of Kiwanis International, the district may give expression to its attitude provided that such action is consistent with that of Kiwanis International.

Sec. 3. No action on any public question or proposed legislation shall be taken by

the district until the same shall first have been submitted to the Committee on Citizenship Services and the recommendations of that committee have been received and considered by the Board of Trustees of the district.

Sec. 4. The district shall not be used in any way for political purposes, nor shall it as a district actively participate in the political candidacy of any person.

provisional

provisional

ARTICLE XV

REVENUE

1. Each member club shall pay to the district for each of its members, with the exception of its honorary members, the sum of \$.....* per annum, as the subscription price of the district bulletin, and \$.....* per annum as dues, such latter amount to include all district charges, other than the registration fees paid by those in attendance at district conventions or conferences, such total amount to be payable in semi-annual installments of one-half (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.

*[Note—The International Constitution provides that the total of such subscription price and dues shall not be less than \$1.00 nor more than \$20.00.]

Sec. 2. The dues to be paid to the district by any new club admitted to membership during any fiscal year, shall be pro-rated 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 district and no voluntary contribution for any district activity shall be requested of all clubs by the district except by a two-thirds vote of the delegates at a convention or a two-thirds vote upon a referendum submitted to all clubs of the district, and with the approval of the Board of Trustees of Kiwanis International.

provisional

provisional

ARTICLE XVI

FINANCE

Sec. 1. The fiscal year of the district shall begin on the first day of October of each year.

Sec. 2. At the first meeting of the Board of Trustees a budget of estimated income and expenditures for the year shall be approved and adopted by the Board.

Sec. 3. Total disbursements in any year shall not exceed the gross amount of the budget adopted by the Board of Trustees in each year.

Sec. 4. The books of account of the district shall be audited at least once each administrative year by an independent auditing firm named by the Board of Trustees and a certified report shall be rendered to the Board of Trustees.

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

Sec. 6. The Board of Trustees shall

designate the official or officials who shall sign checks.

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

Sec. 8. The necessary expenses of the Governor incurred in attending any convention of Kiwanis International may be paid by the district.

provisional

ARTICLE XVII

RULES OF ORDER

Sec. 1. "Robert's Rules of Order" shall be the parliamentary authority for all mat-

ters of procedure not specifically covered

in these bylaws.

**ARTICLE XVIII
AMENDMENTS**

Sec. 1. 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. 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.

ARTICLE XIX

APPROVAL OF KIWANIS INTERNATIONAL

Sec. 1. These bylaws and all amendments or additions, including any district-provisional

ing, redistricting, or grouping of clubs, shall not be effective unless approved by

the Board of Trustees of Kiwanis International.

ADOPTED BY THE PROVISIONAL DISTRICT OF KIWANIS INTERNATIONAL

Governor

Secretary

↓, which shall be submitted only by a club in good standing or by the provisional district Board of Trustees,

REPORT OF SPECIAL PRESIDENTIAL COMMITTEE ON WOMEN'S SPONSORED GROUP
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 6-10, 1983

Dates of Committee Meeting: April 8-10, 1983

Place of Committee Meeting: General Office

Present: Members - Raymond B. Allen, Robert G. Sinn
Chairman - Anton J. "Tony" Kaiser
Staff - Kenneth M. Ayers

As part of the report of its December 15-16, 1981, meeting, the Growth Task Force appointed by Immediate Past President E. B. "Mac" McKitrick recommended that "Kiwanis International diligently research the idea of establishing a Kiwanis-sponsored ladies' organization similar to the Lioness Club organization."

Last year's special Board committee concluded that such an organization could properly be initiated by International Board action, i.e., without a Constitutional amendment, as a program or activity to be made available to Kiwanis clubs. Its recommendation that the concept of a club level women's sponsored group be approved by the Board and referred to Staff for the development of specific program content and materials was withdrawn after presentation to the Board, pending the Board's receipt and approval of such specifics. In response to this Board's recommendation at its January 27-February 1, 1983, meeting that the President appoint a special committee "to study the implementation of the concept of a local level women's sponsored group and to make recommendations to the Board of Trustees," this committee was appointed by President John T. Roberts.

In its consideration of its assigned topic, this committee, like last year's, unanimously agreed that the "sponsored group" matter is entirely separate and different from the matters of permitting women in existing Kiwanis clubs and the chartering of Kiwanis clubs for women only, and that any Board initiative in the sponsored group matter should not be perceived as responsive to those who favor either of these (both of which would require Constitutional changes in Kiwanis' qualifications for membership), but rather as simply an important new program being instituted and promoted by Kiwanis International as an optional and potentially very beneficial activity of Kiwanis clubs.

This committee, like last year's, unanimously concluded that the program should be instituted as soon as financially possible, as a highly desirable rounding out of the K-family, as a membership development and retention effort, as a way of increasing the service and fellowship potential of Kiwanis clubs, as a means of recognizing and applauding the many club level women's groups that

already exist, and as a vehicle for providing a good additional opportunity for women to organize for effective community service and fellowship.

The Committee discussed the desirability of expressly limiting participation in the Program to sponsored women's groups comprised only of wives and widows of Kiwanians in the sponsoring club, but decided that, since these will be club level groups only, local option of the sponsoring Kiwanis club in this regard would be acceptable, preferred by the clubs, and better from International's viewpoint in that many Kiwanis clubs would opt for not limiting membership to wives and widows, thus opening membership to a larger number of service minded women (which, incidentally, is permitted under the Lions' Lioness Club program).

As for a name for the women's organizations, the committee concluded that even though locally sponsored, all groups in the program should have the same name, that it should begin with the letter "K," and that it should immediately identify the group as being affiliated with Kiwanis. After consideration of several possibilities, the name "KIWANIANNE CLUB" was selected.

