TABLE OF CONTENTS

(CONT.)

Board Position on Amendments.....19
Governors With Honors.....19
Executive Minutes, January 11, 1984.....19
Convention Phone System.....20
Presidential Visit to Philippines.....20
Finance and Administration Report.....20
Blanket Accident Medical Insurance.....20
Reconsideration of Proposed Bylaw on Life Membership Fees.....21
Life Membership Fees.....21
Additional Capital Expenditures, 1983-84.....22
Amendment I to Employee Salary Savings Plan.....23
Amendment I to Employee Pension Plan.....23
Supplies -- District Open Accounts.....24
Computer Conversion Plan.....24
Budget Adjustments.....25
Financial Systems Package.....25
KI-E Operations Budget.....25
Proposed Budget Assumptions, 1984-85.....25
Proposed Bylaw Amendment -- Blanket Accident Medical Insurance.....26
1983-84 Budget.....27
Staff Title Changes.....27
Proposed Constitutional Amendment No. "2".....28

(Revised 7/13/84

MINUTES

OF THE MEETING OF

THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

April 28, May 1-2, 1984

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Indianapolis, Indiana, on April 28, and May 1-2, 1984. Those present: Aubrey E. Irby, President; Raymond W. Lansford, President-elect; John T. Roberts, Immediate Past President; Frank J. DiNoto and Henry L. "Les" Myers, Jr., Vice-presidents; Donald E. Williams, Treasurer; Raymond B. Allen, Mark Arthur, Jr., W. J. "Wil" Blechman, M.D., Arthur J. DeLorenzo, Jean Ed. Friedrich, J. Donovan Jackson, Anton J. "Tony" Kaiser; A. F. "Al" Lough, Noris A. Lusche, Gene R. Overholt, Robert G. Sinn, Avelino "Beling" Tanjuakio, Trustees. Also present: G.H. "Gil" Zitzelsberger, Secretary; Leslie M. Atwood, Assistant Secretary for Administration; Robert M. Detloff, Assistant Secretary for International Extension; A. G. Terry Shaffer, Director of Program Services; James L. Sheets, Director of Member Services; Ronald L. West, Assistant to the International Secretary.

The meeting was called to order by President Aubrey E. Irby at 9:17 p.m. on Saturday, April 28, 1984.

President Aubrey gave the invocation.

INTERNATIONAL COMMITTEE ON RESOLUTIONS

The Report of the International Committee on Resolutions was given by W. Donald Goodfellow, Q.C. He reported that the Committee had adopted the following preamble:

PREAMBLE

The resolutions of the House of Delegates of Kiwanis International mirror the conscience of Kiwanians. Through resolutions, we crystalize and publicly express our ideals, our convictions, our concerns, and our plans. Resolutions bespeak our determination to continue the high calling to serve all mankind.

Resolutions allow Kiwanians to give expression to their devotion to community service and to assist the betterment of mankind.

Albert J. Tully, a Past President of Kiwanis International, when he was chairman of the International Committee on Resolutions, reported to the 1950 International Council of Kiwanis that:

> "...effective resolutions adopted by club, district or international, not only evidence a state of mind but also play an active part in creating and stimulating sound public opinion."

Let us hope that resolutions adopted by this House of Delegates will assist Kiwanians everywhere to better promote community service and stimulate a sound public opinion.

Let us further hope that our resolutions will provide a basis for action to build better lives.

As we now consider our resolutions, let us recall the words of John Ruskin which appear on a plaque at the International Headquarters of Kiwanis in Indianapolis:

> "WHEREFORE WHEN WE BUILD, LET US
> THINK THAT WE BUILD FOREVER.
> LET IT NOT BE FOR THE PRESENT
> DELIGHT NOR BE FOR PRESENT
> USE ALONE, LET IT BE
> SUCH WORK AS OUR DESCENDANTS
> WILL THANK US FOR,
> AND LET US THINK AS
> WE LAY STONE ON STONE
> THAT A TIME IS TO COME WHEN
> THESE STONES WILL BE HELD SACRED,
> BECAUSE OUR HANDS HAVE TOUCHED THEM,

AND THAT MEN WILL SAY
AS THEY LOOK UPON THE LABOR
AND THE WORTHY SUBSTANCE OF THEM
'SEE: THIS OUR FATHERS
DID FOR US.'"

Chairman Goodfellow reported that the following resolutions had been adopted by the Committee for presentation to the House of Delegates at the International Convention at Phoenix, Arizona. These resolutions will be printed and circulated to the clubs as provided in the bylaws:

REAFFIRMATION OF THE OBJECTS OF KIWANIS

Resolution #1

Reaffirmation of the Objects of Kiwanis

The six Constitutional Objects of Kiwanis International, having been adopted by the assembled delegates to the Annual Convention in Denver on June 1, 1924, are:

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

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

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

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

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

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

These Objects have remained unchanged, and have served as inspiring principles by which Kiwanians have been guided to noble endeavors and great achievements.

Now, sixty years after this momentous adoption, there still exist in this world: wrongs to be corrected, suffering to be alleviated, destitution to be relieved and the necessities of life to be provided.

The spirit and intent embodied in the Objects of Kiwanis give direction to the thoughts and deeds of Kiwanians everywhere. As we help build a better world we serve our Creator.

These Objects enlighten our membership and result in better understanding of our humanitarian ideals as we implement our motto, "We Build."

THEREFORE, BE IT RESOLVED, That

1. We unequivocally reaffirm our belief that the six Objects of Kiwanis International serve as guiding principles for Kiwanis endeavors.

2. Kiwanis Clubs incorporate the presentation and explanation of the six Objects in training programs for members.

OUR CONCERN -- UNDERPRIVILEGED CHILDREN

Resolution #2

Our Concern -- Underprivileged Children

Throughout the years, Kiwanians worldwide have concerned themselves with many areas of need.

Our concern for children has received greater attention than any other area of service.

Our goal is to improve the quality of life for the underprivileged child. These unfortunate children urgently need our help, love, and understanding.

THEREFORE, BE IT RESOLVED, That Kiwanians through their Kiwanis clubs rededicate themselves during the 1984-85 Kiwanis administrative year to seek opportunities to improve the quality of life for underprivileged children through programs that address their needs.

SUPPORT INTERNATIONAL FRIENDSHIP WITH GLOBAL COMMUNICATION

Resolution #3

Support International Friendship with Improved Global Communication

Kiwanis encourages friendship among the people of all nations. With the shrinking of our "space ship earth" through rapid transportation and communication, the misunderstandings that may result from differences in cultures, languages, and philosophies can be intensified.

Exchange programs, foreign language classes, and pen pal programs, among others, are most effective in bridging these differences. With the developing capabilities of the computer age, better communication is within our grasp and can be a vehicle to lessen our differences and enhance our friendship throughout the world.

It is incumbent upon every Kiwanian to do his best to improve understanding with his world neighbors whether or not they speak the same language.

THEREFORE, BE IT RESOLVED, That:

1. Kiwanians everywhere be encouraged to explore better methods of personal communication with their fellow Kiwanians of other nations,

2. Kiwanians encourage adult and youth foreign exchanges, as well as the study of different languages, cultures and philosophies in order to promote friendship and better understanding throughout the world.

EVERY CHILD A SWIMMER

Resolution #4

Every Child a Swimmer

Annually, thousands of people in the world lose their lives needlessly by drowning. The vast majority of these deaths could have been prevented if non-swimmers had participated in a learn-to-swim program.

The "Every Child a Swimmer" program has been approved as a service activity by Kiwanis International and two of its sponsored youth organizations, Key Club International and Circle K International.

The "Every Child a Swimmer" program provides an ideal way for the K-Family service organizations to meet a pressing need in almost every community,

THEREFORE, BE IT RESOLVED, That:

All Kiwanis clubs be strongly encouraged to implement the "Make Every Child a Swimmer" program as one of their service activities.

Chairman Goodfellow reported the following two resolutions which will not be published:

MEMORIAL TO JOSEPH O. TALLY, JR.

Resolution #5

Memorial to Joseph O. Tally, Jr.

On October 14, 1983, in Fayetteville, North Carolina, Joseph O. Tally, Jr., the 44th President of Kiwanis International, died, thus ending a long and enthusiastic career of Kiwanis service . . . a career which encompassed leadership in one of the most dramatic events in Kiwanis history . . . the decision to extend Kiwanis outside the confines of continental North America.

It was Joe Tally's vision and determination which brought about the passage of the now-famous resolution of 1961 which began:

> "We favor the establishment of Kiwanis clubs in other countries in addition to Canada and the United States..."

Joe Tally was both a visionary and a man of action -- a powerful combination which added permanent gems to Kiwanis' literature and permanent change to Kiwanis' operation. He authored the revered preamble to the Kiwanis resolutions of 1954, entitled, **This, Kiwanians believe:**

> "This Kiwanians believe... The free man is a free citizen... responsible... a gentleman... a spiritual man. He is the man we Kiwanians pledge ourselves to be."

His successful drive for Kiwanis worldwide expansion changed the face and direction of the organization forever.

He was a man involved in his times - a combat veteran of World War II, a public servant, a dedicated community leader whose innovative contributions to his community brought it national recognition and attracted study groups from other areas. Truly, Joseph O. Tally, Jr., served Kiwanis, his community, and his nation with honor and distinction.

Now, therefore, be it resolved that the delegates assembled at this 1984 Convention of Kiwanis International give expression to the great loss experienced by the entire organization in the passing of Joseph O. Tally, Jr., whose dedication, leadership, and contributions made a lasting impact on the great organization which he led.

Be it further resolved that a copy of this resolution be presented to the family of Joseph O. Tally, Jr. with the deep and profound sympathy from friends of a lifetime.

Resolution #6

1984 International Convention Appreciation

1984 INTERNATIONAL CONVENTION APPRECIATION

As the 69th Annual Convention of Kiwanis International draws to a close, to take its place in history as treasured memory of inspiration and fellowship enjoyed in a setting of incomparable beauty, let us express our appreciation to the friendly, hospitable, always helpful Kiwanians of the South-

west District, to the efficient, superbly organized men and women of the host committee, to the public officials of the Phoenix area, and to the people and the leaders of the State of Arizona, all of whom have worked unceasingly to ensure a pleasant, rewarding stay for Kiwanians and their families.

And let us also say thanks to the musicians and performers who entertained us, the personalities who delighted us, the speakers who enlightened us, and all those who worked in the background to make this 1984 International Convention in Phoenix one that will live forever in the annals of Kiwanis.

We are truly indebted to all of you.

Upon motion duly made, seconded and unanimously carried, the Board of Trustees concurred in these resolutions.

Chairman Goodfellow reported that the usual INTRODUCTION to the resolutions will also be printed.

Upon motion duly made, seconded, and unanimously carried, it was:

ACCEPTANCE OF RESOLUTIONS REPORT

RESOLVED, that the report of the 1983-84 International Committee on Resolutions be, and hereby is, accepted.

MESSAGE OF PRESIDENT

The Message of the President was presented by President Aubrey E. Irby and is attached as Exhibit "1."

MESSAGE OF PRESIDENT-ELECT

The Message of the President-elect was presented by Raymond W. Lansford and is attached as Exhibit "2."

Trustee Robert Sinn was granted personal privilege. He arose to thank the members of the Board of Trustees for their flowers, messages, prayers, and concerns during his recent hospital confinement. He reported that he is fully recovered and has returned to work with new vim and vigor.

The meeting was recessed until Tuesday, May 1, 1984, so that the Board Committees could meet and prepare their reports.

The meeting was again called to order by President Aubrey E. Irby on Tuesday, May 1, at 8:32 a.m.

President Aubrey announced the death of a brother of Avelino V. Tanjuakio and expressed to Trustee "Beling" the sympathy and concern of the entire Board. President Aubrey led the Board in prayer in memory of the departed.

REPORT OF THE SECRETARY

The Report of the Secretary was presented by G. H. "Gil" Zitzelsberger. It is attached as Exhibit "3." The Secretary presented the minutes of the meeting of the International Board of Trustees held in Indianapolis, Indiana on January 9, 1984. It was duly moved, supported and unanimously carried as follows:

RESOLVED, that the minutes of the Board Meeting of January 9, 1984, be and hereby are approved.

FRIEDRICH'S MESSAGE

The President announced that this will be the last Board Meeting at Indianapolis for Trustee Jean Ed. Friedrich. The President invited Trustee Friedrich to bring a message to the Board. The message of Trustee Friedrich is attached as Exhibit "4."

TENTH ASIA-PACIFIC CONFERENCE

The President invited Trustee Avelino "Beling" Tanjuakio to present a report on the 10th Annual Asia-Pacific Conference. The report is attached to these minutes as Exhibit "5."

PRESIDENTIAL VISIT

It was moved by Trustee Tanjuakio and supported by Trustee Friedrich that the Board of Trustees give President-elect Raymond W. Lansford permission to visit both the Philippine Luzon and Philippine South Districts during his administrative year. It was moved by Immediate Past President Roberts and seconded by Trustee Jacskon that this matter be referred to the Committee on Communications and Education for recommendation later this meeting. The motion carried.

MEMBER SERVICES

The Board Committee on Member Services, Raymond B. Allen, Chairman, presented its report. The report is attached as Exhibit "6."

CHARTER REQUIREMENTS

It was moved by Trustee Allen and supported by Trustee DeLorenzo and duly carried as follows:

RESOLVED, That twenty members be required for the organization and twenty-five members for the chartering of clubs outside the original thirty districts.

DISTINGUISHED CLUB PRESIDENTS

It was moved by Trustee Allen, supported by Trustee DeLorenzo and duly carried as follows:

RESOLVED, That the award provided by Kiwanis International to Distinguished Club Presidents be composed of a Distinguished Club President lapel pin and a club banner patch, commencing with the awards for 1983-84 Distinguished Club Presidents.

BUDGET FOR D.C.P. AWARDS

It was moved by Trustee Allen and supported by Trustee DeLorenzo as follows:

RESOLVED, That the 1983-84 budget for Distinguished Club Presidents be increased $5,000 (from $1,500 to $6,500) to provide for the Distinguished Club President lapel pin awards.

CHARTERS REVOKED

It was moved by Trustee Allen, supported by Trustee Jackson and unanimously carried as follows:

RESOLVED, that the charters of the following seventy-four clubs listed be revoked, and that prior to notice of revocation, each club be contacted in an attempt to secure any monies which they may owe to Kiwanis International.

CALIFORNIA	KEY NO.
Central Clairmont, San Diego, CA	10466
Clearlake, CA	05634
Cottonwood, CA	10157
Foster City, CA	10425
Lawndale, CA	05100
Little Tokyo, L.A., CA	09846
Palos Verdes Peninsula, CA	05556
San Juan Capistrano, CA	09465
Southeast Los Angeles, CA	01492
Southland Hayward, CA	07345
West County, Pinole, CA	10116
West Hollywood, CA	10786
CAROLINAS	
Maggie Valley, Maggie, NC	04504
FLORIDA	
Baldwin, FL	10247
Lighthouse Point, FL	05335
GEORGIA	
Atlanta Greenbriar, GA	10435
East Clayton, GA	08899
Heard County, Franklin, Ga	10673
Snellville, GA	10271

ILLINOIS-EASTERN IOWA	KEY NO.
Dyersville, IA	10037
Loves Park, IL	09463
McGregor, IA	00953
Sauk Village, IL	06496
Vienna, IL	01965
INDIANA	
Greater Whiteland, IN	04715
Russiaville, IN	10465
KENTUCKY-TENNESSEE	
Aurora, KY	08571
Jessamine County, Nicholasville, KY	08376
LOUISIANA-MISS.-W. TENNSESSEE	
Batesville, Mississippi	10661
Belle Chase, Louisiana	07789
Collierville, Tennessee	09029
Parkway Village, Memphis, TN	09725
MICHIGAN	
Detroit-Renaissance Ctr., MI	10487
Oak Park, Golden K, MI	10132
NEW ENGLAND	
Athol, MA	10020
Mattapan, MA	09320
Norwell, MA	05588
Westhampton, MA	10185
NEW JERSEY	
Bergenfield, NJ	02010
Chesters, The, NJ	09049
Greater Moorestown-Mt. Laurel, NJ	10488
Hopewell Valley, NJ	10278
Pascack Valley, Westwood, NJ	07803
Princeton-West Windsor, NJ	10345
Rockaway, NJ	10808
Tinton Falls, NJ	05962
OHIO	
Indian Lake, OH	05820
PACIFIC NORTHWEST	
Midway, WA	10438
Sellwood-Moreland, Portland, OR	10738
Vernon Breakfast, Vernon, B.C.	07273
PENNSYLVANIA	
Montgomery, PA	08957
REPUBLIC OF CHINA	
Tung Shih, Republic of China	09640

ROCKY MOUNTAIN	KEY NO.
Casper Mountain, Casper, WY	10571
TEXAS-OKLAHOMA	
Crescent, OK	07472
Cushing, OK	04811
Denton Golden Triangle, TX	10491
Dickinson, TX	10732
Higgins, TX	10430
Humble, TX	10101
Pryor, OK	08996
Snyder Sunrisers, TX	07199
Westwood-Austin, TX	10109
Wills Point, TX	10535
Wimberly, TX	10485
Wylie, TX	10260
WEST VIRGINIA	
Madison, WV	10189
Welch, WV	00924
NON DISTRICTED	
Causeway Bay, Hong Kong	07811
Moron, Argentina	06489
Parana, Argentina	10264
Rosario, Argentina	06765
Santa Fe, Argentina	07059
Tel Aviv, Israel	08798
Venado Tuerto, Argentina	09561

INTERNATIONAL COMMITTEE ON ACHIEVEMENT

Chairman Allen reported on the meeting of the 1983-84 International Committee on Achievement, the minutes of which are part of his committee's report and included herein. (See Exhibit #6, Sub-Exhibit A)

This completed the action on the Report of the Board Committee on Member Services.

COMMUNICATIONS AND EDUCATION

The Board Committee on Communications and Education, Noris A. Lusche, Chairman, presented its report. The report is attached at Exhibit #7.

MAGAZINE PRINTING CONTRACT

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

RESOLVED, That the contract for the printing of KIWANIS magazine for a three-year period beginning with the October 1984 issue and continuing through the September 1987 issue be awarded to Foote and Davies/Mid-America Web Press, Lincoln, Nebraska.

PUBLIC RELATIONS HANDBOOKS

It was moved by Trustee Sinn, seconded by Trustee Lusche and duly carried as follows:

RESOLVED, That a supplemental re-allocation of $5,500 be approved for the 1983-84 Public Relations budget to permit publication of 25,000 revised Public Relations Handbooks.

DISTRICT P. R. CHAIRMEN

It was moved by Trustee Sinn, seconded by Trustee Overholt and duly carried as follows:

RESOLVED, That district public relations chairmen be invited to attend a special training conference on a suitable date prior to the beginning of the 1984-85 administrative year, and that funding for rooms and meals be provided from the department's current budget.

The Committee reserved the question of a convention telephone system for recommendation later in this meeting. With that exception, the Committee's report was completed.

ADMINISTRATIVE ACTION

It was moved, seconded and duly carried as follows:

RESOLVED, That the General Office Administrative Action (See Exhibit #8) **taken since the last Board Meeting be and hereby is approved.**

The meeting recessed until 2:00 p.m. the same day.

President Aubrey E. Irby reconvened the meeting at 2:06 p.m., Tuesday, May 4, 1984.

Trustee Avelino "Beling" Tanjuakio announced that he had arranged transportation back to the Philippines for the funeral of his brother. He was excused for the remainder of the meeting and took no further part in the deliberations.

PROGRAM SERVICES

The Board Committee on Program Services, Anton J. "Tony" Kaiser, Chairman, presented its report. The report is attached as Exhibit #9.

CIRCLE K BUDGET

It was moved by Immediate Past President Roberts, seconded by Trustee Blechman and duly carried as follows:

RESOLVED, That the Circle K International Budget for 1984-85 be approved. (See Exhibit #10)

CIRCLE K CONSTITUTION

It was moved by Immediate Past President Roberts, seconded by Trustee DeLorenzo and duly carried as follows:

RESOLVED, That the first sentence of Article VI, Section 2(d) of the Constitution of Circle K International be and hereby is amended to read:

> **Each Circle K club shall pay to Circle K International for every club member, except honorary members, the sum of five dollars ($5.00) per annum, due on October 1 of each year and payable no later than thirty (30) days thereafter, for international dues.**

KI PROCEDURE AMENDMENT RE KIWANIS CLUBS SPONSORING A CIRCLE K CLUB

It was moved by Immediate Past President Roberts, seconded by Trustee Blechman and duly carried as follows:

RESOLVED, That the first sentence of Procedure H-6-d be and hereby is amended to read:

> **Each sponsoring Kiwanis club shall be responsible for the payment of the annual Circle K International Sponsorship Fee <u>of one hundred forty-five dollars ($145.00) due on October 1 of each year and payable no later than thirty (30) days thereafter</u>.**

PROPOSED CIRCLE K CONSTITUTION AND BYLAWS

It was moved by Immediate Past President Roberts, seconded by Trustee Blechman and duly carried as follows:

RESOLVED, That the revised Circle K International Constitution and Bylaws be approved in substance, subject to final ratification by the House of Delegates of Circle K International at their International Convention in Milwaukee, Wisconsin, and final review and approval of the Kiwanis International Board of Trustees at its next meeting thereafter. (See Exhibit #11)

CIRCLE K BOARD TRAVEL

It was moved by Immediate Past President Roberts, seconded by Trustee Kaiser and duly carried as follows:

RESOLVED, That the Circle K International Travel Policies be and are hereby amended as indicated in Exhibit #12.

CIRCLE K LONG RANGE PLANNING COMMITTEE

It was moved by Immediate Past President Roberts, seconded by Trustee Blechman and duly carried as follows:

RESOLVED, That an ad-hoc Long Range Planning Committee for Circle K, composed of:

* **a Past President of Circle K International**
* **a Past President of Kiwanis International**
* **a Past Governor of a Circle K District**
* **a Past Governor of a Kiwanis District**
* **a current Circle K District Administrator**
* **a current Circle K District Administrator**
* **a member of the Program Services Department staff**

be jointly appointed by President Aubrey Irby and President-elect Raymond Lansford as soon as possible, to serve from the day of appointment until the end of the 1984-85 administrative year, or until the completion of its task, if that be sooner;

-that the committee be charged to conduct an indepth study of the Circle K organization to determine causes for the lack of growth, and to propose remedies for these causes and goals to be achieved;

-that the 1984-85 Budget of both Kiwanis International and Circle K International include a total amount of $11,500 to jointly fund the cost of two (2) committee meetings and the fee of an appropriate professional consultant; and

-that the committee make regular progress reports to the President and the Board of Trustees of Kiwanis International.

CIRCLE K LRPC MEMBERS

President Aubrey E. Irby and President-elect Raymond W. Lansford announced the appointment of the following persons to the committee created by the previous resolution:

James Troyer	Past President of Circle K International
John T. Roberts Chairman	Past President of Kiwanis International
Howard Hendrick (Texas-Oklahoma)	Past Governor of a Circle K District
Jim Storie (Carolinas)	Past Governor of Kiwanis International
George Gray (Georgia)	Circle K District Administrator
Kenneth M. Ayers (Staff)	Member of the Program Services staff

KEY CLUB BOARD SCHEDULE

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

RESOLVED, That the request to move the August Key Club International Board Meeting to the month of October be and hereby is approved, and

BE IT FURTHER RESOLVED, That Kiwanis International Board Policy H-10-f be and hereby is amended to provide that the first official meeting of the Key Club International Board of Trustees shall be in October of each administrative year.

KEY CLUB TRAINING SCHEDULE

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

RESOLVED, That the request to change the date of the Key Club International Board Training Conference from the four days immediately following the Key Club International Convention to a period of time 2-3 weeks after the convention, be and hereby is approved.

KEY CLUB CONSTITUTIONAL AMENDMENT

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

RESOLVED, That Article VII, Section 2 of the Constitution of Key Club International, which currently reads:

> "Each Key Club district shall be coextensive with one of the districts of Kiwanis International and shall be separated into divisions as approved by the sponsoring Kiwanis district."

be and hereby is amended to read:

> "Each Key Club district shall be coextensive with one of the districts of Kiwanis International and shall be divided into divisions as approved by the sponsoring Kiwanis district. At the request of the sponsoring Kiwanis district and with the approval of the Board of Trustees of Kiwanis International, more than one Key Club district may be created within the boundaries of the sponsoring Kiwanis district, the total area of the new districts being coextensive with the sponsoring Kiwanis district. Each Key Club district shall be divided into divisions and have a Key Club administrator. The Board of Trustees of Key Club International shall be notified of any pending requests pertaining to the restructuring of a Key Club district and to the disposition of the requests. A change in the territorial limits of a district of Kiwanis International shall automatically, and to the same extent, change the territorial limits of the corresponding Key Club district(s).

E.C. & C. KEY CLUB DISTRICT

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

RESOLVED, That this Board approve the formation of two separate and distinct Key Club districts within the Kiwanis district of Eastern Canada and the Caribbean, being referred to as: The Eastern Canada District of Key Club International; and The Caribbean District of Key Club International, and

BE IT FURTHER RESOLVED, That the Caribbean District of Key Club International have its formal organizational meeting about June, 1984.

KEY CLUB BUDGET

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

RESOLVED, That the 1984-85 budget of Key Club International (non-subsidized) be and hereby is approved. (See Exhibit #13)

PHOENIX NOMINATION AND SECONDING PROCEDURE

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

RESOLVED, That this Board recommend to the International Council the following procedure for the nominations and seconds for candidates for International Office at Phoenix:

> **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.**

The Committee reserved the question of a bylaw amendment dealing with Life Memberships. With that exception the Committee completed its report.

BOARD POSITION ON AMENDMENTS (PUBLISHED)

It was moved by Trustee Arthur, supported by Trustee Sinn and duly carried as follows:

RESOLVED, That the Laws and Policies Committee either insert in the Preamble or immediately following the text of proposed constitutional amendments as they are published for convention, an indication whether this Board approves or disapproves of the amendment.

TREASURER'S REPORT

Donald E. Williams, Treasurer of Kiwanis International, gave his report as follows:

> "As of March 31, 1984 year-to-date- Unrestricted Fund operations are ahead of budget. It is anticipated we will end this year slightly ahead of budget.

"The Unrestricted Fund cash and investments total $1,942,000. Our current interest rates for investments are:

Money Market (daily) 9.4%
Bank CD's (30, 60, 90 days) 9.15-9.35%

"As of March 31, 1984, there were uncollected October 1983 semi-annual dues, magazine subscriptions, and liability insurance of $155,821 or 5% of the original amount billed.

"The Capital Improvements Fund is expecting receipt of the last payment of $100,000 on a grant commitment as scheduled in July 1984."

APPOINTMENTS TO KIF BOARD

President Aubrey E. Irby announced the following appointments from this Board to the Kiwanis International Foundation:

Raymond B. Allen
Noris A. Lusche

It was moved by President-elect Lansford, seconded by Treasurer Williams,and duly supported as follows:

RESOLVED. That the appointments of the President of members of this Board to the Kiwanis International Foundation Board be and hereby are approved.

President Aubrey E. Irby announced the appointment of A. M. "Andy" Waters (Texas-Oklahoma) to replace H. Lee Powell, Jr., whose term expires. In the event that Ralph Keyes should go off the Board, the President announced the appointment of Bill Thacher (Florida) to replace him.

It was moved, seconded, and duly carried as follows:

RESOLVED, That the above appointments by the International President to Kiwanis International Foundation Board be and hereby are approved.

BOARD POSITION ON AMENDMENTS

It was moved by Trustee Sinn, supported by Trustee Arthur, and duly carried as follows:

RESOLVED, That the Board go on record opposing all proposed amendments to the Constitution which are on the agenda for the Phoenix Convention.

GOVERNORS WITH HONORS

Immediate Past International President John T. Roberts reported that five governors have been designated as "Governors with Honors" for the administrative year 1982-83. They are as follows:

DISTRICT	GOVERNOR
California-Nevada-Hawaii	**Harry M. Rowe, Jr.**
Eastern Canada and the Caribbean	**Thomas G. Halford**
Pacific Northwest	**W. B. "Bill" Watts**
Philippine Luzon	**Dr. Juan F. Torres, Jr.**
Texas-Oklahoma	**Jack K. Frost**

At 4:48 p.m., the meeting was recessed until Wednesday, May 2, 1984, at 8:30 a.m.

President Aubrey E. Irby called the meeting to order again at 8:30 a.m. on Wednesday, May 2, 1984.

EXECUTIVE MINUTES JANUARY 11, 1984

G. H. "Gil" Zitzelsberger, Secretary of Kiwanis International, presented the minutes of the Kiwanis International Executive Committee Meeting at Indianapolis, Indiana, on Wednesday, January 11, 1984. (See Exhibit #14)

CONVENTION PHONE SYSTEM

The Committee on Communications and Education submitted a supplemental report. (See Exhibit #15) The Committee indicated it was now prepared to make a recommendation on a telephone system for conventions.

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

RESOLVED, That we purchase a Horizon Telephone System which includes forty telephone instruments for a cost of $13,960.00, and

BE IT FURTHER RESOLVED, That the funds to purchase this equipment be taken from the convention reserve fund.

PRESIDENTIAL VISIT TO PHILIPPINES

The Committee also submitted a special report on the matter referred to it earlier in the meeting in regard to the potential visit by President-elect Raymond W. Lansford to the Philippine Districts. (See Exhibit #16)

It was moved by Trustee Lusche, seconded by Trustee Sinn and duly carried as follows:

RESOLVED, That the request of the Philippine South and the Philippine Luzon Districts that President-elect Raymond W. Lansford visit them during his administrative year be and hereby is declined with an explanation of the fact that it is in conflict with established procedure #122.1.

That completed the supplemental report of the Committee on Communications and Education.

FINANCE AND ADMINISTRATIO

The Board Committee on Finance and Administration, Mark Arthur, Jr., Chairman, presented its report. The report is attached as Exhibit #17).

It was moved by Trustee Arthur, supported by Trustee Friedrich and duly carried as follows:

BLANKET ACCIDENT MEDICAL INSURANCE

WHEREAS, currently, bylaw XVIII provides for comprehensive general liability insurance coverage for the clubs, and

WHEREAS, In this bylaw, it also provides for the Board to set the rate to be charged per member for this coverage, and

WHEREAS, We now have an adequate surplus to reduce the rate charged or to include additional insurance coverage, and

WHEREAS, A sampling of clubs indicated an interest in additional liabililty insurance if it were available, and

WHEREAS, The Committee reviewed information presented by staff concerning a blanket accident medical program which could provide to the clubs additional coverage for injuries arising from accidents to Kiwanis members and non-member volunteers working at a Kiwanis sponsored function or event, and

WHEREAS, The Committee thoroughly reviewed the options of either providing this coverage or reducing the present rate charged, and the Bylaw provision provides specifically for only one type of insurance, the Committee believes the final choice should be left to the membership through their delegates at the Phoenix Convention, and

WHEREAS, We propose for staff to prepare a fact sheet to be sent to all clubs explaining the coverage provided by the proposed insurance and also advising them that in the event the delegates should elect not to receive the additional insurance coverage, the Board will consider reducing the present rate charged for general liability insurance, which would result in a new premium being no greater than $1.00 per member,

THEREFORE, BE IT RESOLVED, That an appropriate bylaw amendment be prepared for presentation to the delegates at the Phoenix Convention, and

BE IT FURTHER RESOLVED, That we request the Program Services Committee to proceed with the preparation of said amendment.

RECONSIDERATION OF PROPOSED BYLAW ON LIFE MEMBERSHIP FEES

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

RESOLVED, That we reconsider the action taken by this Board at its October, 1983, meeting, at which time this Board proposed an amendment to the Bylaws of Kiwanis International to provide for Life Member Status on payment of a fee of 15 times the annual membership dues to Kiwanis International.