Recommendation #1:

The Committee recommends that Kiwanis International adopt a program to be called THE KIWANIANNE CLUB PROGRAM, for optional Kiwanis club sponsorship of local level only women's groups to be called KIWANIANNE CLUBS whose purposes shall be community service and fellowship, and whose membership shall be comprised of either only wives and widows of Kiwanians in the sponsoring club or clubs, or wives and widows and such other women as they may invite to join, at the option of the sponsoring Kiwanis club or clubs; that the Program be implemented and financed in accordance with procedures to be adopted by the Board; that development of basic Program promotional materials by Staff begin as soon as possible; and that promotion of the Program begin as soon as funds for production and distribution of the material and necessary staff personnel, if any, to administer the Program, can be made available.

I move that Recommendation 1 be adopted.

(Adopted)

Recommendation #2:

The Committee recommends that the KIWANIS INTERNATIONAL PROCEDURES RE: THE KIWANIANNE CLUB PROGRAM, as contained in Exhibit A of this report be adopted by the Board and referred to the Program Services Committee for its review and insertion into Policies and Procedures, as a Procedure.

I move that Recommendation 2 be adopted.

(Adopted)

Recommendation #3:

The Committee recommends that the STANDARD KIWANIANNE CLUB CONSTITUTION, as contained in Exhibit B of this report be adopted.

I move that Recommendation 3 be adopted.

(Adopted)

Recommendation #4:

The Committee recommends that the attached SUGGESTED KIWANIANNE CLUB BYLAWS, as contained in Exhibit C of this report be adopted.

I move that Recommendation 4 be adopted.

(Adopted)

Respectfully submitted,

RAYMOND B. ALLEN
ROBERT G. SINN
ANTON J. "TONY" KAISER, Chairman

KIWANIS INTERNATIONAL

PROCEDURES RE:

THE KIWANIANNE CLUB PROGRAM

The Kiwanianne Club Program, approved by action of the Board of Directors as an official activity of Kiwanis International on May 10, 1983, shall be implemented in accordance with the following procedures, as they may hereafter be modified or amended by action of the Board:

1. PURPOSE: The purpose of this Program is to foster, encourage and recognize the sponsorship by Kiwanis clubs of Kiwanianne Clubs:
 - (a) To enable women to effectively cooperate with Kiwanis clubs in carrying out their Objects, community service projects, programs and activities;
 - (b) To provide and increase other organized community service opportunities for women; and
 - (c) To unite members of Kiwanianne Clubs in fellowship and understanding.
2. NAME AND EMBLEM:
 - (a) The name of this Program shall be the Kiwanianne Club Program, and all clubs recognized and certified hereunder shall be known as Kiwanianne Clubs.
 - (b) The Kiwanianne Club name and the emblem to be adopted are the sole property of Kiwanis International, and all ownership rights in and to them shall be in and are reserved to Kiwanis International.
 - (c) The name of each club recognized and certified under this Program shall include the words Kiwanianne Club followed or preceded by identifying words used in the name of its sponsoring Kiwanis Club or Clubs or, with the approval of its sponsoring club or clubs and Kiwanis International, other words reflecting the location of the club, provided

such name is not misleading or already being used by a certified Kiwanianne Club.

3. JURISDICTION: The Board of Directors of Kiwanis International shall have and hereby reserves all authority, control and supervision of all aspects of this Program, including but not limited to the establishment, implementation and enforcement of all constitutional, organizational, procedural and any and all other requirements thereof.

(a) Constitution:

- (1) The Board of Trustees of Kiwanis International shall frame, and all Kiwanianne Clubs recognized and certified under this Program shall adopt, be governed by and comply with a Standard Kiwanianne Club Constitution.
- (2) All activities, projects and programs of Kiwanianne Clubs shall be in accord with the policies and procedures adopted by the Board of Trustees of Kiwanis International, as they may hereafter be modified or amended, and the Standard Kiwanianne Club Constitution and all amendments thereto. Only said Board of Trustees may amend said Constitution.
- (3) Each Kiwanianne Club shall adopt by-laws which shall at all times be consistent with the Standard Kiwanianne Club Constitution and the policies and procedures adopted by the Board of Trustees of Kiwanis International, as they may hereafter be modified or amended. Such by-laws and any subsequent amendments thereto shall also be subject to the approval of the Board of Directors of the sponsoring Kiwanis club.

(b) Sponsorship:

- (1) No group or organization shall be or continue to be recognized or certified as a Kiwanianne Club by Kiwanis International unless it is sponsored by a chartered Kiwanis club. No Kiwanis club may begin to sponsor a Kiwanianne Club after May 10, 1983 except under and in accordance with this Program and the policies and procedures adopted by the Board of Trustees of Kiwanis International as they may hereafter be modified or amended.
- (2) The sponsoring Kiwanis club shall be responsible for the organization, supervision and guidance of its Kiwanianne Club, which club shall be recognized and certified by Kiwanis International so long as its sponsorship by the Kiwanis club and its compliance with this Kiwanianne Club Program continue. Organization and operation of Kiwanianne Clubs above the club level shall not be permitted.
- (3) Any chartered Kiwanis club may sponsor either (a) a Kiwanianne Club comprised only of wives of members and widows of former members of the sponsoring Kiwanis club, or (b) a Kiwanianne Club comprised of wives of members and widows of former members of the sponsoring Kiwanis club and such other women as they may invite to join for membership under the standard Kiwanianne Club Constitution.

(c) Operating Procedures:

- (1) Any chartered Kiwanis club may request from Kiwanis International a Certificate of Organization and Recognition of a women's group as a Kiwanianne Club, upon submission to the

General Office of the forms then in current use listing the names and addresses of the original members and officers elected, and verification of the adoption of the Standard Kiwanianne Club Constitution.

- (2) Upon payment by the Kiwanis club of a \$100 Certification Fee and the required portion of the first year's Sponsorship Fee, and its compliance with this Program, a Certificate of Organization and Recognition signed by the President of Kiwanis International shall be sent to the sponsoring Kiwanis club President for his signature and formal presentation to the President of the Kiwanianne Club at an appropriately planned meeting.
- (3) Thereafter, by October 15th of each year, the sponsoring Kiwanis Club shall remit to Kiwanis International a \$100 annual Sponsorship Fee covering the October 1 - September 30 administrative year to be adopted by the Kiwanianne Club. For the first year of a newly organized Kiwanianne Club, the Kiwanis club shall remit a portion of the Sponsorship Fee as follows: for clubs organized during the first quarter of the administrative year, \$75; during the second quarter, \$50; during the third quarter, \$25; and during the fourth quarter, no fee. The failure by the Kiwanis club to remit the annual Sponsorship Fee by December 31st of each year may result in the withdrawal and cancellation by Kiwanis International of the Certificate of Organization and Recognition of the Kiwanianne Club. With each annual Sponsorship Fee, the sponsoring Kiwanis Club shall submit to Kiwanis International a current listing of the names and addresses of the Kiwanianne club's members and officers, and the name and address of a Kiwanian who shall be appointed by the Kiwanis club President to serve as the Kiwanis club's

liaison with the Kiwanianne Club. A copy of the list shall be sent to the Kiwanis District Kiwanianne Club Chairman.

- (4) Kiwanianne Clubs may order Official Supplies Catalog items bearing the Kiwanianne Club emblem directly from the Kiwanis International Office if such orders are accompanied by payment. Kiwanis clubs may order Kiwanianne Club items in accordance with then current billing and payment procedures.
- (5) It shall be the responsibility of each Kiwanianne Club to raise the funds necessary to carry out its program. Funds raised in the community shall not be used for the club's administrative expenses. Any reimbursement of the Kiwanis Club's costs of sponsoring the Kiwanianne Club shall be as agreed between the clubs.
- (6) Each Kiwanis District Governor shall appoint a Kiwanian to the position of District Kiwanianne Club Chairman, whose responsibilities shall include the promotion of sponsorship of Kiwanianne Clubs throughout the District and the submission to Kiwanis International by January 15th of each year of a report of the number of Kiwanianne Clubs in good standing in his District and the names of their sponsoring Kiwanis Clubs.
- (7) Termination or Cancellation of Kiwanianne Clubs
 - a. Kiwanianne Club members may themselves terminate their club, but only in accordance with the Standard Kiwanianne Club Constitution.

b. The sponsoring Kiwanis club may terminate its Kiwanianne Club by withdrawing its sponsorship. In such event, the Kiwanis club shall give the Kiwanianne Club written advice of its withdrawal of sponsorship, including the reasons therefor, and a copy of the advice shall be sent on the same day to the Kiwanianne Club Liaison, the Kiwanis District Kiwanianne Club Chairman, and the Kiwanis District Governor. If, after consideration of the advice and any Kiwanianne Club response, the Kiwanis District officials are unable to resolve any differences between the Kiwanis and the Kiwanianne clubs within thirty days, the Kiwanis club may proceed to terminate the Kiwanianne Club, and upon submission to Kiwanis International of a copy of the advice including the reasons, the Kiwanianne Club shall be cancelled.

(d) Sanctions:

- (1) A member of a Kiwanianne Club shall relinquish all rights and privileges of membership, including the right to wear and display the Kiwanianne Club Emblem, when her membership or the existence of her club is terminated.
- (2) The existence of a Kiwanianne Club shall be terminated
 - a. Upon vote of its membership, or
 - b. Upon withdrawal of sponsorship by its sponsoring Kiwanis club, or
 - c. Upon withdrawal of recognition (for cause and after a reasonable opportunity to be heard) by Kiwanis

International, with or without the consent of
the sponsoring Kiwanis club.

STANDARD KIWANIANNE CLUB CONSTITUTION

ARTICLE I

OFFICIAL NAME

Section 1. This organization shall be known as the Kiwanianne Club of _____ . This name shall not be changed unless permission shall first have been obtained from the sponsoring Kiwanis Club and from the Board of Trustees of Kiwanis International

ARTICLE II

PURPOSES

Section 1. The purposes of this club shall be:

- (a) To cooperate with the Kiwanis Club of _____ in carrying out its Objects, community service projects, programs and activities;
- (b) To provide additional community service opportunities for women; and
- (c) To unite its members in fellowship and understanding.

ARTICLE III

SPONSORSHIP

Section 1. This club is sponsored by the Kiwanis Club of _____ and its operations are and shall be subject to the jurisdiction and supervision of said Kiwanis club. Such jurisdiction and supervision shall be exercised in a manner which in the judgement of said Kiwanis club will promote the best interests of the Kiwanianne Club Program of Kiwanis International, subject however to the jurisdiction of Kiwanis International over all aspects of the Program.

ARTICLE IV

PROJECTS

Section 1. Subject to the provisions of Article III, this club may select, plan and implement service projects within its community in addition to those projects in which it lends support and cooperation to its sponsoring Kiwanis club.

Section 2. The community service activities of this club shall be financed primarily through fundraising projects in its community. Direct costs of any such project may be paid from funds so raised but no portion of the net income from any community fundraising project may be used to pay any administrative expense of this club (including any reimbursement of its sponsoring Kiwanis club for its costs of sponsorship) or to directly or indirectly benefit this club or any member thereof. All such net income shall be used exclusively to fund community service activities.