LIFE MEMBERSHIP FEES

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

RESOLVED, That we reverse the action taken at the October Board Meeting in regard to the proposed amendment to the Bylaws to provide Life Member Status on payment of a fee of 15 times the annual membership dues.

ADDITIONAL CAPITAL EXPENDITURES 1983-84

It was moved by Trustee Arthur, supported by President-elect Lansford and duly carried as follows:

RESOLVED, That we hereby approve an additional $18,740.00 in capital expenditures this fiscal year, as follows:

CURRENT ACCOUNT BALANCES	
01 - Office Equipment Include $750.00 for Dictaphone not budgeted	227.00
05 - Office Furnishing	622.00
19 - Office Equipment	1,248.00
20 - Equipment Purchases	186.00
	- $2,283.00
IMMEDIATE NEEDS	
Office Furnishing for Asst. P.R. Office, Accounting and Foundation Offices	5,262.55
Dictaphone for Incoming Dialing	775.00
Round Tables	1,536.00
	$7,573.55
FUNDS AVAILABLE ABOVE	2,283.00
ADDITIONAL FUNDS REQUIRED	**$5,290.55**
ADDITIONAL NEEDS THIS FISCAL YEAR	
Four Drawer Insulated File w/lock (Archives Room)	600.00
HI Profile Pallet Lift (Cart with hand hydraulic brake)	800.00
Shelving - Supply Warehouse	2,300.00
(2) IBM Typewriters	1,342.00
(1) 630 Xerox Memorywriter	3,990.00
(2) 620 Xerox Memorywriter	4,084.00
(3) 19 x 66 Desk Tops	333.44
	$13,449.44
RECAP:	
TOTAL FUNDS REQUIRED THIS FISCAL YEAR	**$18,739.99**

AMENDMENT I TO EMPLOYEE SALARY SAVINGS PLAN

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

WHEREAS, Kiwanis International Employees' Salary Savings Plan (hereinafter referred to as "Plan" (was established by Kiwanis International, Indianapolis, Indiana (hereinafter referred to as "Employer"), effective as of April 30, 1984; and

WHEREAS, by Section 8.01 of the Plan, the Employer reserved the right to amend the Plan by action of its Board of Trustees; and

WHEREAS, the Employer desires to amend the Plan in certain respects heretofore considered and discussed;

NOW, THEREFORE, BE IT RESOLVED, That the Plan is hereby amended by this First Amendment, effective as of April 30, 1984. (See Exhibit #18)

RESOLVED FURTHER, That full power and authority is hereby conferred upon the officers of this Employer to do all such things and execute all instruments as may, in their judgement and discretion, be deemed necessary or appropriate to consummate and make changes in the First Amendment within the general intent and purpose thereof and to execute such curative amendments to the Plan and Trust Agreement as may be required by the Internal Revenue Service in order that the Plan as amended by this First Amendment and its attendant Trust shall continue to qualify under the appropriate provisions of the Internal Revenue Code.

AMENDMENT I TO EMPLOYEE PENSION PLAN

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

WHEREAS, Kiwanis International Employees' Pension Plan (hereinafter referred to as "Plan"(was established by Kiwanis International, Indianapolis, Indiana (hereinafter referrred to as "Employer"), effective as of June 21, 1943; and as last amended by an entireties amendment, effective as of April 30, 1983; and

WHEREAS, by Section 7.01 of the Plan, the Employer reserved the right to amend the Plan by action of its Board of Trustees; and

WHEREAS, the Employer desires to amend the Plan in certain respects heretofore considered and discussed;

NOW, THEREFORE, BE IT RESOLVED, that the Plan is hereby amended by this First Amendment, effective as of October 30, 1983. (See Exhibit #19)

RESOLVED FURTHER, That full power and authority is hereby conferred upon the officers of this Employer to do all such things and execute all instruments as may, in their judgement and discretion, be deemed necessary or appropriate to consummate and make changes in the First Amendment within the general intent and purpose thereof and to execute such curative amendments to the Plan and Trust Agreement as may be required by the Internal Revenue Service in order that the Plan as amended by this First Amendment and its attendant Trust shall continue to qualify under the appropriate provisions of the Internal Revenue Code.

SUPPLIES - DISTRICT OPEN ACCOUNTS

It was moved by Trustee Arthur, supported by President-elect Lansford and duly carried as follows:

RESOLVED, That the ordering of supplies be made available to Districts on an open account basis, effective as soon as necessary software program changes are accomplished.

COMPUTER CONVERSION PLAN

It was moved by Trustee Arthur, supported by President-elect Lansford and duly carried as follows:

WHEREAS, In order to prepare a detailed conversion plan with appropriate time estimates, the programming staff must first receive education on the new hardware and then convert a pilot project, and

WHEREAS, The pilot project will be used to determine the time necessary for the potential conversion of our existing software programs, and

WHEREAS, By applying these time estimates to the total number of programs, the complete time-line schedule can be developed which will estimate when the conversion will be completed, and

WHEREAS, In order to ascertain this information as soon as possible, it would be desirable for the programming staff to receive knowledgeable outside assistance in this initial effort, and

WHEREAS, This effort would assist in completing the pilot project on a timely basis, and

WHEREAS, After the pilot project is completed and the time-line schedules have been drawn, staff will present to the Committee for consideration optional plans to facilitate the expeditious completion of the entire software conversion project,

THEREFORE, BE IT RESOLVED, That there is appropriated an amount not to exceed $5,000 for assistance in completing the pilot project on a timely basis.

BUDGET ADJUSTMENTS

It was moved by Trustee Arthur, supported by President-elect Lansford and duly carried as follows:

RESOLVED, That we hereby approve the following budget changes in the total amount of $23,000:

President's "Awards With Honors" Program	**$16,000.00**
Increase in the expenses necessary for the official monthly reports provided by the clubs to the General Office.	**7,000.00**
	$23,000.00

FINANCIAL SYSTEMS PACKAGE

It was moved by Trustee Arthur, supported by Vice-president DiNoto and duly carried as follows:

RESOLVED, That we hereby authorize a budget adjustment of $17,000 for consulting fees in conjunction with our search for a financial systems package.

KI-E OPERATIONS BUDGET

It was moved by Trustee Arthur, supported by Treasurer Williams and duly carried as follows:

RESOLVED, That we approve the proposed budget for Kiwanis International-European Operations, as adjusted. (See Exhibit #20)

PROPOSED BUDGET ASSUMPTIONS 1984-85

It was moved by Trustee Arthur, supported by President-elect Lansford and duly carried as follows:

RESOLVED, That we adopt the following proposed budget assumptions for 1984-85:

1. **Membership would increase to 280,000 members.** (excl. Europe)
2. **New club growth would be at 325 new clubs for the year.**
3. **The President's travel budget should be based on the 1982-83 year plus 25% for fare increases and further compared to the estimated cost of the proposed President's travel schedule.**
4. **Do not budget for Board Counselors to extension areas to cover a district convention or area conference at which the President will also be in attendance.**
5. **Reinstitute a leadership (council) conference in January at an estimated cost of $60,000.**
6. **Kiwanis International's European operations will result in approximately the same cost as this year.**

7. Processing fees will be received from approximately 40,500 new members.

8. Interest income will assume an average interest rate of 9%.

9. The current subsidies to the districts will continue.

10. General over all inflation rate for 84-85 should be between 5 and 6%.

11. Overall the budget should be prepared so it is not to exceed 5% increase of the projected 1983-84 expenditures, with an additional 1% contingency.

12. Total salary increases for all employees shall not exceed 5½% of current year salary costs.

13. Surplus must be $1.00 or more per member.

It was moved by Trustee Arthur, supported by Treasurer Williams and duly carried as follows:

RESOLVED, That we hereby reallocate from 01-110-03 to 01-110-10 the sum of $5,000 to cover the cost of a special meeting of this committee required to review the budget.

The Committee had reviewed and held over for future consideration: (1) international officer contingencies; and (2) extended retirement benefits for certain staff members.

PROPOSED BYLAW AMENDMENT --- BLANKET ACCIDENT MEDICAL INSURANCE

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

RESOLVED, That we place on the agenda for the House of Delegates at Phoenix a proposed amendment which would be numbered "2" and which would amend Article XVIII, Section 1 of the Bylaws of Kiwanis International to read as follows:

> **"It shall be the responsibility of the Board of Trustees to purchase, when possible, a comprehensive general liability insurance program for the protection of Kiwanis clubs, their members, and Kiwanis-sponsored organizations and activities, and a blanket accident medical insurance policy to provide coverage for medical expenses incurred as a result of participating in Kiwanis-sponsored functions or events. Each member club in the districts of the United States and Canada, as presently constituted, annually shall pay to Kiwanis International as a premium a sum to be determined by the Board of Trustees, which sum shall be based upon the actual cost of said insurancce to Kiwanis International,**

prorated among the clubs on the basis of membership in the clubs, excluding honorary members, as shown by their monthly reports to Kiwanis International as of the first day of the twelfth month of the preceding administrative year. Such sum shall be due on the first day of the first month of the administrative year and payable not later than sixty (60) days thereafter. Clubs are hereby expressly authorized to allocate from revenue of fund raising projects, as a legitimate expense, all premium charges over and above a basic sum of twenty-five cents (25¢) per member per annum, which must be paid from club administrative funds.

When available, such liability insurance coverage may be extended to clubs in other geographical areas which, by appropriate action, request the same.

The meeting proceeded to other business.

1983-84 BUDGET

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

RESOLVED, That the Board Committee on Finance and Staff do whatever is necessary not to exceed the budget for 1983-84.

STAFF TITLE CHANGES

The Secretary recommended that the job titles of the following be changed and that they be appointed Assistant Secretaries of Kiwanis International with the titles as indicated:

A. G. Terry Shaffer	Assistant Secretary for Program Services
James L. Sheets	Assistant Secretary for Member Services

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

RESOLVED, That the above indicated appointments to the office of Assistant Secretaries of Kiwanis International be, and hereby are approved.

PROPOSED CONSTITUTIONAL AMENDMENT NO. "2"

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

WHEREAS, An amendment of the Constitution of Kiwanis International has been proposed in regard to International Council and will appear on the agenda for the House of Delegates at Phoenix as proposed amendment Number "2," and

WHEREAS, The proposed amendment as presented by the California-Nevada-Hawaii District represents that it has been endorsed by various other districts, and,

WHEREAS, It is not clear whether those districts have, in fact, by Board or Convention action, approved such endorsement,

THEREFORE, BE IT RESOLVED, That staff is permitted to change the Preamble of that proposed amendment to reflect whether or not such districts have, in fact, endorsed the amendment by Convention or Board action. (See Board Interpretation of "Who Can Propose amendments," adopted May 10, 1983, and published in Kiwanis Magazine in October 1983)

The meeting was adjourned sine die at 10:30 a.m.

Respectfully submitted,

G. H. "Gil" Zitzelsberger
International Secretary

EXHIBIT #1

MESSAGE OF THE PRESIDENT

to the

INTERNATIONAL BOARD OF TRUSTEES

April 28, 1984

At this time I am pleased to report on the progress we have made in several areas upon which I have placed a great deal of importance.

Our 1983-84 growth goals include an increase in the number of new clubs as well as an increase in the number of members in existing clubs. These goals are based on the elementary idea that we can provide more service to more people in more areas through greater numerical strength. It is equally important that we remain financially strong, an absolute necessity as far as I am concerned. The alternative to more members paying dues would be to get a dues increase more quickly from fewer members.

The figures you will find in the attached exhibits are all taken from recent mailings from the General Office, which I have put into a more comprehensive form. I can neither confirm nor deny the accuracy of these, but I believe it will at least provide a trend.

First, I call your attention to Exhibit A, which indicates a reversal of the declining trend in new clubs built over the past five years. At this time, we have a 56 percent increase in the number of new clubs built over the same period in 1982-83. As you examine Exhibit A, you will appreciate the great job our District and International leaders have been doing. It is imperative for the future success of Kiwanis International that we maintain this growth.

Second, you will see in Exhibit B that we have experienced a substantial net increase in membership since September 30, 1983. I am hoping that our deletion factor has declined and that this new member growth will continue.

At the beginning of this year, you will recall that I also dedicated myself to promoting the Kiwanis International Foundation. Exhibit C shows that the Foundation's total receipts are up by 49 percent, and I expect this figure to improve even further. The George F. Hixson Fellow Program has been a substantial factor in this increase, but we will also have more than twice the number of Tablet of Honor recipients in Phoenix than we had last year.

The primary reasons for all these accomplishments are the leadership and responsiveness of our Governors and their fellow district leaders. This is where it all has to come from, and this is where I perceive a very positive attitude--an attitude I hope can be carried forward to make 1984-85 a greater year by far under the dynamic leadership of President-elect Ray Lansford.

Finally, I want to express my appreciation to each of you for the outstanding work you have done and the manner in which you have done it. This has certainly been a team effort, and I am the first to recognize that fact.

Margaret and I have now been in each of your districts on an official visit. We want to take this opportunity to once again say "thank you" for your hospitality.

Respectfully submitted,

Aubrey E. Irby

NEW CLUB BUILDING

Month	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84
October	29	24	27	28	11	17
November	40	41	23	22	14	14
December	14	15	16	34	14	14
January	18	14	24	6	11	18
February	26	28	31	23	11	25
March	42	27	33	33	24	30
April	30	39	23	13	15	38
TOTAL TO DATE	213	188	177	161	100	156

See reverse side for possible correlation between new club building and net membership growth.

TEN YEAR SURVEY OF AVERAGE KIWANIS CLUB MEMBERSHIP

Year	Clubs Organized	Clubs Revoked	Increase No.	Increase %	No. of Clubs	Total Membership	Net Number	Increase %	Average Membership
1972-73	276				6,198	276,189			44.56
1973-74	301	95	206	3.3%	6,404	278,966	2,777	1.0%	43.56
1974-75	319	103	216	3.4%	6,620	281,768	2,802	1.0%	42.56
1975-76	399	128	271	4.0%	6,891	286,402	4,634	1.6%	41.56
1976-77	383	127	256	3.7%	7,147	290,062	3,660	1.3%	40.58
1977-78	438	165	273	3.8%	7,420	297,682	7,620	2.6%	40.12
1978-79	388	112	276	3.7%	7,696	302,046	4,364	1.4%	39.24
1979-80	389	318	71	0.9%	7,767	302,453	407	0.1%	38.94
1980-81	383	131	252	3.2%	8,019	303,408	955	0.3%	37.83
1981-82	302	156	146	1.8%	8,165	307,736	4,328	1.4%	37.68
1982-83	200	232	-32	0.39%	8,133	309,183	1,447	0.46%	38.01
TOTALS	3,778	1,567	1,935	31.22%			32,994	11.94%	

Statistics based on the September 30 Report of Clubs and Membership for each year.

Membership figures include Active, Privileged, Senior and Honorary Members.

A.P.S. MEMBERSHIP SUMMARY OF KIWANIS INTERNATIONAL

BASED ON CERTIFIED MEMBERSHIP FIGURES

DISTRICT	APS MBR. 9-30-83	APS MBR. 3-30-84
Alabama	5,492	5,564
Andean & Central America	747	750
Australia	1,022	1,028
Austria-Germany	1,904	2,058
Benelux-France-Monaco	6,347	6,879
California-Nevada-Hawaii	22,808	23,282
Capital	9,606	9,935
Carolinas	10,850	11,194
Eastern Canada & the Caribbean	10,080	10,245
Florida	15,511	16,063
Georgia	8,557	9,031
Iceland	1,225	1,305
Illinois-Eastern Iowa	11,845	12,223
Indiana	9,272	9,465
Italy	1,861	1,962
Japan	1,122	1,140
Kansas	4,277	4,428
Kentucky-Tennessee	8,325	8,581
Louisiana-Miss.-W. Tennessee	6,879	7,168
Michigan	8,776	9,022
Minnesota-Dakotas	8,290	8,583
Missouri-Arkansas	8,517	8,787
Montana	2,056	2,153
Nebraska-Iowa	8,647	8,949
New England	9,563	9,697
New Jersey	5,561	5,576
New York	12,732	13,250
New Zealand	1,819	1,790
Norden	1,807	1,952
Ohio	15,504	15,970
Pacific Northwest	14,911	15,527
Pennsylvania	8,818	8,954
Philippine Luzon	2,061	2,393
Philippine South	2,186	1,772
Republic of China	1,259	1,457
Rocky Mountain	4,641	4,709
Southwest	5,612	6,038
Switzerland-Liechtenstein	2,879	3,053
Texas-Oklahoma	17,164	17,894
Utah-Idaho	2,997	3,132
West Virginia	2,217	2,253
Western Canada	2,009	2,136
Wisconsin-Upper Michigan	9,177	9,478
KI-Non-Districted	1,777	1,926
KI-E Non-Districted	154	166
TOTALS	298,864	308,918

10,054

PS1161 DISTRICT REPORT OF CLUBS AND MEMBERSHIP FOR THE PERIOD ENDING... 3/30/84 PAGE 1

EXHIBIT B, p. 2

DISTRICT	ACTIVE CLUBS	N/MTG CLUBS	TOTAL CLUBS	APS. MBR. TOTAL	HONORARY	TOTAL MEMBERSHIP
ALABAMA	115	1	116	5,564	32	5,596
ANDEAN AND CENTRAL AMERICA	36	1	37	750	2	752
AUSTRALIA	46	4	50	1,028	16	1,044
AUSTRIA-GERMANY	75		75	2,058		2,058
BENELUX-FRANCE-MONACO	258		258	6,879		6,879
*** CALIFORNIA-NEVADA-HAWAII	605	20	625	23,282	417	23,699
CAPITAL	232	3	235	9,935	100	10,035
CAROLINAS	214	2	216	11,194	67	11,261
EASTERN CANADA AND THE CARIBBEAN	295	4	299	10,245	125	10,370
**** FLORIDA	337	11	348	16,063	147	16,210
GEORGIA	166	10	176	9,031	72	9,103
ICELAND	39		39	1,305		1,305
ILLINOIS-EASTERN IOWA	319	7	326	12,223	123	12,346
INDIANA	209	3	212	9,465	65	9,530
ITALY	47		47	1,962		1,962
JAPAN	12		12	1,140		1,140
KANSAS	114	3	117	4,428	32	4,460
KENTUCKY-TENNESSEE	192	7	199	8,581	45	8,626
KIWANIS INTERNATIONAL EUROPE	5		5	166		166
LOUISIANA-MISSISSIPPI-WEST TENNESSEE	164	9	173	7,168	55	7,223
MICHIGAN	228	6	234	9,022	97	9,119
MINNESOTA-DAKOTAS	193	1	194	8,583	52	8,635
MISSOURI-ARKANSAS	232	5	237	8,787	66	8,853
MONTANA	57	2	59	2,153	7	2,160
NEBRASKA-IOWA	211	2	213	8,949	51	9,000
NEW ENGLAND	249	7	256	9,697	148	9,845
NEW JERSEY	162	8	170	5,576	81	5,657
NEW YORK	361	10	371	13,250	161	13,411
NEW ZEALAND	67	4	71	1,790	6	1,796
NORDEN	72		72	1,952		1,952
OHIO	344	5	349	15,970	197	16,167
OVERSEAS EXTENSION, NON-DISTRICTED	70	10	80	1,926	8	1,934
** PACIFIC NORTHWEST	435	6	441	15,527	158	15,685
PENNSYLVANIA	247	12	259	8,954	136	9,090
PHILIPPINE LUZON	104	6	110	2,393	2	2,395
PHILIPPINE SOUTH	78	21	99	1,772	3	1,775
REPUBLIC OF CHINA	48	2	50	1,457		1,457
ROCKY MOUNTAIN	111	7	118	4,709	24	4,733
*** SOUTHWEST	160	3	163	6,038	55	6,093
SWITZERLAND-LIECHTENSTEIN	88		88	3,053		3,053
*** TEXAS-OKLAHOMA	468	16	484	17,894	117	18,011
UTAH-IDAHO	82		82	3,132	23	3,155
WEST VIRGINIA	65	6	71	2,253	24	2,277
WESTERN CANADA	65	2	67	2,136	38	2,174
WISCONSIN-UPPER MICHIGAN	222		222	9,478	46	9,524
TOTALS:	7,899	226	8,125	308,918	2,798	311,716

* Including 76 clubs in the Caribbean: Bahamas 15, Barbados 1, Guadeloupe 2, Jamaica 31, Martinique 1, St. Lucia 1, Suriname 3, The Republic of Trinidad & Tobago 18, Netherlands Antilles 4.

** Including 65 clubs in Canada.

*** Including 10 clubs in Mexico: California-Nevada-Hawaii 2, Southwest 7, Texas-Oklahoma 1.

**** Including 2 clubs on Cayman Islands.

A.P.S. MEMBERSHIP SUMMARY OF KIWANIS INTERNATIONAL

FROM 10/1/82 TO 9/30/83

BASED ON CERTIFIED MEMBERSHIP FIGURES

DISTRICT	MEMBERSHIP 10/1/82	MEMBERSHIP 9/30/83	NET GAIN (LOSS)	% OF GAIN (LOSS)
ALABAMA	5,254	5,492	238	4.53
ANDEAN AND CENTRAL AMERICA	792	747	(45)	(5.68)
AUSTRALIA	947	1,022	75	7.92
AUSTRIA-GERMANY	1,844	1,904	60	3.25
BENELUX-FRANCE-MONACO	6,127	6,347	220	3.59
CALIF.-NEVADA-HAWAII	23,052	22,808	(244)	(1.06)
CAPITAL	9,461	9,606	145	1.53
CAROLINAS	10,444	10,850	406	3.88
E. CANADA-CARIBBEAN	9,814	10,080	266	2.71
FLORIDA	15,177	15,511	334	2.20
GEORGIA	8,543	8,557	14	0.16
ICELAND	1,286	1,225	(61)	(4.74)
ILLINOIS-E. IOWA	11,767	11,845	78	0.66
INDIANA	9,134	9,272	138	1.51
ITALY	1,600	1,861	261	16.31
JAPAN	1,054	1,122	68	6.45
KANSAS	4,250	4,277	27	0.64
KENTUCKY-TENNESSEE	8,273	8,325	52	0.63
LA.-MISS.-WEST TENN.	7,176	6,879	(297)	(4.14)
MICHIGAN	8,740	8,776	36	0.41
MINNESOTA-DAKOTAS	8,188	8,290	102	1.25
MISSOURI-ARKANSAS	8,523	8,517	(6)	(0.07)
MONTANA	2,141	2,056	(85)	(3.97)

(OVER)

DISTRICT	MEMBERSHIP 10/1/82	MEMBERSHIP 9/30/83	NET GAIN (LOSS)	% OF GAIN (LOSS)
NEBRASKA-IOWA	8,532	8,647	115	1.34
NEW ENGLAND	9,660	9,563	(97)	(1.00)
NEW JERSEY	5,712	5,561	(151)	(2.64)
NEW YORK	13,061	12,732	(329)	(2.52)
NEW ZEALAND	1,917	1,819	(98)	(5.11)
NORDEN	1,704	1,807	103	6.04
OHIO	15,777	15,504	(273)	(1.73)
PACIFIC NORTHWEST	15,080	14,911	(169)	(1.12)
PENNSYLVANIA	9,040	8,818	(222)	(2.46)
PHILIPPINE LUZON	2,137	2,061	(76)	(3.56)
PHILIPPINE SOUTH	2,029	2,186	157	7.73
REPUBLIC OF CHINA	1,196	1,259	63	5.27
ROCKY MOUNTAIN	4,794	4,641	(153)	(3.19)
SOUTHWEST	5,662	5,612	(50)	(0.88)
SWITZERLAND-LIECHTENSTEIN	2,705	2,879	174	6.43
TEXAS-OKLAHOMA	16,556	17,164	608	3.67
UTAH-IDAHO	3,118	2,997	(121)	(3.88)
WESTERN CANADA	2,088	2,009	(79)	(3.78)
WEST VIRGINIA	2,286	2,217	(69)	(3.02)
WISC.-UPPER MICHIGAN	8,989	9,177	188	2.09
KI-NON-DISTRICTED	1,719	1,777	58	3.37
KI-E NON-DISTRICTED	115	154	39	33.91
KIWANIS INTERNATIONAL	297,464	298,864	1,400	0.47

KIWANIS INTERNATIONAL FOUNDATION

Contributions by District as of April 27, 1984

	BIRTHDAY	MISCELLANEOUS	KIWANIS FELLOW	LIFE FELLOW	MEMORIAL FELLOW	GEORGE F. HIXSON FELLOWSHIP	TABLET OF HONOR	TRIBUTE	SUSTAINING CONTRIBUTOR	SUSTAINING BOOSTER	SUSTAINING PATRON	SUSTAINING BENEFACTOR	SUSTAINING PACESETTER	SUSTAINING BUILDER	HUGH O'BRIAN YOUTH FOUNDATION	KIWANIS WORLD HEALTH FUND	TOTALS	PER CAPITA
ALABAMA	6,576.31	226						100	230	150		200				100	7,582.31	1.37
CAL-NEV-HA	9,742.04	2,319	1,800	200	1,850	1,000	2,000	695	6,350	3,715	1,300	1,300	250		1,125	2,574	36,220.04	1.55
CAPITAL	10,148.32	276	300	600	300	1,000		90	530	325	150	400	500		1,250	2,152	18,021.32	1.85
CAROLINAS	7,436.50	1,725	940	100	100	1,250	3,200	345	3,555	1,345	500	200			250	638	21,584.50	1.97
E C & C	3,370.50	58							308	75	50					7,431	11,292.50	1.11
FLORIDA	13,894.00	1,659	900	100		4,000	5,500	50	5,575	1,945	550	500		500	900	2,606	38,679.00	2.45
GEORGIA	8,320.00	53	100	500	100		50	25	510	375	150	400			1,000	1,047	12,630.00	1.45
I-I	14,794.62	1,926	200	100	856	5,000	1,250	205	4,110	1,045	450	300			1,375	1,963	33,574.62	2.77
INDIANA	5,222.99	2,035	400				1,000	225	890	350	100	200			1,188	245	11,855.99	1.26
KANSAS	2,453,00	40							150	100		100			250	545	3,638.00	.84
KY-TN	5,327.90	393				1,250	1,000	25	660	250	350	200			1,125	796	11,126.90	1.30
LA-MS-W.TN	4,559.00	272			100			35	260	275	100				250	530	6,381.00	.90
MICHIGAN	7,958.49	80	100	300	500	2,500		150	900	425	150	600			3,593	2,080	19,336.49	2.16
MN-DAK	5,122.00	393	100	100	200	250		40	380	175	100	100	250		825	974	9,009.00	1.07
MO-ARK	5,241.88	303	100		100	250	1,000	20	475	300	150				875	678	9,492.88	1.09
MONTANA	1,220.00	74							210	25					250		1,779.00	.83
NE-IA	5,252.50	615	100	100				20	535	125	150	100			2,250	9,039	18,286.50	2.07
NEW ENG.	5,082.50	807	100			4,500	1,000	60	2,103	845	450	300			505	100	14,852.50	1.53
NEW JERSEY	3,459.00	325		100	100		1,000	35	490	325	100	200			875	200	7,209.00	1.28
NEW YORK	4,543.95	395			200			85	610	245	250	300				1,171	7,799.95	.59
OHIO	11,149.20	722		100	345	2,000	1,000	115	970	500	300	600			443	1,636	19,880.20	1.26
PNW	12,298.20	593		100	602			20	1,351	404	350	400			1,375	1,275	18,768.20	1.22
PA	6,600.50	353		200		250		105	590	325	150	100			250	190	9,113.50	1.01
RMT	3,459.00	142	100	100	386			25	200	100	100	100				467	5,179.00	1.10
SW	12,395.81	512	2,100	100		1,000	1,000	50	1,302	950	300	100			375	250	20,434.81	3.50
T-O	8,266.00	996		350	300	3,200	15,000	85	670	855	300	700	250		1,125	2,506	34,603.00	1.99
UT-ID	2,617.00	125	100	200	100	250		145	345	150		100			125	45	4,302.00	1.40
W. CAN	1,095.00	50		100					30							850	2,125.00	1.01
WV	3,036.83	249		300	100	1,250	1,000	25	1,040	225	150				650	25	8,050.83	3.52
WIS-U.MI	12,416.97	157		200	300		1,000	137	1,980	305					375	1,470	18,340.97	1.99
OTHERS		516				1,000	1,000		40		100					235	2,891.00	n/a
TOTALS	203,060.01	18,389	7,440	3,950	6,539	29,950	37,000	2,912	37,349	16,229	6,800	7,500	1,250	500	22,604	43,818	445,290.01	
APR. 83 TOTALS	168,170	17,734	0	6,700	7,033	0	14,427	3,110	10,011	0	0	0	0	0	0	70,958	298,143.00	

DIFFERENCE = 147,147.01

PERCENTAGE OF INCREASE OVER LAST YEAR = 49 %

EXHIBIT C

EXHIBIT #2

MESSAGE OF THE PRESIDENT-ELECT

TO THE

INTERNATIONAL BOARD OF TRUSTEES

April 28, 1984

Kiwanis is accomplishing wonderful things this year. Reports which have reached me both from the General Office and from our districts worldwide have been most encouraging. The positive attitude exhibited by staff and the Board of Trustees, and the encouragement from district and club leadership for Kiwanis' education and involvement is ever present. There is a strong bond of unified effort between our present district leadership and those designated for 1984-85. The quality of Kiwanis membership, enjoyment in club service and desire to improve each Kiwanis community seems uppermost in this cooperative venture shared between our 1983-84 and 1984-85 district leaders.

I was privileged to attend an excellent meeting held by the district secretaries. The individuals present were positive and most enthusiastic about the way Kiwanis is moving ahead in serving the community.

The training program for our 1984-85 governors, witnessed by many of you, has established a sound basis for district training of our entire team. The culmination of training for governors is to be on Saturday night, June 23, in Phoenix, and will be our first formal dinner get-together. All Past Presidents and their spouses who are not meeting with their own class of governors are invited to be with us. It is our desire to further unite all Kiwanis leadership, past and present, for growth, retention, fun and fellowship on this occasion.

The January 1985 training program proposed for Governors and Council members has received excellent reponse from past and present Kiwanis leadership. This experiment could be a major asset for Kiwanis development and retention of enthusiasm for the second half of the 1984-85 year.

In an attempt to keep lines of communication between all facets of Kiwanis leadership open, I am establishing an informal network of spokesmen who will keep me abreast of various situations which may occur during the year. I will use Bob Weber as an advisor for past presidents, and a committee of secretaries consisting of Jack Crockett, Floyd Christenson, Roy Frank and E. W. "Tuck" Tucker, to inform me of concerns representative of their peers as well as noteworthy activities occurring across the country. I believe this will be an important factor in minimizing miscommunications, confronting problems, and keeping everyone aware of what is going on in their sphere of responsibility.

President Aubrey, I recognize that in Kiwanis the Opportunity is Service and the Challenge is Performance, which has become a personal pledge for me. Throughout your year of leadership we shall work in every respect to continue that cooperation and make this the most exciting and profitable time possible.

Respectfully Submitted,

Raymond W. Lansford
President-elect

EXHIBIT #3

REPORT OF THE SECRETARY

TO THE

INTERNATIONAL BOARD OF TRUSTEES

April 30, 1984

One of the brightest spots in our Kiwanis world is the KIWANIS magazine. In the June/July 1983 issue, we published a positive article entitled, "How to Get in Touch with Your Daughter." The Department of the Army in the United States has requested permission to reprint this article and distribute it through the Army news service to 300 active army national guard and U.S. Army newspaper editors worldwide. The article could potentially reach an audience of thousands of soldiers, civilian employees and their families. They also intend to print it in Soldier Scenes, a bulletin board poster which has a circulation of 16,000.