ARTICLE V

MEMBERSHIP

Section 1. Membership in this club shall be primarily of the active class as herein defined. There may be such other classes of membership as set forth in the Bylaws of this club.

Section 2. The active membership of this club shall consist of women of good character and community standing residing in or having other community interests within the area of this club.

Section 3. As provided in the Bylaws, the active membership of this club shall be composed of either (a) only wives of members and widows of former members of the sponsoring Kiwanis club or clubs, or (b) wives of members and widows of former members of the sponsoring Kiwanis club or clubs and such other women who, upon sponsorship of an active member of this club and approval of its Board of Directors, receive and accept a written invitation to join and pay the required fees.

ARTICLE VI

RESIGNATION AND DISCIPLINE

Section 1. Any member may resign from this club provided that all her indebtedness to the club has been paid and any and all property of the club in her possession has been returned. The resignation shall be submitted in writing to the Board of Directors, and shall become effective when accepted by it.

Section 2. Any member being in arrears in the payment of dues and/or any other financial obligation to this club for the period specified in the Bylaws shall, upon majority vote of the Board of Directors (quorum required), stand suspended or be dropped from membership, as provided in the Bylaws, and shall be so notified by the Secretary. Suspended members may be reinstated as provided in the Bylaws.

Section 3. Any member charged with conduct unbecoming a Kiwanianne and against whom such charges are sustained, after due and proper hearing before the Board of Directors, may be expelled from membership by a two-thirds (2/3) vote of the entire Board of Directors. All complaints and charges shall be referred to a special committee appointed for the purpose of making an investigation and a report and recommendation before any action is taken thereon by the Board.

Section 4. Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds and other property of the club and all right to the use of the Kiwanianne name, emblem or other insignia.

ARTICLE VII

MEETINGS

Section 1. Club Meetings:

- (a) Regular business meetings of this club shall be at such times and places as set forth in the Bylaws.
- (b) The club president may at any time call, and upon written request to her by no less than twenty-five (25%) percent of the active members, shall call a special meeting of the club. Such call may be given verbally or in writing, but it shall be given to each active member and shall designate a time and place reasonably convenient to a majority of the active members and state, generally, the purpose of such meeting. Such notice, if written, shall be considered as given when deposited in the mails and addressed to a member at her address as shown on the club records at the time of mailing.
- (c) Quorum: The presence in person of a majority of the active members shall be necessary for a quorum at any regular or special meeting of this club.

Section 2. Board of Directors Meetings:

- (a) Regular business meetings of the Board of Directors shall be held at times and places as provided in the Bylaws.
- (b) The president may at any time call, and upon the written request of any three (3) members of the Board shall call, a special meeting of the Board. Such call may be given verbally or in writing but it shall be given to every member thereof,

and shall designate a time and place reasonably convenient to a majority of such members and set forth, generally, the purpose of such meeting. Such notice, if written, shall be considered as given when deposited in the mails and addressed to the member at her address shown on the club records at the time of mailing.

- (c) A majority of the members of the Board shall constitute a quorum at any regular or special meeting of the Board. If neither the president nor the vice-president are present, the attending Board members shall elect one of their number to preside at the meeting.
- (d) Any member of this club shall have the right to attend any regular or special meeting of the Board. Such member may speak at the meeting with the consent of the Board, but may not vote.

ARTICLE VIII

OFFICERS

Section 1. The officers of this club shall be a President, a Vice-President, a Secretary, a Treasurer and such other officers as may be provided for in the Bylaws.

Section 2. Each officer shall be an active member. No offices other than those of Secretary and Treasurer may be held simultaneously by the same person and no person shall simultaneously serve as an elected director and an officer.

Section 3. All officers shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

Section 4. Unless specifically provided otherwise in this Constitution or in the Bylaws, the duties of the officers shall be as specified in Roberts Rules of Order, as most recently revised.

ARTICLE IX

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers and not less than three (3) directors elected from among the members.

All directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

Section 2. The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget and all bills, counsel with committees, and have general management of the club. Unless rescinded or modified by the Board itself, decisions of the Board shall be effective unless reversed or modified by a vote of two-thirds (2/3) of all the members of this club taken at a regular or duly called special club meeting.

Section 3. The Board of Directors shall have general control over all committees and officers and may override the decision or action of any officer. For good cause, including but not limited to malfeasance or nonfeasance in office, the Board, by vote of two thirds (2/3) of its entire membership after due and proper hearing or reasonable opportunity therefor offered to the office holder, may declare any office vacant and elect a member in good standing to fill any unexpired term thereof.

Section 4. The Board of Directors shall present an annual report of its operations to the membership and to the sponsoring Kiwanis Club.

Section 5. A quorum of the Board of Directors shall be a majority of its members.

ARTICLE X

ELECTIONS

Section 1. Elections of officers and directors shall be held annually at a regular or duly called special club meeting as specified in the Bylaws.

Section 2. No more than a plurality of the votes cast shall be necessary to elect any officer or director. Neither cumulative voting nor voting by proxy shall be permitted.

ARTICLE XI

COMMITTEES

Section 1. The Bylaws shall provide for Constitution and Bylaws, Finance and Project Committees and such other standing committees as may be deemed necessary for the administration and operation of the club.

Section 2. Subject to the approval of the Board of Directors, the president may appoint special committees, and they shall perform such duties as may be defined in their creation.