Between Board meetings I have kept you up to date on staff changes, but one bears repeating in this record. It was with the deepest regret that I accepted the resignation of Assistant Secretary for Communications, Nick Geannopulos. Not only was he an extremely talented individual who gave a total commitment to his responsibilities at this office, but in a very short time he became a trusted advisor and friend. He will be missed. We are presently in the process of searching for a successor. I do not foresee having a man on board until close to convention time. We will proceed with reasonable dispatch.

Just last week we were successful in filling the position of Administrator for Circle K, a position which has been vacant since January. The new administrator is Dan Smith, a young man with a Bachelor of Science degree in education from Ball State University and a Masters degree from Indiana University in Public Affairs with a concentration in personnel and public sector labor relations. In undergrad, he was very active in fraternity affairs and served for two years as president of the local chapter of Sigma Chi Fraternity. He was also a member of the student senate. For two years he was selected to "Who's Who Among Students in Colleges and Universities." He brings an excellent administrative background to the organization as well as tremendous human relations skills. Staff has given a great deal of time to the selection process and we feel that we have found the right man.

We continue to reevaluate our operation with the goal of achieving greater efficiency and better service to the clubs. When clubs come to order plaques and past presidents pins, etc., for their installation nights this year, they will find that not only have prices not been raised but that they can take advantage of a fifteen percent discount if their order is post-marked by July 31. We have instituted a new system for checking the accuracy of orders before they are shipped. The discount hopefully will encourage clubs to order earlier so that they will not have to worry about deadlines and so that our rush period can be spread over a greater period of time. It may take a year or two to educate club secretaries to the opportunity.

The minutes of the last meeting were presented in a new style. The communications from Board members and past presidents have been positive and I will continue with that style.

I believe that in general staff morale is very positive. We shall strive to be more goal oriented. The foremost goal will be improvement of service to the clubs.

Respectfully submitted,

G. H. "Gil" Zitzelsberger
International Secretary

EXHIBIT # 4

ADDRESS OF TRUSTEE JEAN ED.FRIEDRICH
AT THE KIWANIS INTERNATIONAL BOARD MEETING
SUNDAY MAY 1st 1984, IN INDIANAPOLIS

Dear Friends,

When President Aubrey Irby, early this year, requested that I give a short talk at our present board meeting, I readily acquiesced. The subject appeared to me then a simple, easy one to handle and, anyhow, a president's requests are orders which one has to obediently follow ! But then, as I began thinking about what I should and could and would be able and allowed to say on the subject, I soon realized it to be a moot one, frought with many pitfalls for me, your present speaker.

Aubrey had asked me to try and explain "Why Kiwanis development, in number of clubs and membership was proportionally larger in countries other than North America."

It is a fact that, in recent years, that ominous membership-figure oscillating around 300'000 could only be maintained thanks to the apport of clubs in countries outside North America. These "overseas" Kiwanians, whilst numbering but 7% and now up to 10% of the sum total, indeed account for about one third of new clubs. And, correspondingly, attrition, charter revocations of older and newer clubs - especially the latter, are on a much smaller scale than here.

Take for example Switzerland. A country of some 6 million inhabitants, where the first five clubs were organized and chartered in Basel, Zurich, Lucerne, Neuchâtel and Geneva 20 years ago. Where we shall soon have 97 - and even up to 100 clubs by the end of 1984. Corresponding to a steady median increase of some 7 to 8% per year and where not a single club was lost in the process. How is this to be explained ?

Lets get back 20 years ago. When Kiwanis first came to my country in 1963, Rotary and Lions were firmly entrenched there since decades. What could we do to introduce to the staid, solid, cautious Swiss a NEW Service Club; a "small poor cousin" of the big, affluent, well known ones ? A name never heard of by certainly less than one in 10'000 people?! A special approach had to be adopted. We aimed at the top, where our motto "We Build" proved to have strong appeal. Letting it be known that Kiwanis was the elite Service Club. We looked first for quality before quantity and rapidity...and were successful. To the point that I know of several former Rotarians and Lions who joined Kiwanis clubs in Switzerland and other European countries.

Quite evidently the creation of the European Federation KI-E in 1968, with its own Secretariat and "adapted" Constitution and By-Laws helped greatly: for example allowing Districts to permit wine or beer to accompany meals, as usual, at Kiwanis functions; less stringent attendance rules; the possibility to meet less often than every week; 15 members on Formation, 20 on Organisations and 25 upon presentation of the Charter. Kiwanians in several European countries told me they were often able to win influentiel new members, at first reluctant to join a "foreign organisation", by pointing out to them that, unlike Lions and Rotary, Kiwanis had its own, partly autonomous organisation based in Switzerland.

(Revised 7/13/84

Every new European KC is expected to form , alone or with a "twinning" Club, one new club within the 2 years following its charter night; and one of the Lt. Governor's main task is to help in the formation of such new clubs. Alas, not all do so, as we also have some "non-performers" amongst our officers, year after year ! Otherwise, Europe's six districts would number well over 30'000 members to-day, instead of the present 17'000 !

The handbooks and other literature issued by KI-E have proven their effectiveness. They are uncluttered, easily and quickly mastered. I believe - whilst well aware that many do not share my views - that the books of instructions issued year after year by KI to Kiwanis officers - formidably complete, enormously weighty and unwieldy - could well prove more deterrent than motivating to new offieers. It would certainly be the case in Europe, for some 4 officers out of 5, I believe. And most of our Kiwanians would cringe at the enormous and not quite necessary costs to create, produce, translate, print, bind and distribute such a mass of documents.

Of course, there are also drawbacks to the "European approach" described. The other side of the coin. The reservoir of "elites" in smaller European countries and communities tends to diminish. I dread the time when the men who formed European Kiwanis Clubs 20, 15 years ago when they were in their 40ies, 50ies will be 65, 70 and more. In clubs which alas do not have enough increment of younger members; for the usual reasons: oldsters are often wary of the younger generations and young managers of our computer age prefer to go their own ways rather than joining a group of senior citizens (I said senior, not senile!).

Thus, there is no doubt that Europe's Kiwanis world is bound to experience a cyclic evolution also, with a number of older clubs gradually disappearing. But I am confident that an ever greater number of Kiwanis clubs will continue to be born on the other side of the Atlantic. The rate of increment could drop to some 4% or even less, but the trend overall should continue to be bullish.

From what was said you will understand my contention that revolutionary ideas and methods applied to growth - revolutionary for the great majority of present European Kiwanians - such as "Membership Roundups", awards for having 1, 2 or more members join the club, "Rebuilding a club in 24 hours" and the like, which recommendations form part of Handbooks here, are of no great use or even damaging on the other side of the ocean.

I do not refer to other parts of the world, as I am certainly not qualified to do so.

It was Sir Karl Popper, one of the foremost philosophers of our time, who said that -"Revolutions always promise Heaven, but they always end up in Hell"(with the exception of the American Revolution, of course !). But I could also mention another quote, by Oscar Wilde this one: "Experience is the name which every one of us gives to his past errors".

(Revised 7/13/84)

So who knows wether our European approach to Kiwanis development will prove a correct one in the long run ? Still, I remain confident.

Please forgive if I do not now, in this short excourse, submit to you propositions and methods and solutions to solve some of the problems we encounter in this country and Canada. Everything in this world is cyclic and with the most gratifying, positive turn we have seen of late in membership statistics and new club building, I feel certain we are now on a steady uptrend in North America also.

But I do furthermore believe that KI-Europe has set a worthwhile example. I hope to live long enough to see Kiwanis International adopt a system of individual, regional Federations and attain a membership of half a million: many of the problems we so painstakingly discuss in our Committees here will then - it is more than likely - find easier solutions.

As this is the last but one time I shall have the honour to sit on this board, I wish to express my immense gratitude for the invaluable friendship each one of you so generously favoured me with and which has so greatly enriched us, my wife Lilly and I. - I thank you.

Incorrect - Erased 7/13/84

EXHIBIT #4

SUMMARY OF REMARKS BY TRUSTEE JEAN ED. FRIEDRICH

TO THE BOARD OF TRUSTEES

MAY 1, 1984

Dear Friends:

When President Aubrey requested me to give a short talk to the Board, the subject appeared then a simple, easy matter to handle--and anyhow the President's orders must be followed. But then as I began thinking about what I should, would, and could be allowed to say on the subject, I soon realized it was not that simple. Aubrey asked me to try to explain why Kiwanis developments in numbers of new clubs and corresponding memberships were larger proportionately in countries other than North America.

It is a fact in recent years, as you know, that the figure of around 300,000 has only been maintained thanks to the clubs in countries outside of North America. These non-North American Kiwanians, now numbering up to 12 percent of the total membership, produced up to one-third of the new club formations. Of course, attrition and charter revocations of older and newer clubs (especially the latter) are on a much smaller scale than in North America. Take, for example, Switzerland (and surely I am grateful that the Swiss flag is hoisted here today), a country of some six million inhabitants, where we will have 97 or perhaps even up to 100 clubs by the end of 1984, a steady increase over the year of some 7 to 8 percent, and where not a single club was lost in the process. We have had no revocation of charters ever since we had the first club in Switzerland.

How is it to be explained? Let us go back 20 years ago when Kiwanis first came to my country in 1963. Kiwanis was not one of the big well-known service clubs. Many men had never heard of Kiwanis, so another approach was taken. We aimed at the top where our motto, "We Build," we found had a very strong appeal. We let it be known that Kiwanis was the elite service club. We looked for quality before quantity, and we were successful to the point I know personally of several former Rotarians and Lions who have now joined Kiwanis clubs in their communities. And that's all over Europe.

Quite evidently the creation of the European Federation, KI-E in 1968, with its own adopted Constitution and Bylaws helped greatly with less stringent attendance rules, the possibility to meet every second week, 15 members on formation, 20 on organization, and 25 upon presentation of the charter. Kiwanians in several European countries told me that often you can influence new members, at first reluctant to join another American club, by explaining to them that unlike Rotary or Lions we have our own European partly-autonomous organization based in Switzerland.

Every new European Kiwanis club is required to form at least one new club within the next two years following charter night. One of the lieutenant governor's main tasks is to help form new clubs. We also have some non-performers, under-average black sheep, among our lieutenant governors, and that is year after year. Otehrwise our six districts would number today well over 30,000. We have now only 17,000.

The handbooks for officers issued by KI-E have proven effective. They are simple, direct, uncluttered, easily and quickly mastered. I think personally (and I am fully aware not all share my views) that the books of instruction issued by Kiwanis International to Kiwanis Officers -- which are immensely weighty, diverse, and unwieldy--could be more of a deterrent on certain occasions than be motivating for new officers. This would certainly be the case in Europe for four out of five members, I believe, and most of our Kiwanians would cringe at the enormous and not quite necessary cost to create and translate such a mass of documents.

Of course, there are some drawbacks to this approach. The elite reservoirs in some smaller European countries tend to diminish--not only countries but communities--and I cannot but regret the moment when the men who formed European clubs 20, 15 years ago, when they were in their 40's and 50's, will be 65 and 70 and more. In our computer age young men prefer to go their own ways rather than join a club of senior citizens.

Thus, there is no doubt but that you of the Kiwanis world will experience a cyclic revolution similar to what we have experienced here, with a number of older clubs disappearing; but on the other hand, I am fully confident that an ever greater number of European Kiwanis clubs will continue to be born. The rate of net increments might well drop from the present 8.6 percent to an average 4 percent for every member. Still that would provide an ever greater number of new Kiwanis clubs each year.

From what I have just said, you will understand that revolutionary ideas and methods--such as membership roundups; awards for building into the club one, two, or four more members; rebuilding a new club in 24 hours; and some other such recommendations--are unapplicable in my part of the world. I do not refer to other parts of the globe. I am not qualified to do so.

Oscar Wilde said, "Experience is the name which each of us gives to his past errors." So who knows whether our European approach to the problem of Kiwanis development will prove the correct one in the long run. Everything in our world is cyclic, and with the most positive turn we have seen recently in membership statistics, I feel certain we are now on a steady uptrend in North America. Also, I do believe KI-E has set a positive example. I hope to live long enough to see Kiwanis International achieve a membership of half a million. Many of the problems we so painstakingly discuss do not have solutions.

Now, since I will be leaving this Board soon, I do want to express my immense gratitude for the friendship each one of you so generously favored me with and which has so greatly enriched my wife and myself. I thank you.

EXHIBIT #5

REPORT ON THE 10TH ASIA-PACIFIC CONFERENCE

More than 600 Kiwanians and wives participated in the 10th Asia-Pacific Conference held this year in Seoul, Korea, from March 30 to April 1. Under the able leadership of Governor Tai I Choi and Conference Chairman B. H. Roh of the Korea Privisional District, the conference committees presented a full schedule of social and business events which combined to make this conference truly one to remember.

On Friday, March 30, registration took place. At the same time a golf tournament was held. On that afternoon a KIAR workshop was conducted by Assistant Secretary Bob Detloff which was attended by 43 Korean and other Kiwanians. Later that same afternoon a special meeting of delegation leaders from throughout the Asia-Pacific area was called by Conference Committee at the request of Kiwanians from the Kiwanis Club of Kuala Lumpur, Malaysia, to discuss the provisions of the Guidelines for the Asia-Pacific Conference, which were to be used for the first time as the norms for conducting the Conference. Attending this meeting were delegates from Australia, Guam, Korea, Japan, Malaysia, New Zealand, the Philippine Luzon District, the Philippine South District, Ponape, the Republic of China, and Thailand plus President Aubrey Irby, Secretary Gil Zitzelsberger, Bob Detloff, and me. Several of the non-districted areas voiced objections to the weighting given in the Guidelines to the districts in regard to the number of delegates. After much discussion the non-districted area representatives agreed to prepare and present to the Conference Committee certain amendments to be voted upon at the next Conference to be held in Sydney in 1985, which would in their opinion result in a fairer distribution of delegate seats.

The highlight of the fellowship events was a banquet held in the world famous Little Angels Performing Center followed by a dazzingly performance by the dancers and singers of the Little Angels. A schedule of events for ladies was also held.

At the closing business session Past Governor Ian Perdriau of the Australia

was elected Asia-Pacific Conference Chairman as provided in the Guidelines. District Secretary Howard Chang was chosen as Vice-Chairman. Other members of the Executive Board are the governors of the Asia-Pacific Districts and Past Club President Michael Wong of the Kiwanis Club of Kuala Lumpur, Malaysia, and Kiwanian Torry Kendall of the Kiwanias Club of Ponape, the Federated States of Micronesia. The latter two where chosen during a caucus of the non-districted delegates, as provided in the Guidelines. Chairman Perdriau chose and the Executive Board confirmed Governor Geoff Peirce of the Australia District as Secretary-Treasurer.

The holding of the 11th Asia-Pacific Conference in Sydney,Australia, was reconfirmed and the dates for it were set for April 25 to 28, 1985. The bid of the Republic of China District to hold the 1986 Conference was accepted by the delegates.

Certainly the 10th Asia-Pacific Conference can go down in history as a great success. The three main aims of the Conference, Fellowship, Training, and delegate sessions, were all well met. Twelve of the 15 Asia-Pacific districts and areas were represented. Even though, as I have mentioned, there were some objections raised concerning them, for the first time the Asia-Pacific Conference Guidelines were used to conduct conference business and they proved to be a workable arrangement. I would like to here publicly commend the Kiwanians of the Korea Provisional District for the fine preparation and presentation of the 10th Asia-Pacific Conference.

Respectfully submitted,

Avelino V. Tanjuakio
International Trustee

EXHIBIT #6

REPORT OF BOARD COMMITTEE ON MEMBER SERVICES

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 28 - May 3, 1984

Dates of Committee Meeting: April 29 & 30, 1984

Place of Committee Meeting: General Office

Present: Members - Arthur J. DeLorenzo, Jean Ed Friedrich, J. Donovan Jackson
Chairman - Raymond B. Allen
Staff - Speegle Berry, William A. Brown, Robert M. Detloff, James L. Sheets

AGENDA ITEMS

1. Asia-Pacific Conference Guidelines

The Committee heard a report by Staff that these guidelines were used in the conducting of the 10th Asia-Pacific Conference held in Seoul, Korea, from March 29 to April 1, 1984. The Committee reviewed questions and suggestions concerning the guidelines submitted by Vice-President Frank DiNoto and Treasurer Don Williams. The Committee directs that Staff work with the Asia-Pacific Conference Executive Board to resolve the questions raised and to present the results to the October 1984 meeting of the Kiwanis International Board.

2. Financial Support for KIAR Training in International Extension Areas

The Committee reacted positively about the Staff recommendation that financial support for KIAR training be resumed. It was decided that action in this regard should not be taken until the results of this year's new club building efforts are known.

3. Field Service Representation in Extension Areas

The Committee reviewed a request for a revision of the Field Service Representation in the Asia-Pacific Area and will have a report at a later date.

4. Membership Requirement before Organization of a Club

The Committee gave consideration to a telex from Australia District Governor Geoff Peirce requesting that the requirement of 25 members for organization of a new club be reduced to 20. He mentioned that competing service clubs can organize with fewer than 25 and that his district is losing clubs because of the difficulty in reaching 25 members. On the other hand, his telex indicated that the Australia District favored the requirement of 25 members for chartering. The Committee decided to recommend to the Board that outside the thirty U.S. and Canadian districts, the number required for organization of a club be 20 and for chartering 25, for the following reasons:

(1) The need and potential for growth in extension areas is greater than that in established areas.

(2) Permitting the extension districts and areas served directly by the General Office to organize clubs with 20 members would bring them into conformity with the six districts of KI-E, which still only require 20 members for organization.

(3) Extension into new areas is more difficult because Kiwanis is not as well known as other service clubs and there are fewer Kiwanians to do the necessary volunteer work, and, as Governor Geoff's telex indicates, the extension districts have found that the new requirement of 25 members has impeded growth.

Recommendation #1:

The Committee recommends that 20 members be required for the organization and 25 members for the chartering of clubs outside the original thirty districts.

I move that recommendation 1 be adopted.

5. Report of the 1983-84 International Committee on Achievement

The minutes of the meeting of the 1983-84 International Committee on Achievement held on March 23-25, 1984, are attached to this report as Exhibit A. The Committee commends the International Committee on Achievement for its excellent report.

6. 1983-84 Distinguished Club Presidents

The Committee discussed the Distinguished Club President program. A Distinguished Club President lapel pin had been given to each recipient of the award in the past, but was discontinued three (3) years ago; the lapel pin became a supplies item at that time.

It was the consensus of the Committee that Kiwanis International should provide a Distinguished Club President lapel pin to each recipient of the award.

Recommendation #2:

The Committee recommends that the award provided by Kiwanis International to Distinguished Club Presidents be composed of a Distinguished Club President lapel pin and a club banner patch, commencing with the awards for the 1983-84 Distinguished Club Presidents.

I move that recommendation 2 be adopted.

Recommendation #3:

The Committee recommends that the 1983-84 budget for Distinguished Club Presidents be increased $5,000 (from $1,500 to $6,500) to provide for the Distinguished Club President lapel pin awards.

I move that recommendation 3 be adopted.

7. Revocation of Charters

A list of 74 clubs recommended for charter revocation by the various districts was presented. (Exhibit B.)

The Committee is greatly concerned with the number of problem clubs and those below charter strength. (See Exhibit C.) Staff was urged to expend every effort to encourage every club to achieve Charter II strength as quickly as possible.

Recommendation #4:

The Committee recommends that the charters of the 74 clubs listed in Exhibit B be revoked.

I move that recommendation 4 be adopted.

8. The recommendation concerning awarding credit for building a new Kiwanis club between September 15 and October 15 to both administration years was discussed. It was the conclusion of the Committee to continue the current policy with the cutoff date of September 30 each year.

INFORMATION ITEMS

1. Member Retention Benefits

A discussion was held concerning the development of a program of benefits for Kiwanians to encourage retention of membership. Benefits would include discounts at various hotel chains, auto rental agencies, airlines, etc. The Committee agreed that such a program could have a significant effect on membership growth as well as retention and have directed staff to further study this program.

2. Leadership Education Workshops

The Committee is cognizant of the fact that there is need for improved leadership education at the club level. The Committee has studied various proposals for leadership training programs and agrees that time is of the essence to further develop and implement such a program.

Trustee Wil Blechman advised that the Florida District is planning a test program.

Trustee J. Donovan Jackson informed the Committee that the program he has proposed is being developed. Segments of the program will be offered in the Wisconsin-Upper Michigan District in the near future.

The Committee encourages the development of test programs with the results to be made available for further study and possible adoption as a Kiwanis International program.

3. Utilization of Kiwanis International Accredited Representatives

The Committee was informed of a study being conducted by staff to better utilize Kiwanis International Accredited Representatives in building and organizing new clubs. Staff was directed to continue the study and project the cost to implement the program.

4. Member Referral Survey

In October, 1983, the Member Referral Survey began. To date, 1,922 responses have been received. (See Exhibit D.)

Respectfully submitted,

ARTHUR J. DE LORENZO

JEAN ED. FRIEDRICH

J. DONOVAN JACKSON

RAYMOND B. ALLEN, Chairman

MINUTES OF THE MEETING OF THE 1983-84 INTERNATIONAL COMMITTEE ON ACHIEVEMENT INDIANAPOLIS, INDIANA March 23-25, 1984

The first session of the 1984 meeting of the International Committee on Achievement convened at 6:00 P.M. on Friday evening, March 23, 1984, at the Holiday Inn North, Indianapolis, Indiana, for introductions and general discussion. Those present were Chairman Stuart K. Jacobs and committee members Mort Bonesteel, Ray Donathan and James J. (J.J.) Johnston, Jr., as well as 1984-85 Chairman F. Keith McGruer and General Office staff personnel William A. Brown and Myra Kinnaman. (Committee member Otto R. Lawrence was absent, having cancelled because of illness.)

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. It was agreed that 1984-85 Chairman Keith McGruer would substitute for Otto Lawrence in supplying the grades furnished by Otto in forwarding his grading sheets and reports to the General Office prior to the meeting.

Points for determining the winning and honorable mention districts in the 1982-83 District Administrative Excellence Award program had been computed in the General Office prior to this meeting. The grading was reviewed by the committee and the determination of winners was accepted. The list is attached as Exhibit I.

This session adjourned at 9:30 P.M.

The second session of the meeting of the Achievement Committee opened with a tour of the International Headquarters on Saturday, March 24. The meeting proper began at 9:00 A.M. with comments on grading procedure by Chairman Stu Jacobs. The practice of determining the six highest ranking clubs in each section---Diamond, Ruby, Emerald, and Coral---of both the Single and Multiple Service categories, and listing them alphabetically as Honor and Honorable Mention Clubs (three each), was explained. It was the consensus of the committee to continue this practice. It was further agreed that this format should be used in all releases and at the time of the award presentations in Phoenix.

The committee was advised that the presentations would take place during a special Awards Luncheon at the time of the International Convention in Phoenix.

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 31 participating districts in each of four sections of the Multiple Service category.

The committee took a 15-minute break at 11:00 A.M. during which there was discussion regarding the basis for decisions made by individual committee members when grading reports, particularly in regard to reports of projects which are more fund raising than service, consideration of geographical differentials, and personal identification with a particular project. It was agreed that because it was virtually impossible to eliminate personal points of view, a grading committee composed of five members minimum was needed to assure a better averaging of scores and, therefore, a more accurate final ranking score.

The tabulation of scores continued until the meeting adjourned for lunch at 12:30 P.M. The meeting reconvened after lunch with the tabulation of ranking scores for each of the four sections of the Single 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 scoring having been completed, the committee addressed the Multiple Service section of the Annual Club Report with regard to the number of projects on which a club is required to report. It was the consensus of the committee that the requirement of reporting on five (5) projects in the Multiple Service category be continued.

It was suggested that the Annual Club Report format be revised, utilizing a new Part II layout and including a sample report, as well as providing a form to be used when submitting the report. After considerable discussion, the committee concurred that the format needed revision and that some of the proposed changes would benefit the club in filing its report, as well as those grading the report.

J.J. Johnston was asked by the committee to undertake a proposed revision of the Annual Club Report form. J.J. accepted the assignment to provide a sample, with instruction sheet, and make this available by the first part of May. He then solicited input from the committee members as to what specific wording they felt should be incorporated. The committee as a whole expressed its desire for an agreed-upon revised form to be made ready in time for use as the 1983-84 Annual Club Report.

Bill Brown reviewed for the committee the plans of the General Office in implementing the Awards Luncheon at the time of the Phoenix Convention, i.e., letters of notification to be mailed from Club Services; admittance to the luncheon by ticket only---award recipients as guests of Kiwanis International and additional tickets available for purchase; picture-taking of award recipients; etc.

Bill also told of plans to solicit help from the recipients of Honor and Honorable Mention Club awards, as well as members of the 1983-84 and 1984-85 International Committees on Achievement, for manning the Achievement Booth at the Phoenix Convention.

It was agreed that since all agenda items had been covered and there was no further business, it would not be necessary to reconvene on Sunday. The committee commended Stu Jacobs for his leadership as chairman of the 1983-84 International Committee on Achievement; expressed their appreciation to Keith McGruer, 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 the meeting adjourned at 5:30 P.M., Saturday, March 24.

Respectfully submitted,

MORT BONESTEEL

RAY DONATHAN

JAMES J. JOHNSTON, JR.

OTTO R. LAWRENCE

STUART K. JACOBS, Chairman

1982-83 DISTRICT ADMINISTRATIVE EXCELLENCE AWARD PROGRAM

GOLD GROUP (225 clubs or more)	- Winner:	Florida
	Honorable Mention:	Eastern Canada and the Caribbean
		Texas-Oklahoma
SILVER GROUP (125 to 224 clubs)	- Winner:	Carolinas
	Honorable Mention:	Indiana
		Wisconsin-Upper Michigan
BRONZE GROUP (124 clubs or fewer)	- Winner:	Australia
	Honorable Mention:	Alabama
		Kansas

KIWANIS INTERNATIONAL HONOR AWARDS 1982-83

SINGLE SERVICE

Diamond Section (76 members or more)

HONOR CLUBS: Baton Rouge, Louisiana
Eau Claire, Wisconsin
Metropolitan Huntsville, Alabama

HONORABLE MENTION: Golden K Decatur, Illinois
Rome, New York
Wellesley, Massachusetts

Ruby Section (46 to 75 members)

HONOR CLUBS: Bentonville, Arkansas
Marysville, California
Waterbury, Connecticut

HONORABLE MENTION: Butte, Montana
North Dallas-Park Cities, Texas
Windsor, Ontario

Emerald Section (26 to 45 members)

HONOR CLUBS: Fort Smith, Arkansas
North London, Ontario
Shepparton, Victoria, Australia

HONORABLE MENTION: Dillon, South Carolina
Lakeview, Battle Creek, Michigan
Los Altos, California

Coral Section (25 members or less)

HONOR CLUBS: Matoaka, West Virginia
McLeansboro, Illinois
Wangaratta, Victoria, Australia

HONORABLE MENTION: Ashland, Breakfast, Ohio
Mid-Island, Staten Island, New York
Newport, Vermont

Continued....

MULTIPLE SERVICE

Diamond Section (76 members or more)

HONOR CLUBS: Madison (Downtown), Wisconsin
Memphis, Tennessee
Morris Park, Bronx, New York

HONORABLE MENTION: Alpine, Rockford, Illinois
Griffin, Georgia
Owosso, Michigan

Ruby Section (46 to 75 members)

HONOR CLUBS: Lakes Area, Kenosha County, Wisconsin
MMIC-Island Cement, Philippines
Red Deer, Alberta

HONORABLE MENTION: Charles Town, West Virginia
Helena-Last Chance, Montana
South Riverside, Portland, Oregon

Emerald Section (26 to 45 members)

HONOR CLUBS: Montego Bay, Jamaica, West Indies
Taneytown, Maryland
Uptown Las Vegas, Nevada

HONORABLE MENTION: Cary, North Carolina
Kalayaan, Quezon City, Philippines
Saint Clair, Missouri

Coral Section (25 members or less)

HONOR CLUBS: Chaguanas, Republic of Trinidad & Tobago
Riverdale, Georgia
Wynne, Arkansas

HONORABLE MENTION: The Bridgers, Bozeman, Montana
Fort Myers-Palm City, Florida
Washington Township, Turnersville, New Jersey

THE FOLLOWING CHARTERS WILL BE REVOKED
AT THE INTERNATIONAL BOARD MEETING
APRIL 28-MAY 3, 1984

LUBS BY DISTRICT	KEY NO.	ORGANIZATION DATE	NOT MEETING DATE	OUTSTANDING ACCT'S RECEIVABLE
CALIFORNIA-NEVADA-HAWAII				
Central Clairmont, San Diego, CA	10466	9-15-81	2-23-83	-0-
Clearlake, CA	05634	7-20-62	2-23-83	-0-
Cottonwood, CA	10157	10-28-80	2-23-83	-0-
Foster City, CA	10425	8-18-81	2-23-83	-0-
Lawndale, CA	05100	4-08-59	1-10-83	-0-
Little Tokyo, L.A., CA	09846	2-11-80	2-19-83	-0-
Palos Verdes Peninsula, CA	05556	2-01-62	2-23-83	-0-
San Juan Capistrano, CA	09465	2-07-79	1-26-83	-0-
Southeast Los Angeles, CA	01492	2-10-26	2-23-83	-0-
Southland, Hayward, CA	07345	10-09-73	7-01-82	-0-
West County, Pinole, CA	10116	9-30-80	5-01-83	109.50
West Hollywood, CA	10786	9-22-82	1-14-83	-0-
CAROLINAS				
Maggie Valley, Maggie, NC	04504	8-16-55	3-01-83	487.50
JRIDA				
Baldwin, FL	10247	2-23-81	7-31-82	-0-
Lighthouse Point, FL	05335	12-19-60	8-01-82	-0-
GEORGIA				
Atlanta Greenbriar, GA	10435	8-26-81	9-15-83	-0-
East Clayton, GA	08899	9-29-77	9-15-82	-0-
Heard County, Franklin, GA	10673	4-22-82	11-01-82	-0-
Snellville, GA	10271	3-23-81	9-15-82	-0-
ILLINOIS-EASTERN IOWA				
Dyersville, IA	10037	8-14-80	3-13-83	-0-
Loves Park, IL	09463	2-06-79	3-31-83	-0-
McGregor, IA	00953	10-09-44	3-31-83	-0-
Sauk Village, IL	06496	4-23-69	9-27-82	142.35
Vienna, IL	01965	8-25-31	3-16-83	-0-
INDIANA				
Greater Whiteland, IN	04715	11-26-56	9-30-82	-0-
Russiaville, IN	10465	9-19-81	3-16-83	-0-
KENTUCKY-TENNESSEE				
Aurora, KY	08571	11-18-76	1-26-83	-0-
Jessamine County, Nicholasville, KY	08376	6-03-76	3-01-83	-0-

CLU BY DISTRICT	KEY NO.	ORGANIZATION DATE	NOT MEETING DATE	OUTSTANDING ACCT'S RECEIVABLE
LOUISIANA-MISS.-TENNESSEE				
Batesville, Mississippi	10661	3-30-82	1-10-83	-0-
Belle Chase, Louisiana	07789	5-27-75	12-31-82	-0-
Collierville, Tennessee	09029	1-11-78	3-01-83	-0-
Parkway Village, Memphis, TN	09725	9-28-79	4-24-84	103.50
MICHIGAN				
Detroit-Renaissance Ctr., MI	10487	9-29-81	10-01-82	-0-
Oak Park, Golden K, MI	10132	10-01-80	1-01-83	-0-
NEW ENGLAND				
Athol, MA	10020	7-30-80	8-22-83	197.10
Mattapan, MA	09320	9-19-78	9-01-83	142.35
Norwell, MA	05588	4-17-62	3-01-83	-0-
Westhampton, MA	10185	12-04-80	1-24-84	207.00
NEW JERSEY				
Bergenfield, NJ	02010	10-09-34	9-09-83	219.00
Chesters, The, NJ	09049	1-31-78	3-13-83	-0-
Greater Moorestown-Mt. Laurel, NJ	10488	9-28-81	9-09-83	131.40
Hopewell Valley, NJ	10278	3-26-81	12-22-82	-0-
Pascack Valley, Westwood, NJ	07803	6-12-75	9-09-83	120.45
Princeton-West Windsor, NJ	10345	5-27-81	5-20-83	-0-
Rockaway, NJ	10808	9-30-82	5-20-83	-0-
Tinton Falls, NJ	05962	11-19-64	3-12-83	-0-
OHIO				
Indian Lake, OH	05820	11-26-63	2-26-83	-0-
PACIFIC NORTHWEST				
Midway, WA	10438	9-01-81	10-01-83	87.60
Sellwood-Moreland, Portland, OR	10738	7-01-82	12-01-83	317.55
Vernon Breakfast, Vernon, B.C.	07273	7-28-73	10-01-83	175.20
PENNSYLVANIA				
Montgomery, PA	08957	11-14-77	1-01-83	-0-
REPUBLIC OF CHINA				
Tung Shih, Republic of China	09640	5-30-79	12-31-81	-0-
ROCKY MOUNTAIN				
Casper Mountain, Casper, WY	10571	12-08-81	4-26-83	186.15
TEXAS-OKLAHOMA				
Crescent, OK	07472	4-30-74	12-22-82	-0-
Cushing, OK	04811	6-11-57	12-22-82	-0-
Denton Golden Triangle, TX	10491	9-29-81	3-12-83	-0-
Dickinson, TX	10732	6-22-82	3-12-83	175.20
Higgins, TX	10430	8-24-81	3-12-83	-0-
Humble, TX	10101	9-29-80	12-22-82	-0-
Pryor, OK	08996	11-29-77	3-12-83	-0-
Snyder Sunrisers, TX	07199	4-25-73	12-22-82	-0-
Westwood-Austin, TX	10109	9-29-80	12-22-82	-0-
Wills Point, TX	10535	10-15-81	3-12-83	251.85
Wimberly, TX	10485	9-24-81	12-22-82	-0-

LUBS BY DISTRICT	KEY NO.	ORGANIZATION DATE	NOT MEETING DATE	OUTSTANDING ACCT'S RECEIVABL
WEST VIRGINIA				
Madison, WV	10189	12-10-80	5-24-83	43.80
Welch, WV	00924	12-28-22	3-01-83	-0-
NON DISTRICTED				
Causeway Bay, Hong Kong	07811	6-20-75	8-02-82	-0-
Moron, Argentina	06489	4-07-69	1-25-83	-0-
Parana, Argentina	10264	9-16-80	1-25-83	-0-
Rosario, Argentina	06765	4-07-71	1-25-83	-0-
Santa Fe, Argentina	07059	9-10-72	1-25-83	-0-
Tel Aviv, Israel	08798	7-07-77	8-02-82	-0-
Venado Tuerto, Argentina	09561	3-29-79	1-25-83	-0-
Accounts were written off by auditors 9-30-83				$3,097.50

OTAL: 74

EXHIBIT C

CHARTER II CERTIFICATES

Number of Charter II's sent
October 1, 1984 - April 27, 1984
TOTAL: 271

Number of Clubs below Charter Strength
As of April 10, 1984
TOTAL: 2,753

EXHIBIT D

MEMBER REFERAL FORMS

Please check as many as are applicable to your leaving.

a. 166 Personal or family problems

b. 674 Business change or problem

c. 155 Health problems

d. 177 Dues and other costs

e. 300 Too much demand on time

f. 136 Club did not provide what I expected

g. 20 Was not offered leadership in club

h. 49 Joined another service club

i. 390 Transferred to another location

j. 133 Did not feel a part of the club

k. 37 Service program inadequate

l. 50 Meeting place undesirable

m. 353 Meeting at inconvenient time or place

n. 500 Plan to rejoin Kiwanis someday

o. 102 Have joined another Kiwanis Club

p. 82 Please have a Kiwanis Club contact me

300 Transfer letters sent

TOTAL RECEIVED: 1,922

April 10, 1984

Exhibits upon which the Board took action are found as separate exhibits herein. They may be located from their references in the minutes or from the Table of Contents.