ARTICLE XII

REVENUE

Section 1. In addition to a membership fee to be specified in the Bylaws payable by each new member, this club shall charge such additional fees and dues as shall be necessary from time to time to meet its administrative costs and as are specified in the Bylaws.

Section 2. The net income received from fundraising projects in which the public participates and money donated by members or others specifically for the community service activities of the club shall be segregated from the administrative funds of the club and shall be used only for such community service activities.

ARTICLE XIII

OBLIGATIONS TO THE SPONSORING KIWANIS CLUB AND KIWANIS INTERNATIONAL

Section 1. This club, by accepting its Certificate of Organization and Recognition from Kiwanis International, and each member, by accepting membership in this club, agree to be bound by the procedures of Kiwanis International on the Kiwanianne Club Program, the provisions of this Constitution and the Bylaws of this club, and any amendments to them, and the jurisdiction of the sponsoring Kiwanis Club.

ARTICLE XIV

BYLAWS

Section 1. The Board of Directors of this club shall prepare and present, and a majority of the members in good standing of this club shall adopt, at a regular or duly called special meeting, such Bylaws as are deemed necessary to the efficient operation of this club; PROVIDED, however, that all such Bylaws shall be consistent with the provisions of this Constitution. Any Bylaws, or amendments thereto or repeal thereof, which shall contravene any provision of this Constitution or any policy or procedure of Kiwanis International shall be null and void and of no effect from inception.

ARTICLE XV

EMBLEM

Section 1. The emblem of this club shall be

and such emblem shall be and remain the sole property of Kiwanis International and shall be the emblem of this club and its members only so long as the sponsorship of this club by its sponsoring Kiwanis Club continues and the Certificate of Organization and Recognition of this club has not been withdrawn or cancelled by Kiwanis International.

Section 2. Each member of this club shall be entitled to wear or otherwise display the emblem in a dignified and appropriate manner, but only during the period of her membership in good standing in this club. Such entitlement shall automatically cease upon termination of her membership or the existence of this club.

ARTICLE XVI

DURATION

Section 1. This club shall cease to exist upon the occurrence of any of the following:

- (a) Vote of this club to terminate.
- (b) Written notice to the President, or to any other officer of this club with a copy thereof to the President, of the termination or withdrawal of sponsorship by the sponsoring Kiwanis Club.

- (c) Written notice to the President, or to any other officer of this club with a copy thereof to the President, of the cancellation or withdrawal of the Certificate of Organization and Recognition by Kiwanis International.

Section 2. By virtue of the termination of the existence of this club under any provision of this Article, and without the necessity of any other act, all rights and privileges of this club and each member thereof, including but not limited to the right to use the Kiwanianne Club name and emblem, shall thereupon be automatically relinquished and surrendered.

ARTICLE XVII

RULES OF ORDER

Section 1. "Robert's Rules of Order", as most recently revised, shall be the parliamentary authority for all matters of procedure not specifically covered in this Constitution, unless otherwise specifically provided in the Bylaws.

ARTICLE XVIII

AMENDMENTS

Section 1. This Constitution may be amended only by action of the Board of Trustees of Kiwanis International, and all amendments adopted by said Board shall automatically amend and become provisions of this Constitution.

(SUGGESTED KIWANIANNE CLUB BYLAWS)

BYLAWS OF THE KIWANIANNE CLUB OF _____

ARTICLE I

MEMBERSHIP

Section 1. Membership in this club shall be primarily of the active class, as defined in its Constitution.

Section 2. The active membership of this club shall be composed of only wives of members and widows of former members of its sponsoring Kiwanis Club.

OR (select one)

Section 2. The active membership of this club shall be composed of wives of members and widows of former members of its sponsoring Kiwanis club or clubs and such other women who, upon sponsorship of an active member of this club and approval of its Board of Directors, receive and accept a written invitation to join and pay the required membership fee.

Section 3. There shall be the following additional class(es) of membership, as herein defined: (add and define such additional classes of membership as may be desired, for example, associate, senior or honorary).

ARTICLE II

MEETINGS

Section 1. Regular meetings of this club shall be held (weekly, bi-weekly, monthly but not less than monthly) at a time and place to be determine by the board of directors.

ARTICLE III

ELECTIONS

Section 1. Election of officers and directors of this club shall be held annually at a club meeting to be held between April 1st and May 15th.

Section 2. Nominations of officers and directors shall be made either in writing or from the floor, at a regular club meeting held before the meeting at which the elections are to be held. Voting shall be by secret ballot. Those candidates receiving a plurality of the votes cast shall be elected. Neither cumulative voting nor proxy voting shall be permitted. Those elected shall take office on the October 1st following their election and qualification, and shall serve until the following September 30th or until their successors are duly elected and qualified.

Section 3. The officers of this club shall be those provided for in its Constitution and....(add those additional officers, if any, deemed necessary for effective administration and operation of the club).

Section 4. The number of directors to be elected is _____ (insert number, not less than three (3), deemed necessary for effective administration and operation of the club), and they, together with the officers, shall comprise the Board of Directors of this club.

ARTICLE IV

REVENUE

Section 1. The membership fee shall be \$ _____ payable by each active member upon joining the club. (This Section is to be modified if there are to be members other than active members who are to be charged a membership fee.)

Section 2. The annual dues shall be \$ _____, due from each active member and payable _____ (insert weekly, monthly, quarterly or annually.) (This Section is to be modified if there are to be members other than active members who are to be charged dues.)

Section 3. No other assessment shall be made or imposed upon the members.

ARTICLE V

COMMITTEES

Section 1. The President, with the approval of the Board of Directors, shall appoint the following Standing Committees:

- (a) Constitution and Bylaws - This Committee shall be responsible for (i) studying the club Bylaws and recommending to the membership or the Board of Directors any necessary or desirable amendments thereto, and, (ii) reporting any violations of the Constitution or Bylaws to the membership or the Board.
- (b) Finance - This Committee shall be responsible for (i) the preparation of a proposed annual budget of estimated club income and expenses, for submission to the Board for its consideration, approval and adoption by October 15th of each year, and, (ii) determining ways and means of financing club operations, projects and activities, for consideration and approval by the Board before implementation by the club.
- (c) Project - This Committee shall be responsible for (i) initiating consideration by the membership or the Board of club community service projects, and (ii) promoting the fullest possible participation by the members in the projects undertaken.
- (d) (Add such other Standing Committees, if any, as may be desired for effective administration and operation of the club)
- (e) No committee shall take any action to implement its plans until they have been approved by the Board of Directors at a duly constituted meeting.

ARTICLE VI

AMENDMENTS

Section 1. Any amendment of these Bylaws, if in conformity with the Constitution of this club and the Kiwanianne Club Program of Kiwanis International, and all amendments to them, may be adopted by two-thirds (2/3) vote of the active members present at any duly constituted meeting of this club, provided written notice of the proposed amendment shall have been given to the active members at least two (2) weeks prior to the meeting.

Section 2. These Bylaws and any amendment or addition thereto shall not be effective until approved by the sponsoring Kiwanis Club.

Section 3. Any provision of these Bylaws, or any amendment or addition thereto, which conflicts with the Constitution of this club or the Kiwanianne Program of Kiwanis International or any amendment to them, or which is disapproved by the sponsoring Kiwanis club, shall be void and of no effect from its inception.

ARTICLE _____

(Add such other provision(s) as may be desired for efficient
administration and operation of the club)

REPORT OF THE TREASURER

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

MAY 9 - 10, 1983

The first six months of the 1982-83 year ended March 31, 1983 with current assets of \$2,678,000 and fixed assets of \$4,627,000 for a total asset value of \$7,364,000.

Against the assets are current liabilities of \$1,430,000 and long-term obligations of \$135,000 for a net worth of Kiwanis International of \$5,799,000.

The current fiscal condition of Kiwanis International is positive. The planned surplus indicated in the budget to be used for deficit retirement should be available if club payment of dues continue as planned.

Respectfully submitted,

RAYMOND W. LANSFORD
Treasurer

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

May 6 - 10, 1983

Date of Committee Meeting: May 6-10, 1983

Place of Committee Meeting: General Office

Present: Members - Anton J. "Tony" Kaiser, James B. Richard,
Donald E. Williams
Chairman - Raymond W. Lansford
Staff - Bill Berry, Les Atwood

1. 1982-83 Operating Budget

- a. The committee reviewed the request for the remaining \$10,000 of Public Relations 1982-83 budget adjustment. Additional funds are available and makes the following recommendation.

Recommendation #1

The Committee recommends a 1982-83 budget adjustment for the additional \$10,000 as previously requested by the Board Committee on Communications and Education.

Mr. President I move recommendation #1 be approved.

(Approved)

- b. President Roberts requested of the committee approval for using \$1,500 of his travel funds to assist in bringing the Asia-Pacific Conference Procedure committee to the Vienna Convention to finalize their work. The committee reviewed his travel accounts and approved this request.

2. 1983-84 Operating Budget

The 1983-84 Operating budget as completed by staff and reviewed by each Board Committee has also been extensively reviewed by the committee. The committee asked staff to review the content and evaluate the items for proper classification in the International Extension department and to present their findings and recommendations at the next committee meeting. The 1983-84 operating budget has been prepared assuming the current \$15 International Dues will be maintained. Only \$1 over the 1982-83 budget has been allocated to operating expenses and \$2 are allocated to retire the remaining deficit and establishment of cash reserves. The summary indicating Departmental totals is attached as Exhibit A.

The acceptance of this budget by the committee and the subsequent approval of this budget by the Board of Trustees, is not to be construed as an automatic authorization for funds to be spent as indicated in this budget. Rather it is to serve as a guideline which is to be reviewed each month in terms of both income and expense. Such review may result in monthly adjustments being made in expenses to insure that at the end of the administrative year, expenses will not exceed income. These monthly adjustments are the responsibility of the International Secretary and his executive staff with approval of the Finance Committee. No adjustment may be made in this budget which would result in an overall increase in the total budget without the recommendation of the Finance Committee and the approval of the Executive Committee or the Board of Trustees.

Recommendation #2

The Committee recommends the approval of the 1983-84 operating budget as shown in Exhibit A. Further if changes become necessary the current approval process shall prevail.

Mr. President I move recommendation #2 be adopted.

Following a thorough discussion of the 1983-84 proposed operating budget, the full Board adopted the following recommendation.

Substitute Recommendation #2

The Kiwanis International Board recommends that we set a limit of five percent (5%) in excess of the 1982-83 projected annual expenses as a limit for our 1983-84 budget and rework our figures to bring them down to that number.

(Adopted--Budget referred back to committee.)

3. International Convention Budget

The committee reviewed staff's proposal on a Statement of Principle on the Recording of Kiwanis International Convention Income and Expense and is attached as Exhibit B. The appropriate salary transfer budget amount is to be presented at the next Committee meeting.

Recommendation #3

The committee recommends acceptance of the Statement of Principle on the Recording of Kiwanis International Convention Income and Expenses effective October 1, 1982.

Mr. President I move recommendation #3 be approved.

(Approved)

4. Personnel

Staff reported the pension plan revisions approved in January have been implemented effective April 30, 1983.