Contents of exhibits which were attached to Board Committee reports but not acted upon, if any, will be furnished upon request.

EXHIBIT #7

REPORT OF BOARD COMMITTEE ON COMMUNICATIONS AND EDUCATION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

APRIL 28 - MAY 3, 1984

Dates of Committee Meetings: April 29 - 30, 1984

Place of Committee Meetings: General Office

Present: Members - A. F. "Al" Lough
Gene R. Overholt
Robert G. Sinn

Chairman - Noris A. Lusche

Staff: Scott Pemberton, David Blackmer, Patrick Hatcher, Laurie Beasley, David Williams, W. Thomas Nelson, Jr., Raymond G. Jeanes, A. G. Terry Shaffer.

KIWANIS MAGAZINE

Budget

The Committee reviewed the 1983-84 income and expenses to date and found them well within the approved budget. The Committee then examined the proposed 1984-85 budget, which reflects a 9 percent increase over the previous year. A sizable portion of this budget consists of manufacturing costs, over which the magazine has no control. The Committee is concerned that inconsistencies between subscription income and membership figures be resolved by appropriate Board and staff consultation.

Editorial

In considering current and future magazine content, the Committee noted coverage in four important areas. The February issue kicked off the annual promotion of the International Convention, March included a Major Emphasis Program article, April featured a dual Viewpoint by the Canadian and US ambassadors in honor of Canada-US Goodwill Week, and May highlighted the valuable public relations tools now available to districts and clubs. Planned future content of interest includes coverage of the Phoenix convention in August and a special report on computers for small business executives authored by the chief computer writer for Money magazine.

Advertising

The Committee reviewed the advertising revenues for the first two quarters of the year, which are below last year's figures. Reasons include a conscious effort to improve advertising quality, the re-organization of

our advertising representatives network to build solid sales over the long term, and a normal delay in advertising income to reflect improvements in the economy. The results of a new subscriber study will be used in conjunction with continuing efforts to promote the magazine to the advertising community. The proposed 1984-85 budget was also reviewed and, in light of improving sales and promotional efforts, offers potential for advertising growth.

Selection of Printer for Kiwanis Magazine

According to established procedure, the magazine printing contract is let for bid every three years. The Committee considered the "Confidential Report of the Proposals for the Printing of KIWANIS Magazine" on a contract basis for a three-year period beginning with the October 1984 issue and continuing through the September 1987 issue. Twenty printing firms with the capability of producing the magazine expressed interest in bidding, and fifteen submitted detailed bids.

The lowest bid was submitted by the magazine's current printer, Foote & Davies/ Mid-America Webpress of Lincoln, Nebraska. The Committee noted during discussion that Mid-America's service has been satisfactory for the past three years, its bid reflects only a 3 percent increase over current billing, guaranteed prices through the September 1985 issue, and an escalation clause limiting annual increases to a maximum of 7.5 percent or 85 percent of the Consumer Price Index, whichever is less. After negotiation, Mid-America also agreed to eliminate an accepted industry paper-handling charge, which in this case amounted to 5 percent.

Recommendation #1:

> The Committee recommends that the International Board approve the awarding of the contract for the printing of KIWANIS magazine for a three-year period beginning with the October 1984 issue and continuing through the September 1987 issue to Foote & Davies/Mid-America Webpress, Lincoln, Nebraska.
>
> I move that Recommendation #1 be adopted.

Magazine Design

The Committee reviewed the proposed redesign of the magazine, which is being developed to keep the publication graphically fresh and attractive. The Committee examined and noted that the proposed changes allowed for more effective use of photos and available space.

PUBLIC RELATIONS

The Committee reviewed the department's current financial position and found expenditures to be consistent with the budget. The Committee also examined the proposed budget for 1984-85 and found it to be acceptable. An increase was noted, which largely results from funding a public relations assistant's position for the full year rather than the half-year in the 1983-84 budget. Otherwise, the overall budget increase is 5 percent.

The staff reported on public relations activities since the January meeting. Highlights include:

--A new free-loan program now permits clubs to borrow a 3/4-inch videotape of all available television materials. This tape can be duplicated by local stations and then returned.

--Outdoor advertising companies have committed 2,000 billboard spaces for the Kiwanis-Nancy Reagan anti-drug posters. Lists of these space commitments have been sent to district officers so they can alert clubs in each area where billboards are available. Arrangements have been made for a billboard to be erected in each city where Mrs. Reagan makes a personal appearance, and these have received excellent television and newspaper coverage, including photos distributed by national wire services.

--The 14-week series of public-service radio spots featuring Mrs. Reagan begins June 1. Satellite distribution will reach 3,700 stations, and a toll-free telephone service will provide the programs to stations that lack satellite facilities.

--As a result of Kiwanis' public relations efforts involving the "Chemical People" program, Mrs. Reagan has accepted an invitation to appear at the Phoenix convention.

--Orders for reprints of the Saturday Evening Post article about Kiwanis now total 225,000.

--The full-page Kiwanis Theme ads continue to run in regional editions of Time, Newsweek, etc. The May and June schedule will reach a total circulation of 1 million, with an advertising value of more than $50,000.

--Public-service spots for the 1984-85 Major Emphasis Program, "Uplift Underprivileged Children," were recently taped by Miami Dolphins quarterback Dan Marino and concert pianist Jonathan Shames.

The Committee considered ways to increase awareness and use of the many new public relations materials at the club and district levels. The following steps have been accomplished:

1. Public relations criteria added to the Distinguished Governor, Lieutenant Governor, and Club President recognitions.

2. The public relations forum at International Conventions.

3. The addition of a public relations segment to regional training conferences.

4. A full set of materials distributed to district chairmen for their use at district conventions.

The Committee believes that two additional steps are necessary. First, the Public Relations Handbook is long out of date and needs to be revised to include all the new programs and materials. Since this handbook serves as the standard reference on Kiwanis public relations programs for Kiwanians at every level, it should be revised as soon as possible for distribution by October 1.

Recommendation #2:

The Committee recommends that a supplemental re-allocation of $5,500 be approved for the 1983-84 public relations budget to permit publication of 25,000 revised Public Relations Handbooks.

I move that Recommendation #2 be adopted.

Second, the Committee believes that a special training conference for district public relations chairmen, with a faculty of experts from the various media, would be an invaluable means to provide the chairmen with firsthand know-how for their own use and to pass along to club chairmen in their districts. Such a conference can be held at the General Office in September. If the participating districts or individuals are responsible for their travel expense, the cost of housing and meals for the weekend meeting can be accommodated in the current budget. As a pilot program, the activity level of the participants would then be monitored during the 1984-85 year to determine if this special training is worth continuing.

Recommendation #3:

The Committee recommends that district public relations chairmen be invited to attend a special training conference on a suitable date prior to the beginning of the 1984-85 administrative year. Funding for rooms and meals will be provided by the department's current budget.

I move that Recommendation #3 be adopted.

The Committee next considered the implementation of a major new Kiwanis International award to replace the Kiwanis Decency Award. The award will recognize outstanding service work by an individual or organization, and will be presented at the International Convention each year that a suitable nominee is selected. The Committee believes that the term "medal" should be used to distinguish this recognition from Kiwanis' many other award programs, and that the service work performed by selected recipients should be of such a caliber as to reflect the prestige of recognition by Kiwanis International as a major, worldwide service organization.

PHOENIX CONVENTION

A.T. & T.

The Committee instructs staff to make the purchase of the Horizon Telephone System to be used at the Convention staff office. The cost of the system, $13,960, would be equivalent to the next two years' rental for similar equipment. The funds for purchasing this equipment would be taken from this year's telephone budget allocation and the balance from the Convention reserve fund. Included in the cost of the Horizon system are 40 telephones, a switchboard console with 51 keys, and access to 10 trunk lines. After purchasing the equipment, we can expect to save annually $7,000 as well as whatever increase occurs in the cost of the equipment.

PHOENIX REGISTRATION FIGURES

The latest available figures on the Phoenix Convention, dated 4/20/84, are as follows:

1984 - Total year-to-date	6,756	1982 - year-to-date	6,082
Percentage of quota	58.8	Percentage of quota	47.8

The next Phoenix Convention registration report will be issued on 5/1/84.

MEET THE CANDIDATES

Meet the Candidates reception is now scheduled for the Phoenix Civic Plaza on Sunday, June 23.

LEADERSHIP TRAINING PROGRAMS FOR KIWANIS

The Committee acknowledges receipt of leadership training formats from Trustees Mark Arthur, Wil Blechman, and Don Jackson. The Committee is studying these and will make suggestions to staff, which has been requested to prepare several alternatives for approaches to leadership training for officers on various levels of our organization, a report to be presented for in-depth discussion at the October Board Meeting.

GOVERNORS-ELECT CONFERENCE

The 1984 Governors-Elect Conference was held April 26-29 with forty-one governors-elect (including the governor-elect of the Provisional District of Korea) and the President-elect of Kiwanis International-Europe in attendance. A tabulation of seventeen (17) questionnaires received at the close of the session indicates satisfaction with the overall approach utilized this year. The Committee is grateful to President-elect Ray Lansford for his guidance and to staff for their efforts to assure the success of the conference.

INTERNATIONAL COUNCIL

As approved by the Board at its January meeting, we will hold the regular Council Meeting in January, 1985. The exact dates are January 10-13, and all districts have been informed of this so that they may plan accordingly. The dates and space have been blocked at the new Radisson Hotel, Keystone at the Crossing, a location which offers more than adequate space for our various functions, nearby shopping and dining facilities. Details of the program are now being planned, and various approaches to events within the Council were discussed at this meeting. The Committee is excited at the prospect of what can be accomplished.

Respectfully Submitted,

A. F. "Al" Lough
Gene R. Overholt
Robert G. Sinn
Noris A. Lusche, Chairman

Exhibits upon which the Board took action are found as separate exhibits herein. They may be located from their references in the minutes or from the Table of Contents.

Contents of exhibits which were attached to Board Committee reports but not acted upon, if any, will be furnished upon request.

EXHIBIT #8

GENERAL OFFICE ADMINISTRATIVE ACTION

April 28, 1984 to May 3, 1984

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

CLUBS BY DISTRICT	DIV.	NUMBER OF MEMBERS	ORG. DATE	LISTED AS NOT MEETING
Alabama				
Dauphin, AL	12	10	07-13-70	10-01-83
Hartford, AL	10	12	11-16-81	02-01-84
Jackson, AL	11	7	11-30-76	10-01-83
Opp, AL	9	16	04-27-71	01-01-84
South Dale, AL	10	14	09-20-79	10-01-83
Spanish Fort Area, AL	12	29	09-15-81	01-01-84
Theodore, AL	11	12	11-23-54	10-01-83
Andean & Central America				
Samborondon, Ecuador	13	22	01-18-83	03-05-84
California-Nevada-Hawaii				
Carson, CA	19	19	11-29-79	03-01-84
Castro VAlley, CA	40	19	09-22-82	01-31-84
Rosemead Golden K, CA	10	14	06-04-80	11-29-83
Scotia, CA	20	34	12-06-51	11-14-83
Capital				
Claymont, Delaware	7	11	06-09-52	03-31-84
Middletown Valley, MD	9	11	09-29-81	03-01-84
Carolinas				
Matthews, NC	3	17	03-12-81	10-01-83
Eastern Canada & Caribbean				
Outremont, Quebec	15	2	11-28-67	12-30-83
Kansas				
Hoisington, KS	8	17	10-11-34	04-31-84
Kentucky-Tennessee				
Claiborne County, TN	6	16	04-26-77	09-01-83
Highway 58, Chattanooga, TN	3	16	10-18-79	09-01-83
Pikeville, TN	4	38	09-30-80	09-01-83
Pippa Passes, KY	8	17	09-30-80	09-01-83
Michigan				
Kentwood	14	23	03-03-82	01-01-84
New England				
Saugus, MA	15	16	09-17-68	03-17-84
Scituate, MA	8	22	09-19-83	03-17-84
Westhampton, MA	11	17	12-04-80	01-21-84
Ohio				
Ashland Breakfast, OH	11N	14	02-16-76	12-21-83

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

CLUBS BY DISTRICT	DIV.	NUMBER OF MEMBERS	ORG. DATE	LISTED AS NOT MEETING
Pacific Northwest				
Anchorage-Early Risers, AK	AY	8	06-07-76	11-30-83
Newport, OR	72	9	06-14-49	03-31-84
Palouse Sunrisers, Moscow, ID	56	16	09-30-82	03-31-84
Salmo, B.C.	5	13	12-12-79	11-30-83
Pennsylvania				
Hampton Twp., PA	5	9	04-03-46	01-21-84
Jefferson-Audubon, PA	19	11	03-25-54	10-01-83
Lower Burrell, PA	7	8	03-05-63	01-21-84
Philippine South				
Abuyog	1C	23	04-02-77	10-01-83
Babak	7	30	09-24-78	10-01-83
Bais City	2A	18	10-08-77	10-01-83
Capital Town	1D	27	06-11-81	10-01-83
Central Tacurong	6A	40	10-01-81	10-01-83
De Kutawato	6A	43	07-15-79	10-01-83
Durian City	7	2	08-25-78	10-01-83
Fort Pikit	6A	29	10-01-80	10-01-83
Grainvale, Compostela, Davao	7	23	05-24-82	10-01-83
Iloilo City	2B	13	03-19-74	10-01-83
Isabel	1C	33	11-27-82	10-01-83
Isulan	6B	36	08-29-78	10-01-83
Maharlika	6B	27	12-30-81	10-01-83
Mandug, Davao City	7	25	02-22-81	10-01-83
Muya, Gingoog City	4	18	07-15-80	10-01-83
Orchid City	5	26	08-15-81	10-01-83
Punta Blanca	5	29	01-24-82	10-01-83
Sagay, Fabrica	2A	30	08-28-82	10-01-83
Sarilikha-Maguindanao	6B	30	07-12-81	10-01-83
Sibulan	2A	16	12-21-77	10-01-83
Victorias, Negros Occidental	2A	41	03-28-82	10-01-83
Southwest				
Cananea Del Cobre, Mexico	16	21	12-10-80	03-01-84
Mesa-Roadrunners, AZ	7	6	03-02-79	11-01-83
Phoenix-Saguaro, AZ	9	7	03-03-67	03-01-84
Texas-Oklahoma				
Blanchard, OK	30	9	11-04-80	03-18-84
Greater Sand Springs, OK	15	17	08-07-80	08-11-83
Houston-Alief, TX	3	13	11-25-80	03-18-84
Temple, OK	18	11	02-15-80	08-11-83
West Amarillo, TX	6	9	01-11-37	11-05-83
West Virginia				
Weston	3	11	08-10-82	01-31-84
Wisconsin-Upper Michigan				
Germantown Richfield Nooners, WI	5N	15	08-20-81	03-01-84

Total 64

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

CLUB	COMPLETION DATE	MEMBERSHIP
Central Tupi, South Cotabato, Philippines	10-01-83	25
Trimont, Minnesota	12-29-83	30
Portoviejo-Central, Ecuador	12-28-83	25
Pa Te, Taiwan, Republic of China	09-26-83	32
Genk De Heimaaier, Belgium	01-03-84	20
Torhout En Houtland, Belgium	12-30-83	20
Damme-Uilenspiegel, Belgium	12-30-83	24
Golden K Tuscaloosa, Alabama	01-06-84	27
McHenry Golden K, Illinois	01-11-84	25
Glen Lake, Queensbury, New York	01-12-84	25
Cloverdale Etobicoke, Canada	01-13-84	25
The Friendly Brothers, Monroe, Louisiana	01-16-84	57
Russell Sunrise, Kansas	01-19-84	28
Midtown Atlanta, Georgia	01-19-84	29
Flims-Surselva, Switzerland	01-16-84	28
Helsinki, Finland	01-20-84	20
Hamburg-Nord, Germany	01-16-84	20
Hereford-Golden K, Texas	01-26-84	26
Anderson Breakfast, Indiana	01-26-84	28
Pleasant Hill, California	01-25-84	25
Elkhorn City, Kentucky	01-24-84	25
Charlotte-Lake Ontario-Rochester, New York	02-01-84	25
Southeast Tacoma, Washington	02-01-84	27
Ashe County, North Carolina	02-02-84	36
Eastmont A.M., East Wenatchee, Washington	02-07-84	27
Stockyards City, Oklahoma City, Oklahoma	02-07-84	30
Crossett, Arkansas	02-07-84	25
Lloydminster, Saskatchewan, Canada	02-08-84	31
Datu Sikatuna, Tagbilaran City, Bohol,Philippines	2-11-84	25
Lelystad, Netherland	01-26-84	24
Barrie Golden K, Ontario, Canada	02-14-84	32
Burlington, Massachusetts	02-14-84	25
Greater Muncy Area, Pennsylvania	02-16-84	32
Lake Arthur, Louisiana	02-16-84	37
Cochran, Georgia	02-16-84	30
Guttenberg, Iowa	02-16-84	27
Carlisle P.M., Pennsylvania	02-16-84	25
Union County, Oregon	02-21-84	25
Keller-Golden Triangle, Texas	02-20-84	32
Pittsylvania County, Virginia	02-23-84	28
Cotabato City, Philippines	02-18-84	25
Athelstone, So. Australia, Australia	02-27-84	25
Tourist Belt-Manila, Philippines	02-25-84	28
Ballston Spa-Burnt Hills, New York	02-29-84	25
Greater Marco/Capri, Florida	02-29-84	42
Tri-City-Sugarland, Texas	02-15-84	25
The Rockaway's, New York	03-01-84	34
Van Area, Texas	03-01-84	29
Manjuyod, Negros Oriental, Philippines	03-04-84	25
Bindoy, Negros Oriental, Philippines	03-03-84	25
Nairobi-Spartans, Kenya	03-02-84	25
Davao-Gulf, Philippines	03-02-84	26

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

CLUB	COMPLETION DATE	MEMBERSH.
Harrisburg, Arkansas	03-08-84	29
Kanhuran, Tacloban City, Philippines	03-07-84	25
Estancia, Iloilo, Philippines	03-10-84	30
Lo Tung, Taiwan, Republic of China	01-01-84	28
Shu Jen, Taiwan, Republic of China	01-10-84	27
Brentwood, Tennessee	03-05-84	33
Trenton, Texas	03-08-84	25
Matsqui, Sumas, Abbotsford Golden K, BC, Canada	03-14-84	27
Greater Progress, Oregon	03-15-84	25
Liverpool, New York	03-15-84	25
Hettinger, North Dakota	03-15-84	30
Stallions, Nairobi	02-19-84	30
North Mombasa, Kenya	03-03-84	25
Pasig, Green Park, Philippines	03-17-84	26
New Manila, Quezon City, Philippines	03-17-84	25
Salem Sunrisers, Oregon	03-20-84	25
Schoelcher, Martinique, French West Indies	03-13-84	25
Princes Town, Trinidad, West Indies	03-22-84	40
Amarillo Golden K, Texas	03-23-84	26
Union Grove, Wisconsin	03-21-84	27
Lincoln City, A.M., Oregon	03-28-84	25
Chaldean American-Metro Detroit, Michigan	03-28-84	25
Bradenton Sunrise, Florida	03-29-84	30
Elkhart, Kansas	03-29-84	28
Science Hill, Kentucky	04-02-84	25
Templeton, California	04-06-84	27
Hilton Head Island, South Carolina	04-05-84	25
Roy, Utah	04-04-84	26
Masanpol, Pampanga, Philippines	04-08-84	33
Nanaimo Sunrisers, BC, Canada	04-08-84	25
Fort Worth Trail Lake, Texas	04-10-84	26
Broken Arrow, Oklahoma	04-10-84	28
Gautier, Mississippi	04-09-84	29
Arkansas City-Daybreakers, Kansas	04-11-84	25
Windsor, North Carolina	04-11-84	36
Hibbing Range Golden K, Minnesota	04-11-84	34
Onslow County, North Carolina	04-11-84	26
Mortsel-Minerva, Belgium	03-12-84	20
Linz-Kepler, Austria	04-10-84	31
Barentin Vallee d'Austreberthe, France	03-27-84	20
Breda De Baronie, Netherlands	04-09-84	21
Axel Zeeuwsch Vlaanderen, Netherlands	04-06-84	20
Meaux, France	03-05-84	20
Ales Cevennes, France	03-02-84	21
Marseille Protis, France	03-30-84	20
Hegau, Switzerland	03-28-84	20
Warren South	04-17-84	27
Victor Harbor, Australia	04-17-84	26
Texarkana, Arkansas	04-17-84	25
Dania, Florida	04-19-84	25
The Olathe Sunrise, Kansas	04-19-84	30
Las Vegas Sangre de Cristo Sunrise, NM	04-10-84	32
Garland - Sunrise, Texas	04-19-84	28
St. Petersburg, South, Florida	04-18-84	25

Total 104

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

CLUB	REACTIVATED DATE	MEMBERSHIP
Cheyenne Mountain, Colorado Springs, Colorado	01-18-84	15
Beachwood, Ohio	02-24-84	14
Bangkok, Trailand	02-22-84	15
Portales-Sundowners, New Mexico	04-23-84	12

D. THE FOLLOWING CHARTERS WERE REVOKED BY KIE

	KEY #	CHARTER REVOKED
Besancon, France	7905	2-6-82
Hanau, Germany	8919	2-80
Hamburg, Germany	7955	10-1-82
Berlin-Charlottenburg, Germany	10415	2-5-83
Leverkusen, Germany	9142	10-79
Malta, Italy	9375	6-25-81
Acqui Terme, Italy	8642	4-79
Milano Visconteo, Italy	8330	7-1-83
Neskaupstadur-Gerpir, Iceland	7986	2-5-83
Hamar, Norway	8020	2-78
Mariestad, Sweden	8307	2-10-84

E. CLUB INCORPORATIONS COMPLETED

Bellwood, Illinois
Bicknell, Indiana
Brooks Senior Center Golden K, Jamaica, New York
Chariton, Iowa
Cicero, Indiana
Crescent City, Eye-Openers, New Orleans, Louisiana
Crystal Falls, Michigan
Danville Breakfast, Illinois
DeBary, Florida
Delta Junction, Alaska
Donelson, Tennessee
Early Risers-Yuba City, California
East Peoria, Illinois
Flora, Illinois
Frostproof, Florida
Golden K, Rockaway Boulevard, South Ozone Park, New York
Griffith, Indiana
Holdrege, Nebraska
Hood Canal, Hoodsport, Washington
Horner Park Breakfast, Chicago, Illinois
Industry, Illinois
Indy East Central, Indianapolis, Indiana
Iron County, Golden K, Michigan
La Crosse-Golden K, Wisconsin
Lone Oak, Kentucky
Mount Olive, North Carolina
Oconomowoc Breakfast, Wisconsin
Orcutt, California
Pontchartrain, New Orleans, Louisiana
Racine-Golden K, Wisconsin
Rainier Beach Seattle, Washington
Redford-South, Michigan
Richmond County, Golden K, New York
River City, Baton Rouge, Louisiana
Riverdale-Dolton, Illinois
Rochester Hills, Michigan
Rock River-Rockton/Roscoe/South Beloit, Illinois
Sonora, California
Sunrise, Goldsboro, North Carolina
Tallahassee-Killearn, Florida
Union, Missouri
Urbandale, Iowa
Wendell, Idaho

F. CLUB NAME CHANGES

From: Detroit Parkside-Warrendale, Michigan
To: Redford-South, Michigan

From: Kenmore, New York
To: Ken-Ton, New York

From: Knox County, Rockland, Maine
To: Knox County Golden K, Rockland, Maine

From: La Puente Valley, California
To: La Puente-Industry, California

From: Minneapolis-West Suburban, Minnesota
To: Golden Valley, Minnesota

From: Twinbrook, Schaumburg Township, Illinois
To: Schaumburg Township, Illinois

From: West Pontiac, Michigan
To: Pontiac Phoenix, Michigan

G. CIRCLE K CLUBS COMPLETED SINCE JANUARY REPORT

Circle K Club	Kiwanis Sponsor
Sul Ross State University	Alpine, TX
Pacific University	Forest Grove, OR
University of Arkansas	Fayetteville, AR
St. Mary's College	Potawatomi, South Bend, IN
Macon Junior College	West Macon, GA
University of Rochester	Northwest Rochester, NY
Tallahassee Community College	Tallahassee, Westside, FL
Southeast Community College	Harlan, KY
North Harris County College	Houston Intercontinental, TX
Fresno State University	East Fresno and Downtown Fresno, CA
Mt. Saint Clare College	Clinton, IA
Simon Fraser University	Whalley (Surrey), B.C.
Mount Union College	Alliance, OH
Malaspina College	Comox, B.C.
Danville Area Community College	Danville Noon, IL
Nicholls State University	Thibodaux, LA
Russell Sage College	Sand Lake New York, NY
Loop College	Orland Park, IL
Alaska Pacific University	University, Anchorage, AK
Saint Mary of the Woods College	Greater Terre Haute, IN
Univesity of Wisconsin-Stevens Point	Stevens Point, WI
San Juan College	Farmington East, New Mexico

G. CIRCLE K CLUBS COMPLETED SINCE JANUARY REPORT (Continued)

Circle K Club	Kiwanis Sponsor
Suny at Cobleskill	Stamford, NY
Bethel College	Downtown Newton, KS
Eastfield College	White Rock, Dallas, TX
Bishop College	S. Dallas & Dallas, North Park, TX
Brigham Young University	Provo, UT
Rochester Institute of Technology	Irondequoit, NY
Los Angeles, Harbor College	Lomita, Los Angeles, CA
Millsaps College	Capital City, Jackson, MS
Bakersfield College	Bakersfield, CA
Capital University	Columbus, OH
Barton County Community College	Great Bend, KS

Total 33

H. KEY CLUBS COMPLETED SINCE JANUARY REPORT

Key Club	Kiwanis Sponsor
Lincoln High School	Capital City, FL
Lake Elsinore Union High School	Lake Elsinore, CA
Window Rock High School	Window Rock, AZ
Hurley High School	Grundy, VA
Franklin High School	Franklin, TN
Osceola High School	Seminole Breakfast, FL
Private Christian Day School of First Baptist Church, Inc.	The Glades, Belle Glade, FL
Siuslaw High School	Florence, OR
Istrouma Senior High School	Metropolitan Baton Rouge, LA
Gray-New Gloucester High School	Gray, ME
Jackson Academy High School	North Jackson, MS
Moss Point High School	Pascagoula, MS
Urbana High School	Champaign-Urbana Early Risers, IL
Gateway Regional High School	Woodbury, NJ
Arlington Heights High School	Fort Worth, TX
Hudson High School	Hudson, OH
Crockett High School	Crockett, TX
Furman High School	Sumter, SC
Providence Day School	Charlotte, NC
Kentridge High School	Meridian - Kent, WA
Delano Joint Union High School	Delano, CA
Lampasas High School	Lampasas, TX
Wolfson Senior High School	San Jose-Mandarin, Jacksonville, FL
Davis High School	Davis, OK
Eldorado High School	Las Vegas Strip, NV
Hamilton High School-West	Hamilton Township, Mercer County, NJ
Big Bear High School	Big Bear Valley, Big Bear, CA
Wm. Henry Shaw High School	East Columbus, GA
Great Neck North High School	Peninsula Great Neck, NY
Grand Rapids High School	Grand Rapids, MN
Springfield North High School	Springfield, OH
Lee - Scott High School	Auburn, AL
T. L. Weston High School	Greenville, MS
Jessieville High School	Hot Springs Village, AR

H. KEY CLUBS COMPLETED (Continued)

Key Club	Kiwanis Sponsor
Vero Beach Senior High School	Vero Beach, FL
Wylie High School	South Abilene & Abilene-Southwest, TX
Girard High School	Girard, IL
Southeast High School	Wichita, KS
McLeansboro High School	McLeansboro, IL
South Park High School	Beaumont, TX
Spanish River Comm. High School	West Boca Raton, FL
John H. Regan High School	University Area, Austin, TX
Denfeld High School	Port of Duluth, & Western Duluth, MN
Glenwood Springs High School	Glenwood Springs, CO
Western Guilford High School	Guilford College-Greensboro, NC
Roswell High School	Historic Roswell & Sweat Mountain, Roswell, GA
President Theodore Roosevelt High School	Hawaii Loa, Honolula
Baker High School	Golden K, Barstow, CA
Stevens High School	Claremont, NH
Oak Grove Luthern High School	Fargo Rough Riders, ND
Nottingham High School	Hamilton Township, Mercer County, NJ
Marble Falls High School	Marble Falls, TX
Bristol Junior - Senior High School	Levittown - Bristol, PA
Westlake High School	Austin, TX
Dunbar High School	Dunbar - Institute, WV
White Oak High School	Jacksonville, NC
Glenvar High School	Salem, VA
Don Bosco Technical Inst.	Whittier-Rio Hondo, CA
Quincy High School	Quincy Valley, Quincy, WA
Natchitoches Central High School	Natchitoches, LA
Talawanda High School	Oxford, OH
Butte High School	Butte, MT
Beaufort High School	Beaufort, SC
Payson High School	Zane Grey Country, Payson, AZ
Bangor High School	Bangor, ME
Red Wing Central High School	Red Wing Dawn Breakers, MN
Sesser-Valier High School	Sesser, IL
Lincoln Public School	Lincoln, MT
Bristol Tennessee High School	South Bristol, TN
Willowbrook High School	Villa Park, IL
Madison High School	Madison, OH
Henry D. Sheldon High School	West Eugene, OR
Barrie Central Collegiate High School	Barrie, ON, Canada
The Clarksville Academy	Clarksville, TN
Auburn High School	Auburn, WA
Monroe Township High School	Rossmoor, Jamesburg, NJ
Kirski Area Senior High School	Vandergrift, PA
Saugus High School	Newhall-Saugus, CA
Muskogee High School	Muskogee, OK
Sheldon Clark High School	Martin County, KY
Georges P. Vanier Secondary School	Courtenay, BC, Canada
Sir Frederick Banting High School	London, ON, Canada

Total 82

I. INCORPORATION OF KIWANIS CLUB FOUNDATIONS

None

J. CANCELLED MEETINGS

The following clubs of the Indiana District were unable to hold their regular meetings on the dates indicated due to extreme weather conditions and snow emergency:

East Chicago (2/28/84)
Woodmar-Hammond (2/28/84)
Bremen (2/28/84)
Columbia City (12/21/83)
Wakarusa (2/28/84)
Auburn (2/27/84)
Fort Wayne Time Corners (2/28/84)
Knox (2/28/84)
Logansport (2/28/84)
Logansport and Cass County (2/28/84)
North Judson (2/28/84)
Wabash (2/28/84)
Winamac (2/27/84)
Warren (1/9/84, 1/30/84, 2/27/84)
Frankfort (2/28/84)
Tecumseh Lafayette (2/27/84)
Thorntown (2/29/84)
Fishers Station (2/28/84)
Metropolitan Kokomo (2/27/84)
Noblesville (2/29/84)
Noblesville, Sunrisers (2/28/84)
Tipton (Suns of Tipton) (2/1/84, 2/29/84)
New Harmony (2/27/84)
Zionsville (2/28/84)
Delaware, Muncie (2/28/84)
Dunkirk (2/28/84)
Muncie (2/29/84)
Winchester (2/28/84)
Yorktown (2/29/84)
Beech Grove (2/29/84)
Indy East Central, Indianapolis (2/29/84)
Irvington, Indianapolis (2/28/84)
North Indianapolis (2/28/84)
South Indianapolis (2/28/84)
Greenwood (2/28/84)
Mooresville (2/28/84)
Plainfield (2/28/84)
Connersville Sundowners (2/28/84)
Greenfield (2/28/84)
New Castle (2/28/84)
Bloomington Golden Age (12/29/83)
Martinsville (2/28/84)
Columbus (2/27/84)
Franklin (2/28/84)
Shelbyville (2/28/84)
Bicknell (2/29/84)
Winslow (12/27/83)
Floyd County Scenic Hills (2/27/84)
Holland (2/28/84)

K. DISTRICT BYLAW AMENDMENTS

Andean
- Article I, Sections 1 & 2 - change in name and territorial limits
- Article V, Section 2 - provisions for becoming governor
- Article XV, Section 1 - change in district dues

California-Nevada-Hawaii
- Article X, Section 9 - lieutenant governor or past lieutenant governor representing a club in his division not otherwise represented

Eastern Canada and the Caribbean
- Article VII, Section 1 - standing committee/past lieutenant governors
- Article VIII - appropriate addition of duties of the new past lieutenant governors' committee
- Article XVI - increase in district dues
- Article XIX - who may submit amendments to the district bylaws

Kansas
- Article VIII, Sections 1 & 2 - creation of district history committee; explanation of duties of district history committee
- Article X, Section 9 - provision for past lieutenant governors to be delegates-at-large to all conventions

K. DISTRICT BYLAW AMENDMENTS (Continued)

Kentucky-Tennessee

Article VII, Section 1(1) - combining of standing committees/laws, regulations, and resolutions

Article VIII, Section 11 - additional duties of the district committee on finance and fund raising due to the limination of convention trust fund committee last year

Article VIII, Section 12 - combination of duties of the district committee on laws, regulations, and resolutions

Article VIII, Section 18 - explanation of duties of the convention advisory committee

Article XI, Sections 2 & 3 - recognizing the combining of laws, regulations, and resolutions committee as related to convention procedure

Article XVIII, Section 1 - who may submit amendments to the district bylaws

Michigan

Article XV, Section 1 - increase in district dues and new provision for district life member status

Pennsylvania

Article VII, Section 1(r) - standing committee/district audit

Article VII, Section 3 - change in committee structure on district committee on convention and appropriate addition of committee structure on the new district audit committee

Article VIII, Section 10 - change in duties of the district committee on convention

Article VIII, Section 18 - appropriate addition of duties of the new district audit committee

Article XII, Sections 3 & 4(g) - nominating procedures for governor and governor-elect

Article XVI, Section 4 - to bring in harmony with Article VIII, Section 18

Article X, Section 1 - to bring into conformity with the standard form for district bylaws, excepting in the determination of the location of convention whereby it conforms to change in duties of district committee on convention as provided for in amended Article VIII, Section 10, and further ascribes responsibility for selection of convention host committee

Article X, Section 2 - provision that only a club in good standing with the district and Kiwanis International can submit on invitation to hold a district convention in a city or area of their choice

Article X, Section 7 - lieutenant governor or past lieutenant governor representing a club in his division not otherwise represented

Western Canada

Article XVIII, Section 1 - who may submit amendments to the district bylaws

Article XV, Section 1 - increase in district dues

Article XV, Section 2(c) - increase in the amount of the solicitated voluntary contribution for Circle K and Key Clubs

EXHIBIT #9

REPORT OF BOARD COMMITTEE ON PROGRAM SERVICES

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

April 28-May 2, 1984

Dates of Committee Meetings: April 29-30, 1984

Place of Committee Meetings: General Office

Present: Members - Wilbur J. Blechman, M.D.
John T. Roberts
Avelino V. "Beling" Tanjuakio

Chairman - Anton J. "Tony" Kaiser

Staff - Kenneth M. Ayers, George F. Langguth, Tom Nelson, Chris Rice, A. G. Terry Shaffer, Dan Smith, James P. Tinsley, Jr., Ronald L. West,

CIRCLE K

Review of the Proposed 1984-85 Circle K International Budget

The Committee reviewed the proposed 1984-85 Circle K International Budget which projects a surplus of $28,000. The budget was found to be acceptable. (See Exhibit A)

Recommendation # 1

The Committee recommends the Circle K International Budget for 1984-85 be approved.

I move that recommendation 1 be adopted.

Amendments to Circle K International Constitution

The purpose of these two (2) amendments, which are shown in Exhibit B and C was to free the Circle K International Secretary from counseling responsibilities in order for the secretary to assist the Circle K's president in an administrative capacity, as well as perform other responsibilities. The Committee rejected these amendments at their January Board Meeting but asked the Circle K International Board to submit, in more detail, a list of what those duties and responsibilities would be. Such a list was furnished, and upon reviewing it, the Committee has decided to sustain its previous recommendation.

Amendments to the Circle K International Constitution Regarding Dues Collected.

The Circle K International Board has asked the Kiwanis International Board to amend Article V1, Section 2(b) to effect a change whereby dues become delinquent thirty (30) days after the October 1 due date rather than sixty (60) days later. The Circle K Board believes this will help in the matter of dues collection.

Recommendation #2

The Committee recommends that the first sentence of Article VI, Section 2(b) be amended to read:

"Each Circle K Club shall pay to Circle K International for every club member, except Honorary members, the sum of five dollars ($5.00) per annum, due on October 1 of each year and payable no later than thirty (30) days thereafter, for International dues.

I move that recommendation 2 be adopted.

In reviewing the Kiwanis International Board Policies and Procedures regarding the payment of sponsorship fees by Kiwanis clubs sponsoring a Circle K club(s), the Committee felt that the Circle K International Sponsorship Fee responsibility be amended to coincide with the dues collection period noted above.

Recommendation #3

The Committee recommends that the first sentence of Procedure H-6-d be amended to read:

"Each sponsoring Kiwanis club shall be responsible for the payment of the annual Circle K International Sponsorship Fee <u>of one hundred forty-five dollars ($145.00) due on October 1 of each year and payable no later than thirty (30) days thereafter.</u>

I move that recommendation 3 be adopted

<u>Revisions of the Circle K International Constitution and Bylaws</u>

The Committee reviewed the revised Circle K International Constitution and Bylaws. The changes made reflect input from the Kiwanis International Board Committee on Program Services, the current Circle K International Board of Officers, and Staff. Coordinated and rewritten by Immediate Past President, John Roberts of Kiwanis International, these documents clearly align with the Kiwanis International Constitution and Bylaws as well as the Key Club International Constitution and Bylaws.

These documents will be presented to the House of Delegates at the Circle K International Convention for their approval. The Kiwanis International Board of Officers will review, in October, the actions taken by the House of Delegates.

Recommendation #4

The Committee recommends that the revised Circle K International

Constitution and Bylaws (as shown in Exhibit D) be approved in substance, subject to final ratification by the House of Delegates of Circle K International at their International Convention in Milwaukee, Wisconsin, and final review and approval of the Kiwanis International Board of Trustees at its next meeting thereafter.

I move that recommendation 4 be adopted.

Circle K International Board Travel

The Committee reviewed the current Circle K Board Policy regarding travel by the Circle K International President, Secretary and Vice-Presidents. The Committee recommended changes to the policy H-2 - c, e, and f as shown in Exhibit E. .

Recommendation # 5

The Committee recommends that the change in the Circle K International travel policies, as shown in Exhibit E , be approved.

I move that recommendation 5 be adopted.

The Committee also reviewed the policies on District Officers travel which reportedly are being abused in a number of instances. The Committee has requested Staff to submit to the District Administrators and Governors, at the up-coming RTC's, a proposed restructuring of the district travel policy, to obtain their comments. It is anticipated that at the June Board meeting, a procedure will be offered.

Circle K International Officer Report Form

The Committee requested that the Circle K International Board of Officers provide to the Committee a report of their travel. Staff is requested to provide each officer with a form, to be called a Circle K International Officer Travel Report Form. This form is due in the General Office prior to each Kiwanis International Board Meeting. It will be reviewed by the Committee on Program Services.

Long-Range Planning Committee on Circle K International

Since the period of the late sixties-early seventies, when young adults appeared to be anti-establishment, anti-organization,"do-my-own-thing" oriented, Circle K has exhibited no growth. In fact, membership currently is as low as it has been in many years. This is not necessarily characteristic of other campus organizations. Some fraternities and sororities are exhibiting substantial growth in both number of chapters and members per chapter (see attached Exhibits F and G).

The Committee is of the opinion that the future of Circle K may well be in the balance. Continued shrinkage in membership jeopardizes Circle K's existence. Current programs have not turned this situation around--"Bandaid" solutions haven't attacked the root causes of this apparent lethargy. It seems to the Committee that there is a pressing need to painstakingly study each aspect of Circle K--defining the organization's role--identifying strengths and weaknesses--establishing goals--estimating future trends, assets, and liabilities--determining resources,

(and potential resources) to be utilized--and setting time-tables for reaching goals. The Committee further believes that such a study can be undertaken better by an ad-hoc committee dedicated solely to making the study than by the Board Committee on Program Services or the Staff. Furthermore, it is felt that professional guidance and assistance in making the study could be an important asset, reducing both the cost and time involved.

In discussing the ad-hoc committee, it was agreed that (1) the committee should be appointed at once and carry over into the next administrative year, (2) it should be funded in 1984-85 to permit two committee meetings and the engagement of a suitable consultant, and (3) it should be composed of a past Kiwanis and Circle K International President, a past Kiwanis and Circle K Governor, a Circle K District Administrator, and a member of the Program Services Department staff.

Recommendation #6

The Committee recommends:

- that an ad-hoc Long Range Planning Committee for Circle K, composed of:
  * a Past President of Circle K International
  * a Past President of Kiwanis International
  * a Past Governor of a Circle K District
  * a Past Governor of a Kiwanis District
  * a current Circle K District Administrator
  * a member of the Program Services Department staff

  be jointly appointed by President Aubrey Irby and President-elect Raymond Lansford as soon as possible, to serve from the day of appointment until the end of the 1984-85 administrative year, or until the completion of its task, if that be sooner;

- that the committee be charged to conduct an indepth study of the Circle K organization to determine causes for the lack of growth, and to propose remedies for these causes and goals to be achieved;

- that the 1984-85 Budget of both Kiwanis International and Circle K include a total amount of $11,500 jointly to fund the cost of two (2) committee meetings and the fee of an appropriate professional consultant; and

- that the committee make regular progress reports to the President and the Board of Trustees of Kiwanis International.

I move that recommendation 6 be adopted.

KEY CLUB

Key Club Calendar of Board Meetings for 1984-85

The Committee reviewed a request from the Key Club International Board and Staff to make a change in the present format and structure of its periodic meetings. (See Exhibit H) The first change concerns the training conferences for the newly elected Key Club Board. Presently, this four day conference is conducted immediately following the Key Club International Convention. Both staff members and members of this year's Key Club Board agree that the new board did not obtain much of value for the time spent. Staff admits to being fatigued immediately after the convention, as are the new board members, who also are in a state of excitement which precludes optimal opportunities to absorb very much of a detailed nature. In order for the new board to obtain greater benefit from this conference, it is felt that the conference should be held 2-3 weeks after the convention rather than immediately following.

The second change would be to have the first official Key Club Board Meeting in October rather than in August. This would allow the new board members three full months to organize the committee work and familiarize themselves with their responsibilities before making any board decisions. It also spaces the board meetings better during the year.

These costs related to these changes would be incurred totally by the Key Club (non-subsidized) budget. For the 1983-84 budget the effect of the changes would be an additional expense of $1,500. For the 1984-85 budget, the changes would result in an additional $8,645 in expenses. This amount is attributable to the extra travel costs associated with the two meetings.

The Committee feels this request for a change in the calendar of Key Club and the expenses related thereto, is valid and therefore makes the following recommendations.

Recommendation #7

The Committee recommends that the request to change the date of the Key Club International Board Training Conference be approved.

I move that recommendation 7 be adopted.

Recommendation #8

The Committee recommends that the request to move the August Key Club International Board Meeting to the month of October be approved and that Board Policy H. 10-F be amended to reflect this change.

I move that recommendation 8 be adopted.

Restructure of Eastern Canada and the Caribbean Key Club District

The Committee was then apprised of the significant difficulties the Eastern Canada and the Caribbean Key Club District has been experiencing over the past several years in maintaining a successful relationship between the Canadian and Caribbean areas. Basically, the problems revolve around finances, communication and representatiion of the Caribbean area. (See Exhibit I)

In response to the problems, the ECC Kiwanis District Board (at its January 1984 meeting) unanimously voted to create two separate Key Club districts under the jurisdiction and control of one Kiwanis district. (See Exhibit J) That decision/request has subsequently been reviewed by the Key Club District Board, the Key Club District House of Delegates, and the Key Club International Board. All parties have given their complete support and endorsement of the proposed restructure.

After careful consideration the Committee feels that such restructure is in the best interest of the Key Club program in both areas and will enable each area to enhance its own growth and development. The Eastern Canada District will have 44 clubs and nearly 600 members and the Caribbean District will have 53 clubs and over 1,500 members.

In order to bring this change into effect, a change in the Key Club International Constitution and Bylaws is needed. As provided in Board Procedure H-17, 4-b, the Kiwanis International Board has the power to amend Key Club's Constitution and Bylaws when deemed necessary. Therefore, the committee makes the following recommendation.

Recommendation #9

The Committee recommends that Article 7, Section 2 of the Key Club International Constitution which currently reads:

> "Each Key Club district shall be coextensive with one of the districts of Kiwanis International and shall be separated into divisions as approved by the sponsoring Kiwanis district."

be amended to read:

> "Each Key Club district shall be coextensive with one of the districts of Kiwanis International and shall be divided into divisions as approved by the sponsoring Kiwanis district. At the request of the sponsoring Kiwanis district and with the approval of the Board of Trustees of Kiwanis International, more than one Key Club district may be created within the boundaries of the sponsoring Kiwanis district, the total area of the new districts being coextensive with the sponsoring Kiwanis district. Each Key Club district shall be divided into divisions and have a Key Club administrator. The Board of Trustees of Key Club International shall be notified of any pending requests pertaining to the restructuring of a Key Club district and to the disposition of the requests. A change in the territorial limits of a district of Kiwanis International shall automatically, and to the same extent, change the territorial limits of the corresponding Key Club district(s)."

I move that recommendation 9 be adopted.

Recommendation #10

The Committee recommends that the requests of the ECC Kiwanis district approve the formation of two separate and distinct Key Club districts, being referred to as:

The Eastern Canada District of Key Club International; and
The Caribbean District of Key Club International

be approved, this latter to have its formal organization meeting about June, 1984.

I move that recommendation 10 be adopted.

1984-85 Key Club (non-subsidized) Budget)

The Committee next reviewed the proposed 1984-85 Key Club (non-subsidized) budget (attached as Exhibit K). After staff answered several questions regarding the budget the committee found it acceptable.

Recommendation # 11

The Committee recommends that the 1984-85 Key Club (non-subsidized) budget be approved.

I move that recommendation 11 be adopted.

Key Club International Board Travel

The Committee reviewed the travel reports of the Key Club Board members and found the travel noted in the reports to be within the established policies.

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

The Committee then reviewed the proposed amendments to the Key Club International Constitution and Bylaws that will be presented to the House of Delegates at the Key Club International Convention in Ft. Worth, Texas. A major portion of the amendments concern the Key Club International Board's desire to eliminate the position of Vice-President and elect two additional Trustees. Committee opinion was not unanimous about this change. The Committee therefore, requests that the Key Club International Board consider an amendment to these proposed amendments. The Committee proposes a compromise

that electing 14 Trustees at the convention is acceptable, but that two Vice-Presidents should be elected from within the 14 Trustees by the new board itself.

The Committee also feels that the proposed procedure for selecting the Executive Committee needs to be adjusted. Specifically, the Committee feels that the Executive Committee should consist of the President, the Secretary, and two Vice-Presidents, and a board member selected by the President.

Both recommendations and concerns will be brought before the Key Club International Board at the pre-convention board meeting for consideration. The Kiwanis International Board will be asked to officially approve (or disapprove) the action of the Key Club House of Delegates at the October 1984 Kiwanis Board Meeting.

PROGRAM DEVELOPMENT

Review of 1984-85 Major Emphasis Program Materials

The committee reviewed and commended the staff on the 1984-85 Major Emphasis Program materials. Each board member has received a copy of the new theme folder, fact brochure, project guide, and MEP banner patch award application form. The MEP packet to be sent to clubs will include one of each of these items, a sheet of logos for use on club publications, and four items being developed by the Public Relations Department: a sheet of public service advertisements ready for use by newspapers, a press release with fill-in-the-blank areas for the local club, a script of radio spot announcements ready for use by radio stations, and a flyer about the video and audio tapes available from the General Office.

The theme folder has been changed this year to include a Kiwanis administrative year calendar and a list of important dates for Kiwanians to encourage its use as a wallet- or pocket-companion. Since the tear-off card for recruiting members has not been effective, it has been eliminated. The fact brochure is on a higher quality paper and is intended to be more eye-catching to make it a more effective promotional piece for the Major Emphasis Program.

The banner patch award deadline will be July 15, 1985, for the 1984-85 MEP. This will give clubs planning a summer project an opportunity to apply for the award. The deadline is still early enough to make it possible to inform most districts of the clubs earning the award before their district conventions.

It was noted that, while there are project examples from clubs outside the U.S. and Canada, the sections on sources of information are still oriented to North American clubs. This should change in the future. It was also noted that the Objects of Kiwanis do not appear in the MEP Project Guide, even though there is unused space on the back cover. Thought should be given to including them next year.

Improvement of Service Program Materials

The committee members are unanimously of the opinion that more funding ought to be made available to update, improve, and expand service program materials. In the years of budgetary problems, funding was often cut from program development because such cuts did not appear to impact on the day-to-day operation of Kiwanis International--though it may have hampered the service efforts of clubs. This has resulted in fewer high quality service program materials being available and very little promotion of them. If the promotion of service is to be more than a postscript to the activities of Kiwanis International, the development of quality service programs must be properly accelerated and funded. The staff indicated that, depending upon the availability of funds and personnel, they are more than willing, indeed they have already begun, to improve these essential program materials.

Materials for an International Organization

The committee also believes that the time has come for Kiwanis International to put more effort and resources into the development of service program materials which are more specifically applicable to areas of the Kiwanis world beyond North America. The committee sees as a desirable goal the development of regional editions of some of these materials, and suggests that the Kiwanis International Foundation might well be willing and able to help in this regard and should be approached at the appropriate time.

Revision of Deadline for 1983-84 MEP Banner Patch Award Application

The committee approved a change in the deadline for the 1983-84 MEP banner patch award application from April 15 to July 15 so that clubs with MEP projects planned for the summer can apply for the award.

Pacific Northwest Action Relating to Sponsored Women's Organizations

The Committee reviewed the Pacific Northwest district board minutes of February 12, 1984. The minutes reflected that board approval has been given to to charge "a fifty dollar ($50.00) annual sponsorship fee, payable by all Kiwanis clubs sponsoring Kelawani and/or Kiwanianne clubs." This action appears to be in conflict with the standard form of district bylaws of the Pacific Northwest District. The Committee has asked staff to investigate this situation and then contact the appropriate district officers of Pacific Northwest regarding this matter. Committee has also requested that staff report their findings at the next regular scheduled meeting of the Kiwanis International Board of Trustees.

Pacific Northwest District Suggestions Relating to Changes in the Kiwanianne Program

The Committee reviewed a letter from Governor Dick Bell of the Pacific Northwest District regarding suggested changes in the Kiwanianne Program. The Committee wants to express its appreciation to Governor Bell and the Pacific Northwest District for their suggestions and welcomes this type of involvement from the membership of Kiwanis International. Because of the relatively short time in which the Kiwanianne Program has been available to the membership of Kiwanis International and due to the fact the committee wishes more time to monitor and review the overall Program as it developes, the committee has elected not to make any changes at this time but will keep all suggestions under advisement.

Review of the Program Development Budget (Dept. 13) and Sponsored Youth Services (Dept. 30)

The Committee reviewed the proposed budgets for Departments 13 and 30. The comparison of 1984-85 proposed expenditures with projected 1983-84 costs is skewed somewhat by the unusual circumstances surrounding staff changes. In addition, at the direction of the Board, upgrading of service programs will be undertaken, adding to the cost. Without these elements, the propsoed budgets would have met the established guidelines. Therefore, the Committee find the proposed 1984-85 budgets acceptable.

LAWS, POLICIES, AND STRUCTURE - Anton J. "Tony" Kaiser, Chairman

Amendments to be Presented at the Phoenix International Convention

The Committee was directed by the Board of Trustees at the October 1983 meeting to prepare the wording of the Board's proposed bylaw amendment on life membership status for presentation to the delegates at the Phoenix Convention. Proposed amendment No. 1 would amend Article II, Section 5a, of the Constitution of Kiwanis International to provide for life member status on payment of a fee of 15 times the annual membership dues to Kiwanis International.

Recommendation # 12

The Committee recommends the adoption of the wording of the amendment to Article II, Section 5a, of the Bylaws of Kiwanis International as specified in proposed amendment No. 1 in Exhibit L for presentation to the House of Delegates in Phoenix.

I move that recommendation 12 be adopted.

Three proposed amendments to the Constitution and Bylaws of Kiwanis International were received from co-sponsoring clubs and districts. The Committee reviewed the proposals and found them in order. The Constitution and Bylaw amendment proposals are being presented to the Board of Trustees for their review.

Proposed amendment No. 2 is submitted by the Board of Trustees of the California-Nevada-Hawaii District of Kiwanis Interantional and co-sponsored by the following districts: Andean and Central America, Australia, California-Nevada-Hawaii, Capital, Carolinas, Eastern Canada and the Caribbean, Florida, Georgia, Indiana, Michigan, Montana, Nebraska-Iowa, New Jersey, New Zealand, Pacific Northwest, Philippine Luzon, Rocky Mountain, Southwest, Switzerland-Liechtenstein, Utah-Idaho, Western Canada, West Virginia, Austria-Germany, and Provisional District of Korea. This amendment proposes to amend the Constitution of Kiwanis International to provide for one (1) regular meeting each year of the International Council, which shall be held before March 1 as called by the Board of Trustees.

Proposed amendment No. 3 was submitted by the Kiwanis Clubs of Phoenixville, Pennsylvania, and Radford, Virginia. This amendment proposes to amend the Bylaws of Kiwanis International to provide that the minimum number of club meetings shall be at least two (2) per month.

Proposed amendment No. 4 was submitted by the Kiwanis Clubs of Richfield, Minnesota, and the Salt Lake International Center, Salt Lake City, Utah. This amendment consisting of two parts proposes to amend the Constitution and Bylaws of Kiwanis International to permit individual Kiwanis clubs to receive men and women into membership.

Use of Alcohol at Kiwanis Club Meetings

The Committee reviewed several letters which have been received regarding the use of alcohol at Kiwanis meetings. These letters were received following publication in the Kiwanis magazine of a new Kiwanis International policy that states that districts have the option of determining the appropriateness of the use of alcohol at a meeting.

Policies and Procedures of Kiwanis International

The reorganization and restatement of the Policies and Procedures of the International Board of Trustees have been completed and copies are being presented to all members of the board at this meeting for review, comments, and corrections if needed. Final board approval will be requested at the next meeting of the Board.

Nominating and Seconding Procedure in Phoenix

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 Phoenix.

Recommendation #13

The Committee recommends that the procedure to be recommended to the Council for the nominations and seconds for candidates for International office in Phoenix 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 13 be adopted.