Kiwanis International benefit consultants recommended the implementation of a Savings Plan for employees at a minimal cost to Kiwanis International, qualifying under section 401(k) of the Internal Revenue Service Code, effective April 30, 1983. This is a voluntary employee savings plan allowing employees to invest pre-tax dollars.

Recommendation #4

The Committee recommends the establishment of an employee savings plan qualifying under section 401(k) of the Internal Revenue Service Code to be effective April 30, 1983.

Mr. President I move recommendation #4 be approved.

(Approved)

Staff presented certain facts concerning benefits offered to retired employees. With recent changes in availability of health and medical benefits to retired persons, it is of limited value for Kiwanis International to continue to provide this benefit. The new employee procedure should not subsidize the cost for the retiree.

Recommendation #5

The committee recommends the following standard operating procedure with respect to future retirees effective June 1, 1983:

1. a.) Upon retirement an employee and spouse may continue to be covered by the Kiwanis International health and medical benefits plan until such time as both the employee and spouse attain age 65.

4. Personnel (Continued)

- b.) The employee and spouse may be covered beyond age 65 only to the extent of time necessary to satisfy a waiting period for inclusion of coverage for "Pre-existing Conditions" in another group but in no event longer than twelve (12) months.
2. A retired employee shall reimburse Kiwanis International the full cost of the premium required to be paid the insurer after retirement.

Mr. President I move recommendation #5 be approved.

(Approved)

Kiwanis is providing a minimum (\$1,000 to \$3,000) of life insurance to former retirees as part of a group term policy. Currently the premium for 39 retirees with a total insured value of \$67,000 cost \$500 per month due to the high average age.

Recommendation #6

The Committee recommends the discontinuance of this life insurance benefit to any future retiree. The Committee further recommends the self-insuring of the existing life benefit through funding at the rate of \$6,000 annually until sufficient monies are available to support this benefit from earnings of this fund effective June 1, 1983.

Mr. President I move recommendation #6 be approved.

(Approved)

5. Building Fund Status

Staff presented various items regarding the Building and Building Fund utilization. There is a small surplus in the account at present. It was reported that some districts have not paid their full pledged amounts and contact has been maintained with them for future payment schedules. Design of the plaque for the lobby recognizing the Builders and Major Builders was agreed upon and will be available for installation later this summer. Design of the plaques for identifying specific gifts within the building have also been agreed upon and work toward completion is underway.

5. Building Fund Status (Continued)

The Committee agreed to change the "Building Fund" to a "Capital Improvements Fund" effective October 1, 1983. A final accounting of the "Building Fund" will be prepared as part of the auditors statement as of September 30, 1983.

Staff reported on the recent refinancing of transferred employee home mortgages. This refinancing through one lender saved Kiwanis International \$1,000 and the lender reduced employee interest rates from as high as 16.0% to 12.5%.

Staff reported on the pension commitments to certain retirees in the 60-65 age group. Committee instructed staff to present final alternatives in Vienna.

Recommendation #7

The Committee recommends that the "Building Fund" have a final audited accounting as of September 30, 1983 and that on October 1, 1983, it will become a "Capital Improvements Fund."

Mr. President I move recommendation #7 be approved.

(Approved)

6. Data Processing

Staff is developing a complete analysis of Data Processing equipment and will report in October on a replacement recommendation. This review and analysis is necessary because order placement and new hardware could require a minimum of fourteen months before installation.

7. Delinquent Clubs

The Committee reviewed the practices concerning clubs with delinquent accounts receivable and defers action to the Committee on Member Services.

8. Kiwanis International Foundation

After considerable review and discussion, the committee concurs with the Kiwanis International Foundation's request to eliminate the office services payment.

Recommendation #8

The Committee recommends the suspension of the Kiwanis International Foundation office services payment as of October 1, 1982.

Mr. President, I move recommendation #8 be approved.

(Approved)

9. Clarification of Previous Board Action

A discussion was held concerning the emeritus status of former Staff members. In order to clarify the situation concerning reimbursement of expenses, the following recommendation is presented.

Recommendation #9

It is the procedure of this organization that any former Staff member holding emeritus status and spouse are to be invited to all convention and council meetings and their expenses are to be paid in the same manner as are the expenses of past presidents, and that this be referred to the Program Services Committee for implementation in the Policies and Procedures.

Mr. President, I move recommendation #9 be approved.

(Approved)

10. 1982-83 Audited Financial Report

Staff reported they are discussing the audit fee with Wolf & Company. Staff is to present to the committee in October 1983 suggestions for content of a "Management's Comments" section to be incorporated in the annual audit report.