Respectfully submitted,

WILBUR J. BLECHMAN, M.D.
JOHN T. ROBERTS
AVELINO V. "BELING" TANJUAKIO
ANTON J. "TONY" KAISER, Chairman

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
101 SALARY ALLOCATION						
01 ALLOCATION FROM K I-OFFICE SER	.00	.00		.00		
02 FROM OFFICE SERVICES-GEN MAIL	.00	3100.00		1518.80		
03 FROM OFFICE SERVICES-OTHER	.00	2200.00		276.00		
ACCT. TOTALS	.00	5300.00	.00	1794.80	.00	.00
103 STATIONERY AND SUPPLIES						
01 BOARD STATIONERY	780.00	900.00	900.00	835.36	900.00	1000.00
02 MEMBERSHIP CARDS	1454.79	.00	.00	.00	.00	.00
03 PETITION FOR CHARTERS	.00	.00	.00	.00	.00	.00
04 MISC. OFFICE SUPPLIES	674.26	900.00	900.00	577.43	900.00	950.00
05 CIRCLE K PHOTO LIBRARY	152.70	300.00	300.00	210.49	300.00	300.00
06 CIRCLE K OFFICE STATIONERY	909.00	1000.00	1106.00	1105.75	1106.00	1175.00
07 CIRCLE K CHARTERS	.00	.00	.00	.00	.00	.00
99 OFFICE SUPPLY ALLOCATION	.00	.00	.00	533.01	.00	.00
ACCT. TOTALS	3970.75	3100.00	3206.00	3262.04	3206.00	3425.00
104 POSTAGE AND EXPRESS						
01 BOARD POSTAGE REIMBURSEMENT	2130.67	2500.00	2500.00	1176.04	2500.00	2750.00
02 OFFICE MAIL	8669.10	1100.00	1100.00	5617.96	1100.00	1200.00
03 GENERAL MAILINGS	592.88	8000.00	8000.00	958.16	8000.00	9000.00
99 POSTAGE ALLOCATION	.00	.00	.00	.00	.00	.00
ACCT. TOTALS	11392.65	11600.00	11600.00	7752.16	11600.00	12950.00
105 TELEPHONE AND TELEGRAPH						
01 BOARD REIMBURSEMENT	4367.31	4800.00	6000.00	1837.23	6000.00	6600.00
02 PRESIDENT REIMBURSEMENT	1577.84	1900.00	2000.00	916.01	2000.00	2000.00
03 TELEPHONE AND TELEGRAPH	27.96	.00	100.00	15.17	100.00	100.00
99 TELEPHONE BASIC SERVICE ALLOC	.00	.00	.00	692.62	.00	.00

EXHIBIT A

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR.	PROJ ANNUAL	84/85 BUDGET
105 TELEPHONE AND TELEGRAPH						
91 TELEPHONE LONG DISTANCE ALLOC	.00	3600.00	4000.00	2078.46	4000.00	4600.00
ACCT. TOTALS	5973.15	10200.00	12100.00	5540.49	12100.00	13300.00
106 MISCELLANEOUS OFFICE						
99 PRINTING AND PHOTOCOPY ALLOC	.00	1360.00		4649.51		
108 LITERATURE						
01 THEME AND EMPHASIS	601.95CR	150.00	150.00	62.50CR	150.00	3300.00
02 GRAPHICS	307.10	500.00	500.00	1475.96	500.00	500.00
03 SERVICE/PROGRAM LITERATURE	7939.29	.00	.00	6211.86	.00	.00
04 MEMBERSHIP RECRUITMENT	5844.61	1000.00	1000.00	106.60	1000.00	2000.00
05 LEADERSHIP DEVELOPMENT	137.12	2040.00	3000.00	3843.08	3000.00	2000.00
06 PROJECT DEVELOPMENT	7324.14	.00	.00	.00	.00	.00
07 PROGRAM RESERVE	2764.41	.00	.00	600.14CR	.00	2000.00
08 MEMBERSHIP MATERIALS	.00	5200.00	5200.00	3672.69	5200.00	5600.00
09 REPORT FORMS	.00	1000.00	500.00	.00	500.00	500.00
ACCT. TOTALS	23714.72	9890.00	10350.00	14647.55	10350.00	15900.00
110 TRAVEL						
04 BOARD-BOARD MEETINGS	10959.32	10000.00	13850.00	7507.21	10850.00	12000.00
05 BOARD-DIST. CONVENTIONS	8507.56	16000.00	16000.00	15113.37	16000.00	18000.00
06 STAFF-REG. TRG. CONF.	1990.21	1000.00	1500.00	.00	1500.00	1200.00
07 MAG EDITOR	168.00	500.00	500.00	.00	500.00	600.00
08 STAFF-DISTRICT CONVENTIONS	471.90	500.00	500.00	203.93	500.00	1000.00
09 ADMINISTRATOR	2605.28	2500.00	2500.00	2775.77	2500.00	3000.00
10 PRESIDENT	4157.43	3350.00	4000.00	3401.59	4000.00	4000.00
11 LOCAL	367.36	300.00	300.00	75.67	300.00	300.00
ACCT. TOTALS	29226.56	34150.00	36150.00	29074.54	36150.00	40100.00

EXHIBIT A, p.2

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
111 AUDITING						
01 ANNUAL AUDIT	.00	1000.00	1000.00	.00	1000.00	1000.00
119 BOARD MEETINGS						
01 STAFF EXPENSES	186.35	.00	.00	.00	.00	900.00
02 BD HOUSING	4223.45	4290.00	7000.00	2807.21	7000.00	6400.00
03 MEAL FUNCTIONS	5760.66	4675.00	4675.00	1195.77	4675.00	5300.00
04 BOARD MEETING MATERIALS	572.06	550.00	550.00	535.73	550.00	600.00
ACCT. TOTALS	10742.52	9515.00	12225.00	4538.71	12225.00	13200.00
140 AWARDS						
01 SPECIAL AWARDS	1401.37	3500.00	3500.00	159.29	3500.00	3000.00
02 ENTRY FORMS	.00	1020.00	600.00	182.75	600.00	500.00
ACCT. TOTALS	1401.37	4520.00	4100.00	342.04	4100.00	3500.00
144 PUBLICATION POSTAGE						
01 MAIL CIRCLE K MAGAZINE	1913.91	2000.00	2000.00	250.00	2000.00	2200.00
150 REGIONAL TRAINING CONFERENCE						
01 HOUSING AND MEALS-PARTICIPANTS	627.49	6000.00	6000.00	.00	6000.00	6000.00
02 TRAINING MATERIALS AND EQUIPT	27.50	500.00	500.00	.00	500.00	500.00
ACCT. TOTALS	654.99	6500.00	6500.00	.00	6500.00	6500.00
153 CONVENTION						
01 PUBLICITY AND PROMOTION	1495.36	.00	.00	1197.75	.00	.00
02 TRAVEL-STAFF	1601.64	.00	.00	336.88	.00	.00
03 TRAVEL-NON-STAFF	.00	.00	.00	.00	.00	.00
04 TRAVEL-BOARD	2295.71	.00	.00	.00	.00	.00
05 PRINTING	293.2109	.00	.00	166.40	.00	.00
06 SUPPLIES	.00	.00	.00	.00	.00	.00

EXHIBIT A, p.3

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
153 CONVENTION						
07 AWARDS	425.00	.00	.00	.00	.00	.00
08 HOUSING-STAFF	4766.16	.00	.00	292.00	.00	.00
09 HOUSING-NON-STAFF	4016.88	.00	.00	222.11	.00	.00
10 MEALS-STAFF	400.00	.00	.00	180.98	.00	.00
11 MEALS-NON-STAFF	183.58	.00	.00	.00	.00	.00
12 MEALS-BOARD	595.00	.00	.00	.00	.00	.00
13 GROUP MEAL FUNCTIONS	29339.35	.00	.00	.00	.00	.00
14 ENTERTAINMENT AND CONTINGENCY	469.44	.00	.00	.00	.00	.00
15 SPEAKER AND PROGRAM EXPENSE	2091.12	.00	.00	50.00	.00	.00
16 EQUIPMENT AND SERVICES	1438.41	.00	.00	286.38	.00	.00
17 HOST COMMITTEE EXPENSE	.00	.00	.00	.00	.00	.00
18 POSTAGE AND SHIPPING	203.49	.00	.00	.00	.00	.00
19 MISCELLANEOUS	2263.77	.00	.00	.00	.00	.00
ACCT. TOTALS	51325.70	.00	.00	2722.50	.00	.00
155 PHOTOS AND GRAPHICS						
01 PHOTO AND GRAPHIC	.00	.00	.00	.00	.00	.00
161 LEADERSHIP TRAINING						
01 HOUSE/MEALS PARTICIPANTS	298.00	.00	.00	550.00CR	.00	.00
02 TRAINING MATERIALS AND EQUIP	.00	.00	.00	26.00	.00	.00
ACCT. TOTALS	298.00	.00	.00	524.00CR	.00	.00
173 TRAVEL EDITORIAL COVERAGE						
01 EDITORIAL COVERAGE	.00	.00	2600.00	.00	2600.00	.00
01 EDITORIAL COVERAGE	.00	.00	.00	.00	.00	.00
176 MAGAZINE MAILING ENVELOPES						

EXHIBIT A, p.4

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
176 MAGAZINE MAILING ENVELOPES						
01 ENVELOPES-BULK MAIL	.00	2600.00	2600.00	1935.95	2600.00	.00
177 TYPESETTING						
01 TYPESET-CIRCLE K MAGAZINE	3177.78	3000.00	3000.00	1969.95	3000.00	4000.00
180 EDITORIAL						
01 PURCHASE ARTICLES	2098.12	2500.00	2500.00	750.44	2500.00	2500.00
02 PURCHASE PHOTOGRAPHS	770.76	825.00	825.00	343.33	825.00	825.00
ACCT. TOTALS	2868.88	3325.00	3325.00	1093.77	3325.00	3325.00
191 ART						
01 PURCHASE ORIGINAL ART	1629.10	3500.00	3500.00	1902.90	3500.00	3500.00
192 MANUFACTURING						
01 PRINTING	8453.61	13100.00	13100.00	7289.90	13100.00	13500.00
02 PAPER	5066.00	6100.00	6100.00	3466.25	6100.00	6500.00
ACCT. TOTALS	13519.61	19200.00	19200.00	10756.15	19200.00	20000.00
194 EDITORIAL SERVICES						
01 EDITORIAL ALLOC FROM K.I.	6000.00	6600.00		3252.00		
02 STANDARD RATE AND DATA	36.60	.00		.00		
ACCT. TOTALS	6036.60	6600.00	.00	3252.00	.00	.00
196 PROGRAM DEVELOPMENT						
01 FUTURE PROGRAMS	.00	1000.00	1000.00	.00	1000.00	1000.00
199 EMPLOYEE EDUCATION						
02 EMPLOYEE SEMINAR FEES	.00	.00	500.00	.00	500.00	500.00
227 ALLOCATION TO BALANCE SHEET						

EXHIBIT A, p.5

	82/83 ACTUAL	CURRENT YEAR 83-84 BUD	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGE
227 ALLOCATION TO BALANCE SHEET						
14 CLOSEOUT-EXPENSE CIRCLE K	167845.39CR	138360.00CR	134956.00CR	94961.06CR	134956.00CR	144400.00CR
DEPT. TOTALS	.00	.00	.00	.00	.00	.00

EXHIBIT A, p.6

p.7

EXHIBIT B

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	Proposed Reading
Article V, Section 1	Article V, Section 1
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.	The officers of this organization shall be a President, a Secretary and ten (10) 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.

EXHIBIT C

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	Proposed Reading
Article V, Section 9, Part (d)	Article V, Section 9, Pard (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.	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.

EXHIBIT D

Constitution

and

Bylaws

of

Circle K International

Amended: 5/84

CONSTITUTION

ARTICLE I - NAME

Section 1. The name of this organization shall be Circle K International.

ARTICLE II - OBJECTS

Section 1. The objects of this organization shall be:

To emphasize the advantages of the democratic way of life;
To provide the opportunity for leadership training in service;
To serve on the campus and in the community;
To cooperate with the administrative officers of the educational institutions of which the clubs are a part;
To encourage participation in group activities;
To promote good fellowship and high scholarship;
To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
To afford useful training in the social graces and personality development; and
To encourage and promote the following ideals:

To give primacy to the human and spiritual rather than to the material values of life;
To encourage the daily living of the Golden Rule in all human relationships;
To promote the adoption and the application of high social, business and professional standards;
To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and
To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism, and goodwill.

ARTICLE III - POWERS

Section 1. The powers of Circle K International shall be:

a. To direct, manage, supervise and control its business, property and funds;

b. To create, supervise, assist and control chartered clubs and groups of chartered clubs in Divisions and Districts.

Section 2. All policies and actions of Circle K International shall be subject to control and regulation by the Board of Trustees of Kiwanis International.

ARTICLE IV - INTERNATIONAL OFFICE

Section 1. The office and mailing address of Circle K International shall be at such place as may be selected and designated by the Board of Trustees of Kiwanis International.

ARTICLE V - MEMBERSHIP

Section 1. The membership of Circle K International shall consist of Circle K Clubs which have been accepted by the Board of Officers of Circle K International and certified in the manner prescribed in the Bylaws.

Section 2. Each prospective Circle K Club meeting all requirements and obligations, and agreeing to be bound by the Constitution and Bylaws of Circle K International then and thereafter in force shall be granted an official Circle K Charter.

Section 3. Any member club that fails to conform to the provisions of the Constitution and Bylaws, as adopted and amended, may have its charter and membership in Circle K International suspended or revoked by action of the Board of Officers of Circle K International.

ARTICLE VI - CLUBS

Section 1. Circle K Clubs may be chartered at any institution which offers courses leading to a baccalaureate or post-baccalaureate degree. Circle K Clubs may also be chartered at Vocational Technical Schools that have received a technical certification by state or provincial boards of education, or by the appropriate national board or body.

Section 2. Any student of good character and of satisfactory scholastic standing, who is officially enrolled as a student in the institution in which a club exists, may be elected to active membership in said club. Active membership in a club shall extend over the fiscal year. When a District or International officer transfers to a school where a Circle K Club does not exist, he may be allowed a 60 day grace period to start said club. At the expiration of the allowed time, said membership not having been established, such officer's membership shall terminate and the office held be declared vacant.

Section 3. Any person who has performed some distinguished public service and who is not a member of a club may be elected an honorary member of a club for a period of one (1) year. Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

Section 4. In no instance shall a local Circle K Club place a "maximum" limit on its membership, or have any special requirements for membership which may lead to discrimination based on race, nationality, sex, or religion.

Section 5. If permitted by state, provincial or national law, a Circle K Club after receiving its charter may incorporate as a non-profit corporation subject to the approval of the Circle K International Board of Officers, but only by the name designated in its Charter, such as the "Circle K Club of _____ University", and said club shall agree, as a condition precedent to incorporation, that it will as an incorporated body abide by the Constitution and Bylaws of Circle K International then in force, or thereafter, from time to time, amended.

ARTICLE VII - DISTRICTS

Section 1. The Board of Officers of Circle K International, for the purposes of promoting the best interests of Circle K, shall create, supervise and assist Circle K Districts, which are regional associations of clubs.

Section 2. Each Circle K District shall be coextensive with one of the Districts of Kiwanis International and shall be divided into divisions as approved by the sponsoring Kiwanis District. At the request of the sponsoring Kiwanis District and with the approval of the Board of Trustees of Kiwanis International, more than one Circle K District may be created within the boundaries of the sponsoring Kiwanis District, each Circle K District being divided into divisions and having a Circle K Administrator. A change in the territorial limits of a District of Kiwanis International shall automatically, and to the same extent, change the territorial limits of the corresponding Circle K District(s).

Section 3. Each club situated within the territorial limits of a Circle K district shall be a member of said district, so long as such club continues to comply with the Constitution and Bylaws of Circle K International and the District Bylaws, as adopted and amended.

Section 4. Each sponsoring Kiwanis District shall be responsible for the proper operation and functioning of its Circle K District.

Section 5. Each district shall hold an annual convention, before the first weekend in May, the exact time and place of which shall be determined by the Circle K District Board of Officers and the Kiwanis Circle K District Administrator. If, in any year, the Administrator of Circle K International, in conjunction with the President of Circle K International and the Kiwanis Counselor to Circle K International, shall determine that participation in a regional meeting shall be more beneficial for any district, such regional meeting shall be held serving the same purposes of the district convention. The secretary or secretary/treasurer will mail to each club, and to the Kiwanis Circle K District Administrator, an official call to the annual convention at least thirty (30) days prior to the dates of said convention.

Section 6. Each Circle K District, through its annual convention, shall adopt the standard Form of District Bylaws, modified only as approved by the Kiwanis District Board of Trustees, the Board of Officers of Circle K International and the Administrator of Circle K International.

Section 7. If permitted by state, provincial or national law, a district, after receiving its Charter of Organization may incorporate under the name given on said Charter of Organization, and said district shall agree, as a condition of incorporation, that it will as a corporate body, abide by the Bylaws of the District then in force and thereafter as amended.

ARTICLE VIII - OFFICERS

Section 1. The officers of Circle K International shall be a President, a Secretary, nine (9) Vice Presidents, the Administrator of Circle K International and the District Governors. The Administrator shall not have the right to vote. Each officer, except the Administrator of Circle K International, 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 any other office in a member club or district within this organization, and no offices shall be combined in one person.

Section 2. The President, Secretary, and Vice President shall be elected by the voting delegates at the annual international convention of this organization in the manner prescribed in the Bylaws, Article X. They shall assume office immediately following their election and shall serve for a term of one (1) year or until their successors are duly elected and qualified.

Section 3. The Administrator of Circle K International shall be appointed by the Secretary of Kiwanis International, who shall have the power to fix the Administrator's salary and appoint and fix the compensation of such other administrative officers as he may deem necessary. The Kiwanis International Secretary shall also have the power to remove from office any person so appointed, including the Administrator of Circle K International.

Section 4. The District Governors shall be elected at their respective District Conventions in the manner prescribed in their district bylaws.

Section 5. All officers, except the Administrator of Circle K International, shall serve without compensation and accept no remunerative employment from Circle K International, Kiwanis International, or any District.

Section 6. A vacancy occurring in any elective office between conventions shall be filled in the manner prescribed in the Bylaws.

ARTICLE IX - BOARD OF OFFICERS

Section 1. The Board of Officers of Circle K International shall consist of the President, the Secretary, and the nine (9) Vice-Presidents; in addition, the Kiwanis Counselor to Circle K International and the Administrator of Circle K International shall serve as ex-officio members of the Board and shall enjoy all of the privileges of regular Board membership except the right to vote.

Section 2. The Board of Officers shall define the policies and shall have full administrative authority in all matters concerning Circle K International, within the bounds of the established policies of Kiwanis International concerning the establishment and operation of Circle K International and Circle K Clubs.

Section 3. The Board of Officers shall interpret the scope and meaning of the Constitution and Bylaws of Circle K International, subject to review by the Board of Trustees of Kiwanis International whose decisions shall be final and binding.

Section 4. The Board of Officers shall report on official Board action by summarizing such actions in the next possible issue of the Circle K International Magazine following each Board meeting, such summary to be prepared by the International Secretary within 15 days of the close of the Board meeting and endorsed by the International President and the International Administrator.

ARTICLE X - INTERNATIONAL COUNCIL

Section 1. There is hereby created the International Council of Circle K International, which shall consist of the officers of Circle K International, as defined in Article VIII, Section 1 of this Constitution. In addition, the Kiwanis Counselor to Circle K International shall serve as Advisor to and as an ex-officio member of the Council, but without the right to vote. Past Presidents of Circle K International who are active members of Circle K Clubs or Kiwanis Clubs in good standing shall also be members of the International Council.

Section 2. A majority of the Council shall constitute a quorum. In case any District Governor cannot be present at a meeting of the Council, he may, with the approval of the International Board of Officers, appoint an elected official of his District to attend in his stead with like powers. The District Circle K Administrators and Circle K District Secretaries and Secretary-Treasurers shall be invited to observe all Council meetings and participate in discussions.

Section 3. Meetings of the International Council shall be held in any year in which no International Convention is held. Meetings of the International Council may also be held on the opening day of the annual International Convention, and at such other times and places as shall be determined by the Board of Officers, with the concurrence of the Board of Trustees of Kiwanis International. For all meetings of the International Council, written notice shall be sent to each member of the Council, said notice to be mailed at least eighteen (18) days prior to the beginning of the meeting.

Section 4. In any year in which no Circle K International Convention is held, the International Council shall have the right to enact and amend the Bylaws of Circle K International in accordance with the procedure set forth in the Bylaws, Article XVIII, and shall have the responsibility of electing the President, the Secretary and the nine (9) Vice-Presidents for the coming administrative year of Circle K International. In all years, the Council shall confer with and advise the Board of Officers of Circle K International on matters relating to Circle K International.

Section 5. The President of Circle K International shall preside over meetings of the International Council. In his absence, the Council shall elect one of the Vice Presidents to preside.

ARTICLE XI - INTERNATIONAL COUNSELOR

Section 1. The Kiwanis Counselor to Circle K International shall be the official representative of Kiwanis International at all meetings of the Board of Officers of Circle K International, at all meetings of the Circle K International Council, and at the Circle K International Convention. He shall be a member of the Board of Trustees of Kiwanis International, appointed to serve as Counselor by the President of Kiwanis International.

Section 2. The International Counselor shall serve as advisor to the Board of Officers of Circle K International and as liaison between the Board of Officers and the Board of Trustees of Kiwanis International. He shall also perform such other duties as may be assigned to him by the President or the Board of Trustees of Kiwanis International. He shall assist the Board of Officers in their studies and deliberations to the extent permitted by the policies of Kiwanis International and the directives of the Kiwanis International Board of Trustees.

ARTICLE XII - CONVENTIONS

Section 1. There shall be, for the purposes of education, fellowship, inspiration, and the transaction of business, including the election of officers, an annual convention of Circle K International at such time and place as shall be determined by the Board of Officers, with the concurrence of the Circle K Administrator, unless in any year the Board of Officers and the Board of Trustees of Kiwanis International shall determine that the holding of such annual convention would be inadvisable.

Section 2. Each member Circle K Club in good standing with Circle K International and its respective District 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. No delegate shall be certified unless his name appears

on the official membership lists submitted during the year. A lieutenant governor, or a District secretary, District treasurer, or District 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 from the club he is to represent.

Section 3. The official members of the Circle K International Council, as set forth in Article X, Section 1 of this Constitution, and the immediate past governors of all districts who are still members of a Circle K Club, shall be delegates-at-large to all Circle K International Conventions.

Section 4. Each certified voting delegate and voting delegate-at-large present at a Circle K International Convention shall be entitled to vote on each question submitted to that Convention. There shall be no cumulative voting, absentee voting or voting by proxy.

ARTICLE XIII - COMMITTEES

Section 1. The Standing Committees of the Board of Officers of Circle K International shall be as listed in the Bylaws, Article XII.

Section 2. The Standing Committees shall be appointed by the President of Circle K International, with the advice and consent of the Board of Officers, one member of each committee being designated by the President to chair the committee. Each committee shall consist of at least three (3) but not more than five (5) members of the Board of Officers. The duties of the Standing Committees shall be as defined in the Bylaws.

Section 3. The President may appoint special committees, with the advice and consent of the Board of Officers and the Administrator of Circle K International, to study and/or handle specific areas of work as defined by the President in the charge to the committee(s). The term of each such committee shall expire coincident with the expiration of the term of the President, or at his pleasure.

Section 4. All standing and special committees shall report to the President and the Board of Officers. Committees shall meet at the call of the Chairman upon the approval of the President, the International Counselor and the Administrator of Circle K International, with at least thirty (30) days notice of the meeting being given to all concerned. Any costs accruing to the operation of a committee shall be budgeted in accordance with normal budgeting procedures.

Section 5. Correspondence originating in any committee addressed external to Circle K International shall have the prior approval of the Circle K Administrator before release.

ARTICLE XIV - REVENUE

Section 1. Each Circle K Club shall pay to Circle K International for every club member, except Honorary members, the sum of five dollars ($5.00) per annum, due on October 1 of each year and payable no later than thirty (30) days thereafter, for International dues. Members of clubs chartered or reactivated after February 1 shall pay the sum of two dollars and fifty cents ($2.50) International dues to place each member in good standing for the remainder of the administrative year.

Section 2. To entitle all members to receive the International magazine, literature and other services, the annual dues must be paid. In case of non-payment of membership dues as prescribed in Article XIV, Section 1, the Circle K Club shall be considered delinquent and not in good standing until such payments are received.

Section 3. The Circle K club shall have the responsibility of sending Circle K International the necessary membership forms and annual dues for each additional member added to the club throughout the year.

Section 4. Each club shall pay to the district of which it is a member, a sum for each member of the club, as established by the delegates at the district convention. In no case shall the total district dues exceed $7.00 per annum per member.

ARTICLE XV - NAME AND EMBLEM

Section 1. The Board of Officers of Circle K International shall adopt an official emblem and other insignia.

Section 2. Every local club member in good standing shall be entitled to wear the emblem and insignia.

Section 3. The name, emblem and insignia of Circle K International shall be used for only such purposes as shall be authorized by the Board of Officers, subject to the approval of the Circle K International Administrator. In no case shall they be used as a trade name or trade mark, nor in a way or for a purpose that demeans or impugns the name of Circle K or Kiwanis.

ARTICLE XVI - AUXILIARY BODIES

Section 1. There shall be no auxiliary bodies created or organized within or officially associated with this organization.

ARTICLE XVII - BYLAWS AND AMENDMENTS TO BYLAWS

Section 1. Bylaws for the government of Circle K International, not inconsistent with this Constitution, shall be enacted and may be amended from time to time by a majority vote of the voting delegates and voting delegates-at-large present and voting at any convention of Circle K International. No such action shall become effective until approved by the Board of Trustees of Kiwanis International. The Bylaws may also be amended by action of the Board of Trustees of Kiwanis International. Proposed amendments to the Bylaws to be voted upon at a convention may be submitted in writing by Circle K Clubs in good standing, Circle K Districts, the Board of Officers of Circle K International or the Administrator of Circle K International, and shall be received by the Administrator at least sixty (60) days prior to the opening of the Convention. The Administrator shall then send a copy of all proposed amendments to every Convention registrant from each chartered club not later than fifteen (15) days prior to the Convention. Late registrants will have copies placed in their registration packets.

ARTICLE XVIII - AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments to this 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 Circle K International.

Section 2. No amendments to this Constitution shall become effective until approved by the Board of Trustees of Kiwanis International.

Section 3. Amendments to this Constitution may be adopted by action of the Board of Trustees of Kiwanis International.

Section 4. Proposed amendments may be submitted by Circle K Clubs in good standing, Circle K Districts, and by the Board of Officers of Circle K International and shall be received by the International Administrator at least sixty (60) days prior to the opening of the Convention. The Administrator will send a copy of all proposed amendments to every Convention registrant from each chartered club no later than fifteen (15) days prior to the Convention. Late registrants will have copies placed in their registration packets. Only these proposed amendments will be considered by the House of Delegates.

BYLAWS

ARTICLE I - CLUBS

Section 1. A Circle K Club may be established in an institution meeting the requirements of the Constitution of Circle K International, Article VI, Section 1, upon the request of a Kiwanis Club(s) which agrees to sponsor the proposed club. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least fifteen (15) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted and complied with the provisions of the Standard Form for Club Bylaws, modified only as approved by the Board of Officers of Circle K International and has agreed to be bound by the Constitution and Bylaws of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization. The postmarked date of the Petition of Charter shall serve as the official date of the Charter of Membership.

Section 2. The name of a club shall be that given on its Charter of Membership.

Section 3. The objects of a club shall be the same as the objects of Circle K International.

Section 4. At the beginning of each school year and no later than September 1, the Circle K International Administrator shall send to the president of each Circle K Club the "Member Report Form" and the "Club Information Form", requesting the necessary pertinent information for office records, including preferred mailing address. Such forms are to be completed by the Circle K Club and returned directly to Circle K International with applicable International membership dues.

Section 5. During the school year each club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, a club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Section 6. The revenue of a club shall be from a minimal dues set by a vote of two-thirds (2/3) of the active members present and voting at any regular meeting of the club. Revenue may be derived from other sources in such a manner as may be determined by the officers. No Circle K Club shall sponsor or participate in any manner in a lottery, raffle, drawing or game of chance for the purpose of raising funds, or shall employ a lottery, raffle, drawing or game of chance in connection with any fund-raising activity, unless its sponsoring Kiwanis District has given approval for Kiwanis clubs in the District to sponsor, participate

or employ such fund-raising activities, and unless the Circle K Club has received the prior approval of the sponsoring Kiwanis District Board of Trustees and the Circle K District Board of Officers. Such approval so granted does not constitute official endorsement of such activities by Circle K International or Kiwanis International. Any lottery, raffle, drawing or game of chance so approved must not contravene any laws, mores, customs or traditions of the country, state or province in which the Circle K Club exists. No Circle K Club shall engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis. Clubs violating the provisions of this section may have their charter revoked or be otherwise disciplined as prescribed by the Board of Officers of Circle K International or the Board of Trustees of Kiwanis International, persuant to the provisions of Section 2 of Article IV.

Section 7. Each club shall adopt the Standard Form of Club Bylaws, modified only as approved by the Board of Officers of Circle K International. The bylaws of a club may be amended by a vote at any regular meeting of the club, provided that written notice of such proposed amendments shall have been given the membership at least two (2) weeks prior to the meeting at which they are considered. All such amendments must be consistent with the Constitution and Bylaws of this organization and shall become effective only after submission to and approval by the Board of Officers of Circle K International.

ARTICLE II - MEMBERSHIP IN CLUBS

Section 1. Any person possessing the qualifications prescribed in Article VI, Section 2 of the Constitution of Circle K International may be elected to active membership in a chartered club.

Section 2. No person shall be eligible for membership in a club who holds membership (other than honorary) in any other Circle K Club, a Kiwanis Club, or another service club of like character.

Section 3. An active member of a chartered club shall pay annual membership dues and shall be entitled to all privileges of the club. Active members shall maintain regular attendance at club meetings and shall actively participate in the activities of a chartered club, and the Board of Directors of said club shall review periodically the attendance and activity participation record of each club member.

Section 4. The selection (election) and discipline of active and honorary members in any chartered club shall be by majority vote of the membership of the club, with the approval of the institutional authorities and the Kiwanis sponsor(s), as authorized in the Standard Form for Club Bylaws.

Section 5. Membership in a Circle K Club shall automatically cease on September 30 of the same calendar year following graduation, or when a member fails to meet scholastic or character requirements, or when he ceases to be enrolled as a student in the institution in which his Circle K Club is organized.

ARTICLE III - CLUB STRUCTURE

Section 1. The officers of each Circle K Club shall be a president, one or more vice-presidents and either a secretary-treasurer or a secretary and a treasurer. Additional officers may be elected to the board when requested by the local club and approved by the Circle K District Board of Officers. These officers shall constitute the Board of Officers of the club and shall have such duties as shall be prescribed in the club bylaws. All officers shall be active members in good standing in their club.

Section 2. The election, installation, term, and duties of the officers of a club and the manner of filling vacancies in any office of a club shall be defined in the club bylaws. The outgoing president and secretary of the club shall promptly certify to the Administrator of Circle K International the names and addresses of the newly elected officers.

Section 3. Any officer may be dismissed for just cause from office by a vote of two-thirds (2/3) of the entire active membership of the club upon the recommendation of a majority of the Board of Directors, who shall make such recommendation only after they have held a hearing to determine whether or not just cause for dismissal exists and have afforded the officer in question the opportunity to be heard.

Section 4. Standing Committee structure and the duties of these committees shall be prescribed in the club bylaws. The president, however, shall have the power to appoint such special committees as needed, and when needed, as shall be determined by the president in consultation with the faculty advisor and/or Kiwanis advisor.

Section 5. The well-being and strength of the Circle K Club shall be the responsibility of the sponsoring Kiwanis Club. The Kiwanis Club shall provide a Kiwanis Circle K Committee to advise and counsel the Circle K Club while it is being formed and throughout its existence. The chairman of the Kiwanis Circle K Committee shall serve as Circle K advisor and shall be responsible to the Kiwanis Club for all Circle K activities.

ARTICLE IV - MEMBERSHIP IN CIRCLE K INTERNATIONAL

Section 1. Any member club more than thirty (30) days in arrears for any indebtness to Circle K International, its district or its sponsoring Kiwanis Club shall be considered "not in good standing" and may have its charter suspended or revoked by action of the

Board of Officers of Circle K International, providing that notice of said indebtness shall have been duly sent by the Administrator of Circle K International to the president of said club. The Board of Officers may restore such club to membership upon payment of its indebtness.

Section 2. Any member club that fails to conform to the Constitution or Bylaws of Circle K International or that fails to conform to the standards for clubs established by the International Board of Officers, may have its charter and membership suspended or revoked, or may otherwise be disciplined by action of the Board of Officers, providing that a copy of the charges with a notice of the hearing thereof before the Board of Officers of Circle K International shall have been sent by mail by the Administrator of Circle K International to the last reported president and secretary of said club at least thirty (30) days before said hearing shall be held. The hearing shall be held at the time of a regularly scheduled board of officers meeting and the subject club shall be entitled to appear before the Board to present its case.

Section 3. Any member club may resign from this organization provided that all financial and other obligations of such club to this organization, and its sponsoring Kiwanis club, shall have been fulfilled and that if incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation, adopted and approved by a three-fourths (3/4) vote of the active membership of such club, which resolution shall be certified by the club's secretary to the Administrator of Circle K International. Such resignation shall become effective when accepted by the Board of Officers, and by such action the club surrenders all rights to use the name, emblem, and other insignia of this organization. The Board of Officers may, upon written application of such club, reinstate the club to membership in Circle K International.

Section 4. Any Circle K Club whose membership in Circle K International has been terminated in any manner shall forfeit all interest in any funds or other property belonging to Circle K International or its districts and all right to the use of the name, emblem or other insignia of this organization.

ARTICLE V - DISTRICTS

Section 1. The officers of a district shall be the District Governor, the Secretary-Treasurer, and such Lieutenant Governors as deemed essential by the Circle K District Board of Officers and the sponsoring Kiwanis District Board of Trustees, with approval of the Circle K International Board of Officers. A Circle K District may petition the Circle K International Board of Officers, providing they have the approval of the sponsoring Kiwanis District Board of Trustees, to allow separation of Secretary-Treasurer into the offices of District Secretary and District Treasurer. Such petition shall define the duties for each officer

and the reasons for such a division. The officers of a district may include a District Editor, if deemed desirable by the Circle K District Board of Officers and the Kiwanis District Board of Trustees, with the approval of the Circle K International Board of Officers.

Section 2. A district may operate under a council of representatives in lieu of lieutenant governors with the approval of the Kiwanis District Board of Trustees and the Circle K International Board of Officers. In the event a council of representatives system is utilized, there will be only one (1) representative from each club. Each representative must be an active member of a club in good standing in the District and shall be elected by the members of his club.

Section 3. (a) A district may operate under a dual system of both lieutenant governors and a council of club presidents, subject to the approval of the House of Delegates of said district by a two-third (2/3) vote and upon concurrence of the Kiwanis District Board of Trustees. Each club shall have one representative with one vote.

(b) Where a district has been operating under a council of club representatives and when necessary for a successful transition from a system of council of representatives to a lieutenant governor system, a district may operate under a joint system for the time period deemed necessary by the Circle K District Board of Officers and in concurrence with the Kiwanis District Board of Trustees and the Circle K International Board of Officers. This time period shall not exceed one (1) year.

Section 4. The District Board of Officers shall consist of the District Governor, the District Secretary-Treasurer (or the District Secretary and the District Treasurer), the District Editor if one is elected and the elected Lieutenant Governors, or alternatively, the elected representatives from each club serving on the Council of Representatives.

Section 5. (a) The District Governor, the District Secretary-Treasurer (or the District Secretary and the District Treasurer), the District Editor (if there be one), and the Lieutenant Governors, shall be elected at the annual district convention. Each district officer shall be an active member of a Circle K Club which is in good standing with both said district and International. The basis of eligibility for nomination and election, shall be their demonstration of leadership ability. The District Editor may be elected or appointed, as prescribed in the bylaws of the district.

(b) If the District Bylaws so prescribe, Lieutenant Governors may be elected at Divisional Caucuses held prior to the annual district convention.

Section 6. All officers shall begin their official duties immediately upon their induction into office at the conclusion of the annual district convention, and shall serve for one (1) year or until their successors are duly elected.

Section 7. The Standing Committees of the District, and the duties of the Standing Committees, shall be prescribed in the District Bylaws. The District Governor should appoint Chairmen and assign members to these committees within thirty (30) days after the District Convention.

Section 8. The governor 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 district. It will be the responsibility of the governor 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 governor determines, in his year, that their responsibilities have been fulfilled.

Section 9. The annual convention of each district shall be held at the time and place mutually agreed upon by the Board of Officers of the Circle K District, the sponsoring Kiwanis District Board of Trustees, and the Board of Officers of Circle K International. So far as is practical, the President of Circle K International, with the advice and consent of the Circle K International Board of Officers, shall assign an official representative to attend each District Convention. The dates and site of the convention shall be submitted to the Administrator of Circle K International not later than sixty (60) days prior to the proposed convention dates, and the Administrator, acting for the International Board of Officers, may approve the dates and site.

Section 10. Before the official opening of each district convention, the Circle K District Board of Officers, with Kiwanis counsel, shall adopt and publicize the rules of convention discipline. Infractions of convention rules shall be adjudicated by the Circle K District Board of Officers, with the advice of the District Circle K Administrator.

Section 11. Each member club of a district, in good standing, shall be entitled to two (2) delegates and two (2) alternate in any convention of said district. The governor and other elected district officers shall be delegates-at-large. International Officers shall not be considered delegates unless certified as representing their home club.

Section 12. The governor shall appoint a Credentials Committee and an Elections Committee, and such other committees as may be necessary for the conduct of said convention, each to consist of active members in Circle K clubs of the district.

Section 13. Within thirty (30) days of the completion of the annual District Convention, the Secretary or Secretary-Treasurer of said district shall cause a report containing all official action taken by the district convention to be sent to the Administrator and to the Officer of Circle K International assigned by the President to counsel said district.

Section 14. (a) Following his election, the District Governor, in conjunction with the District Circle K Administrator, shall develop a proposed income and expense budget and present the budget to the Circle K District Board of Officers for approval. The budget shall then be presented to the sponsoring Kiwanis District Board of Trustees for approval.

The Expense portion of the budget shall include provision for a district publication, necessary Governor's and Secretary-Treasurer's (or Secretary's and Treasurer's) travel, and some allocation for district convention overhead expense. It should include provisions for necessary and approved expenditures that Lieutenant Governors and any special committee or assistants might incur.

(b) The Kiwanis District Board of Trustees may determine and provide an allocation from Kiwanis funds for Circle K operations. This allocation and the district dues will provide the funds to support the district operation.

(c) At the beginning of each school year, but no later than October 1, the governor, in cooperation with the District Secretary-Treasurer (or District Secretary) will notify all clubs of the amount of established dues. These dues are due October 1, and shall be considered delinquent if not paid within thirty (30) days thereafter.

(d) The fiscal year of each Circle K District shall begin on the first (1st) day of October of each calendar year.

Section 15. The governor may, with the advice and consent of the Kiwanis District Board of Trustees, establish operating procedures not specifically defined by this Constitution and Bylaws. In all other cases, the article set forth under District Structure in this Constitution and Bylaws shall be the only and final regulations for this aspect of organizational structure.

Section 16. The bylaws of a district may be amended by a vote of two-thirds (2/3) of the delegates present and voting at any annual convention of the district, provided that written notice of such proposed amendments shall have been given to each club in the district at least thirty (30) days prior to the annual convention at which proposals will be considered. All such amendments must be consistent with the Constitution and Bylaws of Circle K International and shall become effective only after the approval of (1) the Board of Trustees of the sponsoring Kiwanis district and (2) the Board of Officers of Circle K International, in that order.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. THE PRESIDENT: The President shall be the chief executive officer of Circle K International and shall exercise general supervision, subject to the approval of Kiwanis International, over its operation. He shall serve as the presiding officer at the annual convention of Circle K International and at meetings of the Board of Officers, the Executive Committee of the Board of Officers and the International Council. He shall serve as the official representative of Circle K International and shall perform such other duties as usually pertain to the office of President, or as may be assigned to him by the Board of Officers. He shall work to maintain good public relations between this organization, Kiwanis International, Key Club International and the general public. He shall assign a counselor to each district from among the membership of the Board of Officers, and shall maintain effective communications with his Board.

Section 2. THE VICE-PRESIDENTS: In the event of the inability of the President to perform his duties, the Board of Officers shall elect one of the Vice-Presidents to perform the duties of and have the same authority as the President. Each Vice-President shall counsel one or more Districts, as assigned by the President. The Vice-Presidents shall communicate by correspondence throughout the year with the governors and districts they are assigned to counsel, and shall relieve the President of routine detail related to the administration with the governors and other district officers they counsel, as is agreed upon with the district governors. They shall attend the annual convention of Circle K International, as well as meetings of the Board of Officers and the International Council. They shall represent the Board of Officers at the district conventions, for the districts they counsel when practical, but as assigned by the President. The Vice-President shall assist the governor and other district officers in establishing and maintaining tangible involvement of the clubs within the district in the affairs of this organization, and shall evaluate the overall effectiveness of the programs of the clubs in those districts. They shall be responsible for the collection of program sharing materials from the districts they counsel, and they shall serve as the official representative of this organization at such functions as the President may determine. Vice-Presidents shall also serve on one or more of the committees listed in Article XII of these Bylaws. Each Vice-President shall have such other duties as usually pertain to the office or as may be assigned by the Board of Officers.

Section 3. THE SECRETARY: The Secretary shall attend the annual convention of Circle K International as well as meetings of the Board of Officers, the Executive Committee of the Board of Officers and the International Council. He shall record the minutes of all official meetings of the Board, the Executive Committee and the Council, and of the House of Delegates. He shall serve as the official representative of this organization at such functions as the President may determine; and shall perform additional responsibilities as assigned by the President or International Board of

Officers. The Secretary shall also perform such other duties as usually pertain to the office, or as may be assigned by the Board of Officers.

Section 4. THE TREASURER: The Treasurer of Kiwanis International shall serve as the Treasurer of Circle K International without remuneration. He shall not be a member of the Board of Circle K International. The Treasurer shall receive from the Administrator of Circle K International all funds paid to Circle K International and shall deposit them in the official depositories designed by the Board of Trustees of Kiwanis International. He shall disburse Circle K funds by order of the Board of Officers with the approval of the Kiwanis Counselor to Circle K International and/or the Administrator of Circle K International. The accounts and books of the Treasurer shall be open at all times to the inspection of the Board of Officers of Circle K International, the Board of Trustees of Kiwanis International and any auditors named by the Board of Trustees of Kiwanis International. He shall submit an itemized report on the receipts and expenditures of Circle K International to the annual convention and at such other times as the Board of Officers shall request. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as shall be required by the Board of Trustees of Kiwanis International.

Section 5. THE ADMINISTRATOR: The Administrator of Circle K International shall be in executive charge of the headquarters of Circle K International under the supervision of the Secretary of Kiwanis International, and shall be responsible for the selection and supervision of the office personnel of Circle K International, subject to direction and control by the Secretary and Board of Trustees of Kiwanis International. He shall sign all documents issued by Circle K International, shall affix the corporate seal of the organization when required, and shall be responsible for the training of the Circle K International President, the Board of Officers and the District Governors, seeking the concensus recommendations of the incumbent or outgoing International Board of Officers (as may be appropriate) in so doing. He shall oversee the planning and conducting of the annual convention of Circle K International. He shall develop proper and adequate publications and programs for this organization, and shall be responsible for such other administrative duties as may be assigned by the Secretary of Kiwanis International. He shall keep all accounts, receive all monies paid to Circle K International and deliver all funds to the Treasurer within thirty (30) days after receipt thereof. The records and books of the Administrator shall at all times be open to the inspection of the President, Secretary, Treasurer and Board of Trustees of Kiwanis International, the Board of Officers of Circle K International, as well as any auditors named by the Board of Trustees of Kiwanis International.

He shall give bond for the faithful discharge of his duties in a sum and with such sureties as shall be required by the Board of Trustees of Kiwanis International. Necessary administrative expenses, as established within the Policies and Procedures of Kiwanis International, shall be included in the annual budget of Circle K International.

Section 6. THE DISTRICT GOVERNORS: Each Governor shall have the duty of furthering the objectives of Circle K International and promoting the interests of Circle K clubs within his district. They shall work closely with other International and district officers to strengthen and expand the Circle K movement. Each District Governor shall be the chief executive of the District, shall appoint all standing and special district committees, and shall preside at the District Convention and all meetings of the District Board of Officers. They shall attend the International Convention and all meetings of the International Council. Each District Governor shall be responsible for the leadership training of club officers, workshops for which will be held at the district convention; and for developing all communications with clubs for the purpose of bringing administrative aid to said clubs. Each Governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis District Circle K Administrator on all matters dealing with the operation of the district.

Section 7. OTHER DISTRICT OFFICERS: The duties of all other District Officers are as prescribed in the Standard Form of Circle K District Bylaws.

ARTICLE VII - BOARD OF OFFICERS

Section 1. The Board of Officers of Circle K International shall meet at such times and places as shall be determined by the Board of Officers, by call of the President, or by written request of six (6) members of the Board of Officers. The Board of Officers shall meet at least three (3) times annually, once in the fall, once in winter and once in the spring/summer to conduct the business of the organization, to develop programs for implementation, to serve as a committee on conventions and laws and regulations and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention. The call for meetings, as noted in this section, other than the three (3) annual meetings and the International Convention meetings, shall require the endorsement of the Kiwanis Counselor to Circle K International or the Administrator of Circle K International. A written notice of the time and place of each Board meeting shall be mailed to the members of the Board of Officers by the Administrator of Circle K International not later than ten (10) days prior to the meeting.

Section 2. The Board of Officers may, without meeting together, transact business by voting on proposals mailed to them by the Administrator of Circle K International. If within twenty-one (21) days thereafter, a majority of the members of the Board of Officers shall send to the Administrator of Circle K International, and he shall have received, their written vote in favor of any proposal, said proposal shall be deemed carried; otherwise it shall fail. No such affirmative action shall go into effect until seven (7) days after the Administrator, by certified mail, shall have sent to each member of the Board a report of the tabulated result of the vote, the ballots of which shall be produced at the next meeting of the Board of Officers.

Section 3. In like manner, the Board of Officers may, without meeting together, transact business by a telephone conference, provided that:

(a) The matter to be voted upon shall have been communicated by telephone, cable or certified mail, to each member of the Board of Officers by the Administrator of Circle K International at least forty-eight (48) hours in advance of the telephone conference.

(b) Each member of the Board of Officers shall have been informed by or at the behest of the Administrator of Circle K International, by telephone, cable or certified mail, of the day and time of the telephone conference.

(c) No fewer than eight (8) members of the Board of Officers shall have participated in the telephone conference.

(d) The vote on any matter shall be by a call of the roll of the Board of Officers, tallied by the Administrator of Circle K International, who shall announce immediately the result of the vote and preserve the tally sheet, to be produced at the next meeting of the Board of Officers.

(e) At least six (6) members of the Board of Officers shall waive, in writing and within twenty-one (21) days of the telephone conference date, the meeting notice of ten (10) days noted in Section 1 of this Article, if less than ten (10) days notice was, in fact, given. Otherwise, the telephone conference is not legally called, and the action taken during the conference is null and void.

Section 4. Seven (7) members of the Board of Officers, other than ex-officio members, shall constitute a quorum for the transaction of all business, except in case a larger vote is required under the Constitution or these Bylaws.

ARTICLE VIII - CONVENTIONS

Section 1. The Annual Convention of Circle K International shall be held at such time as shall be determined by the Board of Officers of Circle K International, with the concurrence of the Kiwanis Counselor to Circle K International and/or the Administrator of Circle K International, such determination to be effected not less than one (1) year prior to the date of said convention.

Section 2. The Board of Officers shall have supervision over the management of the Annual Convention of Circle K International, with the assistance of such local convention committees as shall have been appointed by the President of Circle K International and/or the Governor of the host Circle K District. The Convention Manager of Kiwanis International shall be the Convention Manager of the Circle K International Convention and shall serve as an advisor

to the Board of Officers. The Administrator of Circle K International shall have general oversight of the planning and conducting of the Annual Convention, conveying such information and directives as he shall have received from the Kiwanis International Board of Trustees, and arbitrating whatever conflicts or differences arise in the planning or conduct of the Convention.

Section 3. Each International Convention shall be held in a location chosen well in advance for its accessibility, interesting and educational setting, appropriate accommodations, and general suitability. The program of the convention shall include worthwhile assemblies featuring addresses by prominent Kiwanians and Circle K members and other outstanding persons, Circle K training conferences, and general convention business, such as the election of officers.

Section 4. At the request of the Board of Officers, the Administrator of Circle K International shall mail to each member club an official call to the annual convention at least one hundred twenty (120) days prior to the opening of the convention.

Section 5. The officers of each international convention shall be the officers of Circle K International. The President shall preside at all general sessions, unless the official program designates otherwise.

Section 6. At each duly called convention, or prior thereto, the President, with the approval of the Board of Officers, shall appoint the Chairmen, members and advisors for such convention committees, conference committees, and contest judging committees, as he may deem appropriate or advisable.

Section 7. Voting delegates and alternate voting delegates for the International Convention shall be elected by clubs in good standing not later than ninety (90) days prior to the opening of the convention. Each Club President and Secretary shall promptly and jointly certify to the Administrator of Circle K International the names of those elected to serve. In case any club fails to certify the names of its voting delegates and alternate voting delegates, or in case there is any question concerning the seating of delegates, the Committee on Credentials for the convention shall determine who shall be seated, subject to review by the Board of Officers of Circle K International.

Section 8. The Board of Officers of Circle K International, in conjunction with the International Administrator, shall have prepared, and shall approve, a convention budget that shall show income and expenses in sufficient detail to assure that the convention shall not incur a deficit. The Board of Officers, in conjunction with the International Administrator, shall conservatively estimate convention attendance and shall establish a uniform Registration Fee, to be paid to Circle K International by all persons attending the Convention, sufficient to cover all estimated expenses. No voting delegate shall be entitled to vote unless his registration fee has been paid. All proceeds derived from registration fees shall be expended solely in defraying the costs of this or subsequent conventions.

Section 9. The quorum of any convention of Circle K International shall consist of not less than one hundred fifty (150) delegates and delegates-at-large.

ARTICLE IX - CONVENTION PROCEDURE

Section 1. The official program of a convention, as approved by the Board of Officers and the Administrator of Circle K International, shall be the order of the day for all convention sessions. Changes in the program may be made from time to time, with the consent of the Administrator, by majority vote of the voting delegates and voting delegates-at-large present and voting.

Section 2. Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee by the Board of Officers prior to the meeting of the House of Delegates. Debate on any resolution shall not be in order until it has been reported out by the Resolutions Committee. Nothing contained herein will preclude amendments to a resolution, or a substitute resolution, being offered from the floor.

Section 3. Reports of committees, communications to the convention, resolutions submitted by the Committee on Resolutions, proposed amendments to the Constitution and Bylaws, and all motions except those known as "undebatable" may be debated on the floor of the convention, unless by a two-thirds (2/3) vote, the convention decides to dispose of them without debate. No voting delegate or voting delegate-at-large shall speak in convention longer than five (5) minutes at one time, except as provided in the order of the day or by majority vote.

ARTICLE X - NOMINATION AND ELECTION OF OFFICERS

Section 1. The official program of the annual convention shall indicate the days and the hours for the nomination and election of officers and shall be subject to change only in accordance with the rules of convention procedure.

Section 2. The Committee on Elections of the convention shall have general charge of the election and of the printing, the distributing, the collecting, and the counting of the ballots.

Section 3. When the program of any annual convention shall specify nomination of officers to be the order of business, the President of Circle K International shall receive nominations from the floor for the several offices to be filled at the convention. All such nominees shall be from organized districts and shall be in attendance at such convention, and shall certify in writing, prior to election, that they will carry out the duties and responsibilities of such offices.

Section 4. 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 lessor number for said office than there are vacancies to be filled. Cumulative voting, absentee voting and voting by proxy shall not be allowed.

Section 5. When the number of candidates for the office of International President shall exceed two (2), the following procedure shall be followed: In the event that one candidate receives a majority of 50% plus one of those ballots cast, that candidate shall be elected. In the event that no one (1) candidate shall receive a majority of those ballots cast, those two (2) candidates receiving the highest number of votes, whose combined votes equal at least 50% plus one, shall appear on the official ballot for the office of President. If no two (2) candidates receive a combined vote of 50% plus one, the candidate receiving the lowest number of votes shall be eliminated. This procedure shall be continued until two (2) candidates have a combined total of 50% plus one of those ballots cast. The names of those two nominees shall appear on the official ballot for the office of President. The nominee for the office of president receiving the largest number of votes cast for that office shall be elected.

Section 6. When the number of candidates for the office of International Secretary shall exceed two (2), the same procedure, as outlined in Section 5 of this Article for the office of President, shall be followed in the election of the International Secretary until one (1) nominee shall have received a simple majority of the votes cast.

Section 7. In the election of the International Vice-Presidents, the nine (9) nominees for the office of Vice-President receiving the highest number of votes cast for that office shall be elected.

Section 8. The Committee on Elections shall report promptly to the convention the results of the balloting, and the report shall be signed by a majority of the Committee. After the Committee has so reported, the Chairman shall deliver all ballots to the Administrator of Circle K International, to be kept by him for a period of ninety (90) days after the close of the convention, when the ballots shall be destroyed.

Section 9. The procedure set forth in the preceding sections of this Article may be changed or modified if a majority of the voting delegates and voting delegates-at-large approve such change and if such change has the approval of the Kiwanis Counselor to Circle K International or the Administrator of Circle K International.

ARTICLE XI - VACANCIES IN OFFICE BETWEEN CONVENTIONS

Section 1. In the event of a vacancy in the office of President between conventions, the Board of Officers of Circle K International shall elect one of their number to serve in that capacity for the unexpired term, except that in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for the succeeding administrative year.

Section 2. In the event of a vacancy in one of the offices of Vice-President or the office of Secretary between conventions, the Board of Officers shall elect an active member in good standing of a club within a member district as soon as possible after the creation of the vacancy, to serve in that capacity for the unexpired term, except that in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for the succeeding administrative year.

Section 3. In the event of a vacancy in the office of District Governor for any District between district conventions, the position of Governor shall be filled by a member of the District Board of Officers, or by a qualified member of a club in the district, elected by the District Board of Officers. In any year in which no district convention is held, the District Board of Officers shall elect a qualified member of a club in the district to serve for the succeeding administrative year.

Section 4. An International Officer may be removed from Office for just cause by the affirmative vote of two-thirds (2/3) of all members of the International Board of Officers duly elected and serving at the time. Whenever there appears to be sufficient cause for such action, the President shall give such officer of the Board of Officers immediate notice of said cause and shall indicate that at the next regularly scheduled meeting of the Board of Officers, consideration shall be given to such facts and reasons why the office should be declared vacant. The office shall be afforded the opportunity at that meeting to explain or refute the allegations. In the event that the Board of Officers shall find the alleged facts to be true, the Board of Officers shall have the power to declare such office vacant, and the vacancy shall be filled in accordance with the provisions for filling vacancies in office as contained in this Constitution and these Bylaws. Any such removal shall be effective only upon and as of the date of approval by the Kiwanis International Board of Trustees.

Section 5. The administrative year of Circle K International shall begin on the day following the close of the annual International Convention and shall end on the final day of the next annual Convention. In any year in which no annual Circle K International Convention is held, the administrative year shall begin on September 1 and end on August 31 of the following year.

ARTICLE XII - COMMITTEES

Section 1. The Executive Committee shall be chaired by the President of Circle K International and shall include in its membership the International Secretary and at least two (2) International Vice-Presidents. The Chairman of the Finance and Administration Committee shall be one of the members of the Executive Committee. The Executive Committee shall perform such administrative duties and exercise such administrative authority as may be delegated to it by the Board of Officers.

Section 2. The Committee on Awards, Laws and Regulations shall recommend the rules for judging international contests and criteria for all international awards. It shall investigate those nominated to receive the Circle of Service and the Humanitarian Award and report its findings to the Board of Officers. Likewise, it shall make recommendations to the Board on nominations for other International awards. The Committee shall review the Constitution and Bylaws, and the Standard Forms of Club and District Bylaws, each year to determine the need, if any, for amendments or revisions. It shall develop appropriate International Policies and Procedures for adoption by the Board of Officers, and incorporate additions and revisions from time to time, as directed by action of the Board of Officers. It shall also review proposed amendments to the Constitution and Bylaws of Circle K International received from Districts and Clubs, requesting clarification or additional information as needed. The Committee shall review all requests from Clubs and Districts for approval of amendments to their respective Bylaws, making appropriate recommendations in these matters to the Board of Officers. The Committee shall also perform such other duties as may be assigned by the Board of Officers.

Section 3. The Committee on Club Growth and Retention shall study causes and effects, devise appropriate programs and informational material and otherwise deal with matters relating to building new Circle K Clubs, reactivating non-meeting clubs, strengthening weak and substandard clubs, promoting membership growth in existing clubs and retaining club members. The Committee shall also perform such other duties as may be assigned by the Board of Officers.

Section 4. The Committee on Conventions and Conferences shall study and evaluate proposed sites for future international conventions and conferences, reporting on its findings and making appropriate recommendations on sites and dates to the Board of Officers. It shall work closely with convention committees in planning the

program of the annual convention, and with the Administrator of Circle K International and the Kiwanis International Convention Manager in planning convention details. Annually, it will assess the value of various convention sessions and recommend appropriate changes. It will establish the dates, sites and agendae for various international and regional training and other conferences involving Circle K International for recommendation to the Board of Officers, and will evaluate the effectiveness of these conferences. The committee shall also perform such other duties as may be assigned by the Board of Officers.

Section 5. The Committee on Finance and Administration shall develop the budget for the next administrative year for submission to the Board of Officers. It shall carefully review monthly income and expense statements, comparing actual performance against the budget and periodically forecasting the year-end financial position, making necessary recommendations to the Board of Officers to preserve a balanced budget. The Committee shall counsel with other Standing Committees to assist these committees in remaining fiscally solvent and within their budgets. It shall also prepare and monitor annual international convention budgets, making appropriate recommendations to the Board of Officers. Both budgets shall have the endorsement of the Administrator of Circle K International and the Kiwanis Counselor to Circle K International. It shall study office administration matters, making suggestions for the improvement of office efficiency to the Board of Officers and the Administrator of Circle K International, and shall develop and maintain such administrative manuals and forms in the areas of finance and administration as may be necessary or useful. The committee shall also perform such other duties as may be assigned by the Board of Officers.

Section 6. The Committee on International and Public Relations shall concern itself with the development of methods and programs to publicize Circle K International and to assist the Districts and Clubs to effectively inform the public of the ideals, objects, programs and achievements of the Circle K organization. It shall work closely with the Kiwanis International Manager of Public Relations in the preparation of promotional materials for the organization. The committee also shall deal with all matters involving the affiliation of clubs beyond the established districts, the translation of materials into other languages, and the international extension of Circle K, as authorized by the policies of Kiwanis International and Circle K International. It shall also perform such other duties as may be assigned by the Board of Officers.

Section 7. The Committee on K-Family and International Projects shall deal with matters concerning the relationship between all Kiwanis sponsored organizations, being responsible for developing projects and programs to expand and strengthen said relationships. The committee shall also deal with all projects sponsored on an

international level, developing the resource and promotional material, as well as incentives for local club and District participation in such projects. It shall also perform such other duties as may be assigned by the Board of Officers.

Section 8. The Committee on Leadership Development shall be responsible for the development, implementation and evaluation of programs for the training and development of International and District officers of this organization, making such recommendations to the Board of Officers of Circle K International as shall be necessary in the discharge of this responsibility. The committee shall also develop such training materials as may be necessary for the conduct of the aforesaid training, and for the encouragement and enlightenment of candidates for International and District office. In addition, the committee shall prepare material for the effective training of club officers in their duties and responsibilities. It shall also perform such other duties as may be assigned by the board of Officers.

Section 9. The Committee on Membership Development and Education in conjunction with the Administrator of Circle K International, shall be responsible for the annual review, evaluation and revision of all literature in the portfolios of Circle K International, including the manuals for club members, faculty advisors and district administrators. It shall deal with all matters concerning the education and development of the individual club member, and shall develop aids for the recruitment of members. The committee shall have the responsibility of maintaining the history and the archives of Circle K International. It shall also perform such other duties as may be assigned by the Board of Officers.

Section 10. The Committee on Theme and Emphasis Program shall be responsible for the development of the International Theme and Emphasis Program, either Phase I or Phase II as appropriate in any administrative year, making recommendations in this regard to the Board of Officers of Circle K International. It shall also concern itself with the preparation and dissemination of information and support material for the education and promotion among the membership of the Theme and Emphasis, including the audio-visual material used in various presentations. It shall also perform such other duties as may be assigned by the Board of Officers.

Section 11. The duties and responsibilities of Special Committees shall be those delineated by the President of Circle K International when each committee is appointed, or as may be subsequently assigned by the President. Special Committees shall report as directed to the President and, if requested, to the Board of Officers of Circle K International.

ARTICLE XIII - OFFICIAL PUBLICATION

Section 1. The Board of Trustees of Kiwanis International shall have full control of all questions of policy of the official publication.

Section 2. The Administrator of Circle K International, as editor, shall have complete charge of, and responsibility for , the issuance of the official publication, subject to the direction and control of the Board of Trustees of Kiwanis International.

Section 3. The Board of Officers of Circle K International shall work closely with the Administrator of Circle K International and the Executive Editor in the selection of the news and editorial content of the official publication, advising the Administrator of the needs and desires of the Circle K membership relating to the content of the official publications.

Section 4. The subscription price of the official publication of Circle K International shall be fixed by the Board of Officers of Circle K International and shall be payable with the annual dues.

Section 5. Each Circle K Club must pay for each of its members the subscription price of the official publication as part of the regular membership dues.

ARTICLE XIV - FINANCE, ACCOUNTING, AND AUDITING

Section 1. The fiscal year of Circle K International shall begin on the first day of October of each year.

Section 2. All disbursements shall be made solely by voucher check, which shall show the payee, the items of service rendered or material purchased, and the amount of payment.

Section 3. Disbursements shall not exceed the gross amount of the annual budget.

Section 4. The Board of Trustees of Kiwanis International shall have power to authorize such officers and employees as in its judgement may seem adviseable to execute and countersign the voucher checks aforesaid, and to do and perform such other acts as will carry out the purpose and objects of this Article.

Section 5. The Board of Trustees of Kiwanis International shall designate the depositories of all funds of Circle K International.

Section 6. The Board of Trustees of Kiwanis International shall also provide for the audit of the books of account of Circle K International by certified public accountants annually, or at more frequent periods. The Administrator of Circle K International and the Treasurer shall submit their books and vouchers for audit whenever required by the Board of Trustees of Kiwanis International. The Administrator and the Treasurer shall submit such periodic finanical reports as may be requested by the Board of Trustees of Kiwanis International and/or the Board of Officers of Circle K International.

ARTICLE XV - MOTTO

Section 1. The Motto of Circle K International shall be "We Build".

ARTICLE XVI - PARLIMENTARY AUTHORITY

Section 1. The latest edition of "Robert's Rules of Order" shall be the parlimentary authority for all matters of procedure not specifically defined by the Constitution and Bylaws of Circle K International or outlined in the special rules of order of this organization.

ARTICLE XVII - ULTIMATE AUTHORITY

Section 1. All policies and actions of Cirlce K International shall be subject to control and regulation by the Board of Trustees of Kiwanis International.

ARTICLE XVIII - AMENDMENTS

Section 1. Amendments to these Bylaws may be made from time to time as provided in Article IX, Section 3 and Article XVII of the Constitution of Circle K International.

Section 2. These Bylaws may also be amended by a two-thirds (2/3) affirmative vote of all International Officers duly elected and serving at that time, provided that:

a. Such amendments may be adopted only at a regularly called meeting of the Board of Officers, and not adopted by mail ballot or telephone conference.

b. The amendment shall not be effective unless and until approved by the Board of Trustees of Kiwanis International.

c. Amendments adopted by the Board of Officers of Circle K International and approved by the Board of Trustees of Kiwanis International shall remain in force unless disapproved at the next suceeding convention of Circle K International.

Section 3. In years in which no International Convention is held, the International Council, by a two-thirds (2/3) vote of the members present, may enact or amend these Bylaws, provided that:

a. No Bylaw enacted or amended shall be effective unless and until approved by the Board of Trustees of Kiwanis International.

b. Amendments and Bylaws adopted by the International Council and approved by the Board of Trustees of Kiwanis International shall remain in force unless disapproved at the next succeeding convention of Circle K International.

C. Circle K International Board Expenses

In accordance with the approved budget, the Circle K Department will fund the necessary expenses of the Circle K International Board of Officers at the approved Board meetings and the Circle K International Convention. The Circle K Department will also pay for miscellaneous travel by the President when appropriately budgeted and when approved by the Administrator of Circle K International. The Circle K Department will further pay for the travel expenses of two visits by each counseling Circle K International Officer into each of the districts of Circle K International assigned to said officer for counseling. Extra counseling visits mandated by extraordinary circumstances and approved by the Circle K International President and the Administrator of Circle K International will be funded as well through the general operating budget of Circle K International. Travel shall be by air coach or its equivalent, although every effort to obtain lower air fares should be made. If travel by automobile is necessary, the mileage rate shall be the same as that approved for Kiwanis International Officers per mile for the most direct route. This cost shall not exceed the cost of air coach transportation between the same points. Circle K International will also pay for reasonable telephone, postage and stationery expenses within the limits of the approved budget incurred by Board members in the execution of their duties.

E. Presidential Travel

In order to avoid excessive travel, specific permission from the Circle K International Administrator is required by the Circle K International President for all trips outside of the President's home district. In addition, proper protocol would dictate that the President make no visit into another district without the approval, in writing, of the Governor of that Kiwanis District. If not one of the items listed below, said approval shall detail the purpose of and the financial arrangements for the visit. Costs for all approved presidential travel shall be administered through the General Office of Circle K International. Appropriate reports on travel done by the President shall be submitted through the Administrator to the Kiwanis International Board of Trustees at each of its meetings.

Normal travel by the President includes:

Regularly prescribed meetings of the Circle K International Board of Officers;

Circle K International Convention and Leadership Training Conference;

Participation at the annual Heartlight, CONOVACT, and K-Family Conferences;

Kiwanis International Convention and International Council;

Participation in no more than eight (8) district or regional events outside the home district;

Annual Regional Training Conferences;

Key Club International Convention.

F. Secretary and Vice Presidential Travel

In order to avoid excessive travel, specific permission from the Circle K International Administrator is required by the Secretary and Vice Presidents of the Circle K International Board for all trips outside of their respective home districts. In addition, proper protocol would dictate that no Secretary or Vice President make a visit to any Circle K district without the approval, in writing, by the Governor of that Kiwanis District. If not one of the items listed below, said approval shall detail the purpose of and financial arrangements for this visit. Costs for all approved travel by the Secretary and Vice Presidents of Circle K International shall be administered through the General Office of Circle K International. Appropriate reports by each officer on the travel done by said officer shall be submitted through the Administrator to the Kiwanis International Board of Trustees at each of its meetings.