Respectfully submitted,

ANTON J. "TONY" KAISER

JAMES B. RICHARD

DONALD E. WILLIAMS

RAYMOND W. LANSFORD, Chairman

Kiwanis International
1983-84 Proposed Budget

<u>Department</u>	<u>1982-83 Original Budget</u>	<u>1982-83 Projected Annual*</u>	<u>1983-84 Proposed Budget</u>
01 Board Admin. & Structure	\$ 393,321	\$ 358,096	\$ 362,175
02 Executive	298,595	287,822	353,364
03 Office Services	1,509,413	1,347,839	1,520,338
04 Public Relations	115,742	125,748	170,765
05 International Extension	292,049	285,269	372,263
06 Member Services	453,161	453,411	638,605
07 Data Processing	262,546	257,507	287,925
08 Magazine	952,077	950,662	1,018,972
09 Advertising	472,431	456,246	491,967
10 Supplies	414,721	383,401	470,182
11 Meetings & Convention	30,121	30,271	28,819
13 Program Services	242,873	243,843	223,080
16 Finance	202,395	236,543	243,200
19 Membership Growth & Records	225,711	227,911	174,790
20 Club Service	221,998	223,996	233,378
21 Publication	1,000	750	1,000
23 Budgetary	121,050	114,018	83,546
24 Circle K (Subsidized)	39,703	39,703	-
25 Key Club (Subsidized)	74,835	74,835	-
30 Youth Services	-	-	196,193
90 Kiwanis International Income	(4,796,749)	(4,669,364)	(5,068,939)
91 Magazine Income	(1,603,000)	(1,550,723)	(1,586,720)
92 Supplies Income	(779,761)	(733,552)	(811,903)
Total	<u>\$ (855,768)</u>	<u>\$ (855,768)</u>	<u>\$ (597,000)</u>
Recap: Revenues	\$7,179,510	\$6,953,639	\$7,467,562
<u>Expenses</u>	<u>6,323,742</u>	<u>6,097,871</u>	<u>6,870,562</u>
Surplus	<u>\$ 855,768</u>	<u>\$ 855,768</u>	<u>\$ 597,000</u>

*Actual thru 3-83 plus estimate thru 9-83

Statement of Principle on the Recording of Kiwanis International
Convention Income and Expenses

The Kiwanis International Convention is held in order to meet various provisions of the Constitution and Bylaws. As such, it should not represent a net excess or deficit in consideration of the Kiwanis International Operating Budget. Therefore, any funds received in the way of registration fees or other revenues should be offset against all disbursements or expenses of each International Convention. Any surplus or deficit should be retained to be used in considering the amount of the registration fee for future conventions. The surplus would not be used in setting any registration fee structure until the surplus total approximates 25% of one year's convention expenses.

In this manner these items do not become, in whole or in part, a portion of the Kiwanis International Operating Budget in any given year, but the Convention must stand alone and support itself.

In addition, a transfer of salaries for some hourly general office personnel working on or at the International Convention shall be made at the request of the International Secretary. This would not include any department already allocating part of salaries direct to the International Convention.

The International Secretary shall request annually of the Finance & Administration Committee a transfer of appropriate salaries as soon as possible (but not later than the May Board Meeting) after it has been determined which personnel will be working at the International Convention.

For preparing the annual budget, an appropriate estimate will be used.

KIWANIS INTERNATIONAL FOUNDATION, INC.

APPOINTMENT OF TRUSTEES

The Board of Trustees hereby ratifies the action of the Executive Committee by Telephone Conference Call on Friday, March 11, appointing Robert A. Leggett, Richard Schwartz and Robert F. Weber to the Board of Trustees of the Kiwanis International Foundation, Inc., for two-year terms commencing on October 1, 1983.

The Board of Trustees also appoints Raymond W. Lansford and Raymond B. Allen as ex-officio trustees for one-year terms beginning on October 1, 1983.

(Adopted)

(Over)

RECOMMENDATIONS CONCERNING

THE KIWANIS INTERNATIONAL FOUNDATION, INC.

Recommendation 1:

That the International Foundation be requested to amend its bylaws so as to provide that the International Secretary of Kiwanis International shall serve as the International Secretary of the Kiwanis International Foundation, Inc. In that capacity it should be provided that he shall attend all meetings of the Foundation Board and the Executive Committee and shall act as the Secretary thereof but shall have no vote.

(Adopted)

Recommendation 2:

That the Kiwanis International Foundation direct that the Administrator of the Foundation report to the International Secretary of the Foundation on all matters pertaining to the management and administration of the Foundation office.

(Adopted)

Recommendation 3:

That beginning October 1, 1983, the Kiwanis International Foundation be requested to submit a quarterly report to the Kiwanis International Board reviewing its solicitation and program activities during the past quarter and presenting an outline of its planned activities of that nature for the next quarter and for any period into the future for which plans have been formulated.

(Adopted)

Recommendation 4:

That the Kiwanis International Board express its concern to the Foundation on its ratio of administrative cost to total income and urge the Foundation to give this matter its serious attention.

(Adopted)

IN MEMORIAMTOPAST INTERNATIONAL PRESIDENTFRED G. McALISTER, QUEENS COUNSELLOR

March 28, 1983, marked the end of a long, dramatic career of Kiwanis service--a career tied closely to the major events of his time, for on that date Fred G. McAlister, a Canadian, the 26th President of Kiwanis International, died following a long illness, in London, Ontario, Canada. He was the senior member of the Committee of Past International Presidents.

Fred McAlister served Kiwanis during the exacting World War II years, being International President in 1942-43. He provided the leadership to see Kiwanis through those trying times, making it a vital, patriotic force in both Canada and the United States, and readying it for the transition to peace-time operation and the tremendous challenges that those days would bring.

Fred McAlister served his nation as he served Kiwanis, devoting his wisdom and leadership ability willingly and cheerfully, wherever he could be of assistance. His governmental responsibilities included service as assistant to the Chairman of the Board of Railway Commissioners of Canada, as statistician for the Canadian Wheat Board, and as Fuel Controller of Canada. He helped organize Canada's first Vocational Guidance Department, and was an official in the Department of Justice in Ottawa.

In his legal profession, in government, and in Kiwanis, no undertaking was too difficult for him, no assignment beyond his capability. He was, in short, a force for good in his native land and in Kiwanis, which he loved so much. Truly he was a man who left an indelible impression on the times in which he lived.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Kiwanis International Board of Trustees assembled at the May 1983 meeting of the Board in Indianapolis express the sincerest of sympathy to the family of Fred G. McAlister and record the respect and admiration of the Board and the members whom it represents for the contributions of this great leader.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the family of Fred G. McAlister with the condolences of the Board.

1983 Spring Meeting
Kiwanis International Board of Trustees