Normal travel by the Secretary and Vice Presidents includes:

Regularly prescribed meetings of the Circle K International Board of Officers;

Circle K International Convention and Leadership Training Conference;

Participation in in any one of the annual Heartlight or CONOVACT or K-Family Conferences;

Two visits to each of the districts counseled by that Board Officer;

Participation in one (1) regional conference outside of the home district.

G. District Counseling (New)

Each district of Circle K International shall be entitled to two counseling visits by a designated member of the Circle K International Board of Officers. Costs for these visits will be paid in accordance with the general operating budget of Circle K International. A third visit by an officer to one of his/her counseled districts shall be considered optional, except that no Secretary or Vice President of Circle K International shall make a third visit to any assigned counseled district unless such visit is specifically approved in writing by the Kiwanis District Governor. Furthermore, this additional counseling visit shall have the prior approval of the Administrator of Circle K International, who shall determine that satisfactory financial arrangements have been made and that a legitimate purpose is served by the optional visit.

EXHIBIT F

DISCUSSION BASIS

LONG-RANGE STUDY COMMITTEE

CIRCLE K INTERNATIONAL

In the early 1970's, membership in our Sponsored Youth groups sagged. As I recall, Key Club membership dropped from a peak of 92-94,000 in 1972-73 to a low of about 70-72,000 in 1975-76. Similarly, the membership in Circle K dropped from 14-15,000 to about 11,000 -- in fact, this drop in membership was one of the reasons given at the time (ca 1974-75) for Circle K's request to admit women into membership.

This was not an exclusively "K-family" problem. Rather, it seemed to be a characteristic of the times -- the Viet-Nam, anti-establishment, anti-organization, "do-my-own-thing" period. And to a certain extent, this was a valid evaluation. Unfortunately, blaming the "period" covered up some other weakness that existed but went unnoticed.

Fraternities and Sororities on college campuses had membership problems, too. Indeed, many prophecized that the time of the social fraternity on college campuses had passed -- and that, within a decade,

fraternities and sororities would disappear and be only a memory in the minds of a few alumni.

The late Seventies and early Eighties has seen another swing of the pendulum. Fraternities and Sororities, for the most part, seem to have rebounded. Many are quite healthy and growing, both in number of chapters and members per chapter. Key Club rebounded well, too, establishing an all-time membership record of some 107,000 members in 1982-83 -- a record that will be broken again in 1983-84, I'm sure. But not so, Circle K. Membership continues to hover in the 10,000 ± area, despite many fine membership programs (e.g., 10-10-20) and fine leadership efforts by several International Boards.

In the "K-Family", why the difference between Key Club and Circle K? And, on the college campus, why the difference between Circle K and the majority (or better) fraternities and sororities?

I'm not at all sure that we know the answers to these questions. Some reasons have been postulated, rightly or wrongly. For example, there is the matter of <u>image</u>. Key Club, for many years, has had a well-established

reputation as the premier High School Service club (or club of any type, for that matter). Key Club's Image, undoubtably, has helped and continues to help it grow, year after year. Likewise, the major fraternities and sororities enjoy a favorable Image -- it's an honor to be asked to join ΣX, ΠΚΑ, ΒΘΠ, ΦΜ, ΚΑΘ, etc., on most campuses, and students vie to be rushed. But, truthfully, on many campuses, Circle K lacks Image (or status). "Circle K? What's that?" is heard all too often, and there is no competition to be chosen for membership.

Assuming the above is true -- and like all generalizations, it may be so in some places and not in others -- all we've done is substitute one imponderable question for another. And it's quite likely that every "reason" put forth will raise more questions that it answers. We never seem to arrive at the ultimate solution.

Recently, I came across an article in a fraternity magazine that had some intriguing thoughts -- I seem to remember sharing the article with you, but in case I didn't, a copy is attached. It concerns a fraternity that had experienced difficult times, but which now ranked No. 2 among all college fraternities by most yardsticks. The intriguing part was that the fraternity didn't just hope for better times -- or try a series of programs, helter-skelter, to improve its image -- it took the time and made the effort to

research its problems and develop long-range remedies. Perhaps of even greater significance, the fraternity sought professional guidance in both the research and development stages. This prevented several shortcomings, e.g., stopping with the first plausible reason instead of digging well below the surface -- or accepting easier solutions instead of harder but more effective ones. Quoting from the article: "..... staff painstakingly studied each aspect of the Fraternity. Strengths and weaknesses were inventoried; assumptions were made like scientific hypotheses; concensus agreement was reached on future trends, assets and liabilities to Pi Kappa Alpha's development in the coming decades, and resources (and potential resources) to be used."

As I've thought about this, I've concluded that Circle K (and Kiwanis) very much needs to make this sort of study -- assessing its current position, its strengths and weaknesses -- and developing realistic goals, plus the means of attaining these goals. Even more basic: Circle K needs to clearly define and state its "Raison d'Etre" -- its mission -- its unique place in the overall scheme of university life. For example, is Circle K a service organization with social overtones -- or a social organization with service overtones? Before you jump to the "obvious" answer, you might want to think a bit about

such things as the amount of time, effort and money expended on parties and projects -- or the degree of participation by individual members in social vs. service activities. Naturally, there are clubs in every range of the spectrum from the purely service to the wholly social -- but where are the majority? And, can the organization prosper with such a wide diversion of priorities?

There are many other questions to be raised, considered, and answered, if possible. Are we really fulfilling a need on the campus and in the community? Do others perceive this need, and do they see it as we do? Are we filling the "right need"? Are we properly organized, trained and equipped to fill these needs? Do we have sufficient year-to-year continuity to maintain progress? Is our image appealing -- and if not, why isn't it appealing? Is Kiwanis sponsorship of Circle K an asset or a liability at the local level? Should the concept of sponsorship at the club level be revised, i.e., be something other than a carbon copy of Key Club sponsorship? (Quoting again from the article: "Chapter advisors, good ones, are invaluable. Staff studies show a direct relationship between chapter quality and the level of alumni assistance it receives. Alumni leadership is especially essential in

maintaining quality in chapters, avoiding the frustrating strength cycles caused by rapid membership turnover. Advisor selection is a pitfall in the program.") I could go on for several more pages and still not exhaust the questions of vital importance to Circle K. The point is: If Circle K is to grow and prosper -- and, indeed, survive -- we must stop trying to patch up the organization with short range, "bandaid" solutions. We must devote the time, talent and resources to an in-depth, detailed study of Circle K -- <u>what</u> it is, <u>where</u> it is at the moment, <u>why</u> it is stagnant, <u>what</u> its future goals should be, and <u>how</u> these goals might be attained.

The importance of outside, professional assistance cannot be over stressed. I'm convinced that having the right person directing our efforts will save time and money by increasing the efficiency of our studies -- and, more importantly, we will arrive at our goals sooner.

Who should make such a study? The Circle K International Board of Officers and the Kiwanis International Board of Trustees have many current responsibilities and tasks, just to keep the two organizations operating on a day by day basis. Also, the time required to make the study

may go well beyond the term of office of any one Board. Furthermore, the changes of direction that occur in each organization every year, as each new administration takes office, precludes an effective study of this nature by currently sitting Boards or Board Committees. The single-mindedness and detachment required of such a study committee dictates that it be an ad hoc committee, with a term of office sufficient long to accomplish the task -- which means that successive Presidents must agree to continue the committee from year to year, as necessary. The committee should be drawn from Kiwanis and Circle K sources at all levels -- for example, the committee might include a Past President of both Kiwanis and Circle K, past Governors of both organizations, a Circle K International Staff member, a District administrator, and a current member from each of the two International Boards to serve as liason with the two boards -- and, of course, the professional consultant.

Funding should be sufficient to allow the committee to meet several times during a year, and to pay the consultant's fee. In the long run, this will be money well spent, since it will result in the strengthening of the Circle K organization, ultimately reducing

the amount that Kiwanis must spend to subsidize Circle K.

As I've pondered on the problems of Circle K, I've become strongly convinced that we have reached a critical point in our sponsorship of this great activity. If we do nothing, the organization will be lost -- only a few local pockets remaining. If we continue our previous short-range "bandaid" approach, Circle K will survive for a time, but the likelihood of growth will be remote. But if we engage in a long-range study, as proposed, I believe that Circle K can and will grow and prosper -- and become the organization that we all hope for -- the premier University organization in whatever part of the world it exists -- serving communities, campuses and people.

Respectfully submitted

John T. Roberts, Member
Program Services Committee.

EXHIBIT G

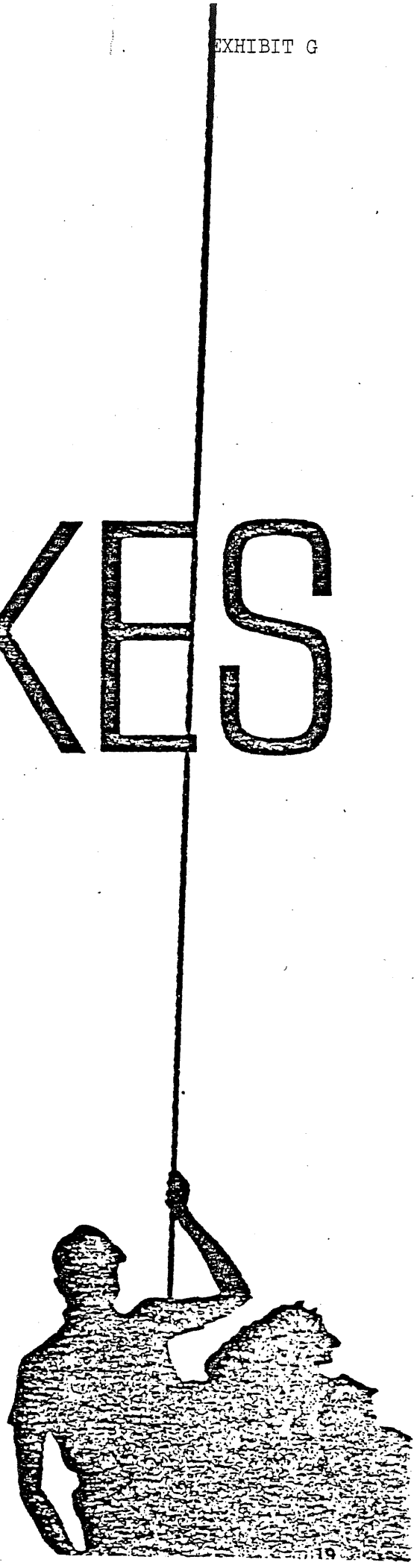
NEW PEAKS FOR PIKES

by R. John Kaegi
Editor

FRATERNITY LEADERS are no less complacent about rankings than those college coaches who downplay the importance of the polls in their business.

But just as the fans pursue ever higher rankings for their beloved teams, the rest of the Fraternity reveres any sign of improving recognition. On campus, to be called the best by a top sorority is ecstacy; nationally, the College Survey Bureau rankings can inspire contentment or alarm for Greek leaders.

In the unofficial rankings war, Pi Kappa Alpha is still number two and trying harder. As Pi Kappa Alpha has led the Greek world in pledgings, initiations and average chapter size the past few years — evidence that image improvement does impact growth —we've had more cause for contentment than alarm.



Yet, Pi Kappa Alpha has never rested on its laurels. A new plan is here, a plan to inject even more quality into the rising star, to take a rightful place as king of the Greek mountain, Olympus.

According to the polls, only Sigma Chi surpasses Pi Kappa Alpha in average chapter quality, but as any freshman can tell you, image is everything. Pikes, once known as a Southern heavyweight among fraternities, has replaced its regional image with a strong national one, thanks to a decade of programmed chapter growth through aggressive salesmanship and leadership development. Still, to be considered one of the Greek gods is the goal. A goal, in fact, that tops Pi Kappa Alpha's new long-range plan.

Over six months in the making, and based upon the Preamble as our "mission statement," Pi Kappa Alpha's new long-range plan was unveiled at the recent Officers' Academy in Memphis in August. Writing the plan characterized more than any other activity, the year 1982-83, the year we refocused on new peaks for Pikes.

With the professional guidance of Dr. Barry Gilmore, associate professor of management at Memphis State University, the Pi Kappa Alpha staff painstakingly studied each aspect of the Fraternity. Strengths and weaknesses were inventoried; assumptions were made like scientific hypotheses; consensus agreement was reached on future trends, assets and liabilities to Pi Kappa Alpha's development in the coming decades, and resources (and potential resources) to be used.

Four key objectives emerged from the research. Together, they define Pi Kappa Alpha's newly written long-range plan. (See sidebar)

- To improve national image, reputation and ranking through expansion and chapter and alumni development;
- to maintain and create programs that promote individual development and attract student and alumni interest;
- to develop an overall organizational structure and system to maximize the efficiency and effectiveness of the Fraternity;
- to develop a long range comprehensive funding program for future services and programs.

"The loud and clear message that came through in our research," says Executive Director Dick Murgatroyd, "is, to accomplish our objectives, we must have alumni support. We know now the importance alumni will play in the success of the Fraternity."

Alumni support is called for in each of the four key objectives. The increasing role of post grads already is being largely credited with Pi Kappa Alpha's amazing quality improvement (from a national ranking of 12 in 1970 to 2nd today), but most leaders think Pi Kappa Alpha has only scratched the surface of potential alumni help.

Scratching the right surface is the trick. How to boost alumni involvement is the challenge facing the Alumni Commission. In recent years, many new services have been introduced such as the talent bank listing of alumni volunteers, alumni association VIP mailings, encouragement of alulmni news notes in *Shield & Diamond* and special "thank you" receptions for key alumni.

"We had four receptions in conjunction with regional conferences last year to thank our most involved and loyal alumni for their generosity and loyalty," says Murgatroyd. "This year we will go to a luncheon format and test a few in large Pi Kappa Alpha market areas. Key alumni in the area will be invited so we can honor them answer any questions they may have, fire them up for further participation and thank them for their loyalty."

Other innovations dot the future such as an in-house computer to keep closer track of alumni, provide quicker address and status change services and provide more flexibility to chapters and alumni associations in maintaining contact with their alumni.

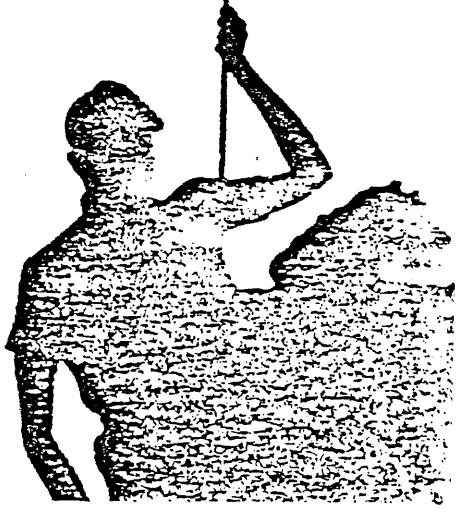
"We will procure our own

TOP TWENTY COLLEGE FRATERNITIES

(In order of number of chapters)

Fraternity	Active Chapters	Average Size	Total Initiates	Operating Budget
Tau Kappa Epsilon	275	39	149,000	$900,000
Sigma Phi Epsilon	238	50	140,000	912,000
Lambda Chi Alpha	212*	54*	164,000	1,400,000*
Kappa Sigma	189	51	153,000	827,000
Sigma Alpha Epsilon	187	67	190,000	1,088,000
Sigma Chi	180	56	171,000	1,550,000
Pi Kappa Alpha	174	72	128,000	992,000
Alpha Tau Omega	155	51	135,000	760,000
Phi Delta Theta	153	65	159,000	1,000,000
Theta Chi	149	47	103,000	470,000
Phi Gamma Delta	120	56	111,000	1,101,000
Delta Tau Delta	114	57	105,000	743,000
Beta Theta Pi	113	53	126,000	490,000
Kappa Alpha Order	111	44	85,000	636,000
Pi Kappa Phi	99	0	43,000	385,000
Sigma Pi	94	51	46,000	385,000
Delta Sigma Phi	93	46	71,000	400,000
Phi Kappa Psi	82	52	74,000	620,000
Phi Sigma Kappa	79	38	N/A	310,000
Phi Kappa Tau	77	51	55,000	352,000
Zeta Beta Tau	77	48	95,000	457,000
	AVG. 123	52.4		
	<6,445 MEMBERS>			
	CK 770	15.6	12,000 MEMBERS	

*=1982 Figures
N/A=Not Available



computer by this fall so we can be in full force and operating our own system by June 30, 1984," Murgatroyd notes. "It's bound to happen," he adds.

The computer system could also handle financial accounting and information indexing for faster, more complete research, and conceivably, could one day hook up to a network of terminals in Pi Kappa Alpha chapters for immediate communication.

"If a chapter is having financial difficulty, for example," says Murgatroyd, "we could ask them to send us their records via computer. We could examine them and send back recommendations immediately. Then, we could track their progress quite simply."

A special alumni newsletter is also on the drawing board. Since only a third of Pi Kappa Alpha's ninety-three alumni associations are truly active, better communications and more personal service is in order. One innovation that is sure to address that has just occured.

For the first time in a dozen years, a full-time alumni director will be on the Pike Staff. In years past, the alumni director had other duties from magazine editing to fund-raising that limited his attention to alumni servicing.

"Freeing the alumni director of the fund raising responsibility will give us someone who will be concentrating on alumni affairs, developing greater interest and involvement by alumni in our chapters and programs. At the same time, we'll now have someone working full time on major fund raising programs."

Dividing the two jobs could not have happened without the Memorial Foundation's support of the idea.

Because federal aid to colleges has decreased, the Foundation identified a new, more important role for itself recently in areas such as scholastic and career guidance, leadership and educational seminars and involvement in chapter housing program. To raise alumni contributions that will allow for new programs, the Fraternity proposed a full-time fundraiser on the staff.

"All fund raising efforts will be under the leadership of one person to build a more cohesive program and keep it from being the hodge podge it was in the past. His role will be much the same position that it would be for a college fund-raiser," says Murgatroyd.

The fund-raising specialist, known as director of development, is a position primarily funded by the Memorial Foundation. He will work under the executive director who is also the executive vice president of the Foundation and has chief fundraising responsibilities.

Tandem to the new position, the

NATIONAL OBJECTIVES

I. To improve national image, reputation and ranking through expansion, and chapter and alumni development.

- To establish new chapters at colleges and universities maintaining and extending the objectives of Pi Kappa Alpha.
- To develop a program whereby clearly defined, mutually agreed upon written colony objectives are established by August 1, 1983.
- To evaluate the Big Brothers/Big Sisters of America relationship by August 1, 1984 and to develop a project for our local chapters to support a national philanthrophy by August 1, 1984.
- To develop a standard agenda for regional conferences emphasizing improvement in chapter performance while educating the participants regarding the national fraternity's services, structure and purpose. The regional presidents will be instructed as to the Headquarter's expectations of each conference by September 1, 1983.
- To enforce correct policies that demand high standards of performance and behavior from the chapters.
- To insure that every chapter has an active chapter advisor by June 1, 1985.
- To develop an outline of minimum standard chapter objectives by August 1, 1983 to be developed into a comprehensive program by August 1, 1984.

II. To maintain and create programs that promote individual development and attract student and alumni interest.

- To develop an educational program for use by chapter officers concerning alcohol and drug abuse and the related liabilities by July 1, 1984.
- To revise the existing scholarship program by May 1, 1984.
- To develop a standard agenda for regional conferences which provides for personal development by August 1, 1983.
- To establish alumni associations in each of the top 50 SMSAs by July 1, 1988.
- To operate ancillary activities to provide protection to the membership and promote consistent quality in both products and services.

III. To develop an overall organization structure and system to maximize the efficiency and effectiveness of the fraternity.

- To appoint a blue ribbon *ad hoc* committee to study the overall governing structure of the fraternity and to present a final report by July 1, 1984.
- To have a committed and organized alumni support group in place prior to the date of a colonization.
- To review our local alumni network creating a more efficient support system by August 1, 1984.
- To finalize an in-house computer base system by June 30, 1984.
- To develop a comprehensive financial information system.

IV. To develop a long range, comprehensive funding program for future services and programs.

- To develop a comprehensive program for refurbishing or replacing housing by June 1, 1984.
- To increase the average gift amount and number of alumni contributing financially to the national organization while creating a program to stimulate and support alumni giving at the local level by August 1, 1985.
- To maintain, expand, and fund programs of the Memorial Foundation in support of the national fraternity.

Fraternity and the Foundation agreed to a new integrated approach to fund raising. Mailings to the same alumni audience by both arms in the past created confusion. The loyalty Fund (general Fraternity) won greater support by asking for modest contributions from many alumni. Both arms created cumulative gift clubs creating greater confusion.

Now, a single cumulative gift club program is in place, the Fraternity's new program introduced last year. The two arms divide the clubs for gift solicitation purposes with the Foundation addressing the members of the Founder's and President's Clubs (alumni who have contributed over $1,000 and $500-999 respectively), while the Fraternity writes alumni in the other clubs and those who have not yet attained a club membership. As an alumnus' contribution history raises him to the President's club, he will leave the Fraternity solicitation campaign and enter the Foundation's.

"The thrust of our current strategy," says 1982-83 Alumni Director Billy Garrett, "is to gain control of all of our fund raising programs so that a cohesive, logical approach can be put in place."

Given the momentum of the Loyalty Fund drive, which in 1982-83 raised over $200,000, nearly a twenty-five percent increase over the previous year (which itself was a fifty percent increase over 1980-81), the new cooperative should leave both arms with greater fund-raising potential this year.

Another key to alumni development is involvement, both in chapters and alumni associations.

Chapter advisors, good ones, are invaluable. Staff studies show a direct relationship between chapter quality and the level of alumni assistance it receives. Alumni leadership is especially essential in maintaining quality in chapters, avoiding the frustrating strength cycles caused by rapid membership turnover.

Advisor selection is a pitfall in the program. To improve the chapter's advisor selection results, a Constitutional change will be proposed to the 1984 Dallas Convention to allow regional presidents to make the selection from three nominations by the chapter. Additionally, a complete manual was recently prepard for advisors to help them fulfill their duties correctly.

Many chapters have successfully used alumni advisory boards. Such boards, which involve alumni in their areas of expertise, will continue to be encouraged and developed.

Alumni associations also provide an alumni involvement opportunity, though they have lacked clear definition of their purposes and functions in the past. The Alumni Commission recently asked the Fraternity to reorganize the association program to give specific purposes and goals to each different kind of association whether regional (city, area) or chapter. Objectives such as career planning, scholarship, rush support are slated for regional associations with greater emphasis in chapter associations on advice and direct support.

A third edition of the popular Pi Kappa Alpha Alumni Directory is set for 1985. Other alumni involvement programs include the Golden and Silver Certificates, direct marketing of gifts and services and consultation

MEMBERSHIP HIGHLIGHTS

	Pledgings:	*Ave. Chapter:*
82-83	5251	30.0
81-82	5017	28.2
	Initiations:	
82-83	4030	23.0
81-82	3991	22.7
	Undergraduate Members:	
82-83	11,790 ← 175 CHAPTERS	
81-82	11,511 ← 176 CHAPTERS	

Retention Rate
82-83: 76.7%
81-82: 79.5%

Ave. Chapter Size:
82-83: 67.4
81-82: 65.4

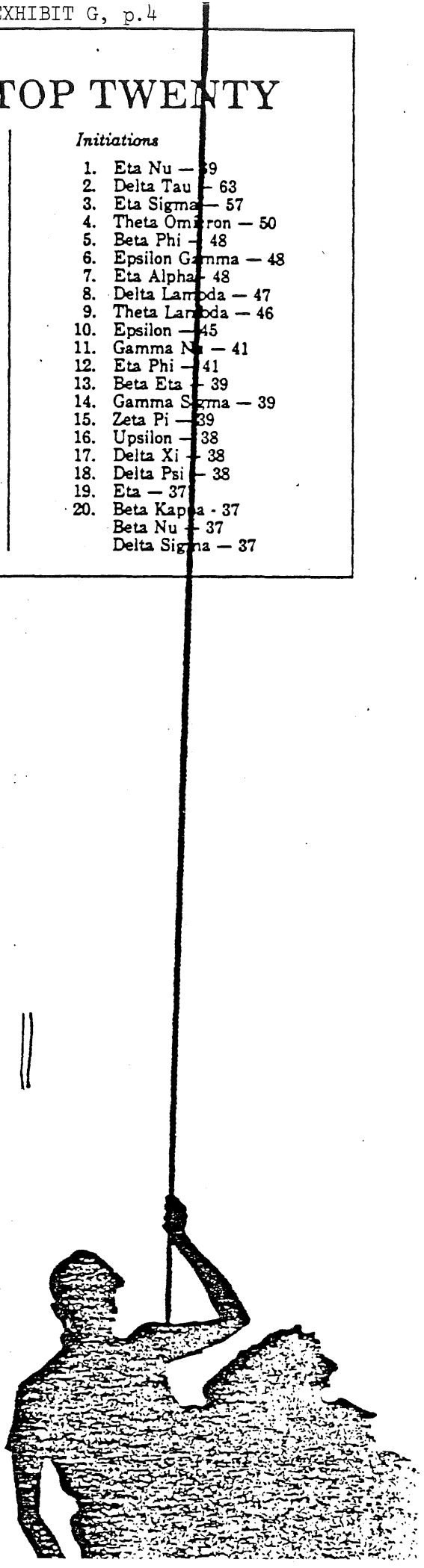
1982-83 IIKA TOP TWENTY

Pledges

1. Alpha Eta — 72
2. Delta Lambda — 67
3. Theta Omicron - 60
4. Eta Nu - 56
5. Eta Sigma — 56
6. Gamma Kappa - 55
7. Delta Tau — 55
8. Eta Phi — 54
9. Eta Alpha — 53
10. Alpha Nu — 52
11. Delta Theta — 52
12. Eta Omicron — 49
13. Upsilon — 48
14. Beta Nu — 48
15. Gamma Iota — 47
16. Epsilon Gamma — 47
17. Theta Lambda — 47
18. Epsilon Iota — 45
19. Epsilon Sigma — 45
20. Zeta Beta — 45

Initiations

1. Eta Nu — 69
2. Delta Tau — 63
3. Eta Sigma — 57
4. Theta Omicron — 50
5. Beta Phi — 48
6. Epsilon Gamma — 48
7. Eta Alpha — 48
8. Delta Lambda — 47
9. Theta Lambda — 46
10. Epsilon — 45
11. Gamma Nu — 41
12. Eta Phi — 41
13. Beta Eta — 39
14. Gamma Sigma — 39
15. Zeta Pi — 39
16. Upsilon — 38
17. Delta Xi — 38
18. Delta Psi — 38
19. Eta — 37
20. Beta Kappa - 37
    Beta Nu — 37
    Delta Sigma — 37



services for chapter alumni chairmen.

The Fraternity strides ahead in other chapter development areas essential to the new long-range plan as well.

Among the most successful of all fraternities in staging conferences, Pi Kappa Alpha boasted over 2,500 undergraduates who attended educational meetings last year. Chief among them are the network of fifteen regional conferences. Over ninety-four percent of Pi Kappa Alpha chapters attended a regional conference in '82-83. Over forty percent of the chapter advisors took part.

The successful SMC Conference was expanded last year to include ThC's who learned specific finance techniques. The January conference drew a record 161 presidents and

CHAPTER TOTAL LEADERS

2,000 Member Club

Alpha Eta	2,185

1,500 Member Club

Alpha Tau	1,956
Alpha Epsilon	1,944
Upsilon	1,928
Zeta	1,802
Alpha Zeta	1,670
Beta Mu	1,645
Gamma Epsilon	1,578

1,000 Member Club

Gamma Theta	1,482
Beta Omicron	1,426
Alpha Delta	1,418
Alpha Mu	1,418
Beta Phi	1,372
Omega	1,331
Gamma Iota	1,326
Alpha Xi	1,310
Alpha Nu	1,285
Gamma Alpha	1,273
Alpha	1,243
Beta Delta	1,233
Beta Eta	1,224
Alpha Iota	1,212
Alpha Alpha	1,211
Sigma	1,201
Tau	1,196
Beta Alpha	1,193
Delta Beta	1,145
Alpha Phi	1,139
Alpha Rho	1,133
Alpha Omega	1,129
Alpha Theta	1,117
Gamma	1,101
Beta	1,098
Gamma Omega	1,082
Beta Zeta	1,079
Delta Lambda	1,065
Beta Gamma	1,045
Beta Kappa	1,035
Gamma Psi	1,014
Delta Gamma	1,006

A QUARTER WAS A BIG GIFT IN 1890

by Billy Garrett

AS EARLY as 1890, alumni "dues" were proposed and accepted for Pi Kappa Alpha. Along with subscription fees to the magazine, alumni contributions have supported Pi Kappa Alpha's budget for over ninety years.

When magazine funding became the purpose of the Shield & Diamond Endowment Fund in 1926, new uses were found for alumni gifts. An endowment fund was chartered in 1930 to build chapter houses, provide general offices and preserve historical archives. It also attempted to give scholarships and student loans.

Little is known about the amount of alumni contributions until the Memorial Headquarters was built and dedicated in 1954. That year, the general Fraternity received some $11,000 from nearly 2,200 donors, a $5 average gift, not much by today's standards over five times that, but considerably more than Robert Adger Smythe solicited back in 1890. That year he sent a letter to alumni asking each for one dollar. The average gift he received was twenty-five cents which was applied to the publication of a magazine.

Called variously the Endowment Fund, the Pi Kappa Alpha Endowment Fund, the National Headquarters Fund, and the Memorial Fund, what is now the Memorial Foundation was established in 1948 to merge separate desires to build a fraternity headquarters. It would serve as a memorial to all brothers who had given their lives in the service of our country.

Between 1950 and 1954, a coalition of undergraduates and alumni raised $266,000 for the Memorial Foundation to erect the current headquarters building. The remaining funds were deposited with future financial growth in mind toward a program supporting higher education.

The Memorial Foundation began compiling gifts on its own in 1956 when it earned $2,000. It stayed in the $4,000-5,000 range for several years as the general Fraternity solicited contributions and received about $12,000 per year at the same time. That coexistence ceased in 1962 allowing the Foundation to receive nearly $16,000 in donations to begin building an endowment for scholarships and loans to student members. Since 1970, the Foundation has issued $268,685 in student loans and $20,000 in scholarships annually.

Because of the relatively sound financial structure for the next ten years, little interest was expressed to raise substantial alumni contributions. The Foundation's Diamond Life Chapter program, however, served as the basis for what turned out to be an aggressive fund-raising effort to celebrate Pi Kappa Alpha's centennial in 1968.

In modern times, income from undergraduate sources began shrinking in proportion to inflation-charged budget growth. The Fraternity began soliciting alumni gifts, beginning in 1970, and found itself once again in a dual (and confusing) campaign with the Memorial Foundation.

Seeking a large volume of smaller gifts, the general fund outpaced the Foundation in revenues over two and one-half to one. Diamond Life and other gift programs were phased out and replaced by modern annual gift clubs in both campaigns. From 1969 to 1983, the Loyalty Fund income increased from $14,000 to over $200,000. However, due to the competition for gifts from the same sources, and the confusion over simultaneous campaigns, the Memorial Foundation suffered, falling from $23,000 income in 1969 to $12,000 in 1982.

Cooperation between the two arms appears to have solved the problem. The gift clubs have merged into one club series now. This year, the Memorial Foundation segmented Pi Kappa Alpha's top donors, members of the President's Club and Founder's Club, soliciting them directly. All other alumni were contacted by the Loyalty Fund. As alumni graduate into the two highest club levels, they will also hear from the Foundation instead of the general Fraternity.

Pi Kappa Alpha has entered a new era of sophistication in its gift development program. The goal is to involve even more alumni in the campaign, to continue upgrading and adding vital services to the Fraternity in support of its Preamble charge. Pikes have come a long way since Smythe received twenty-five cent gifts in 1890.

treasurers who were also rewarded with a time management seminar conducted by expert Dr. John Lee.

During the year, the staff assembled the first off-year Officers' Academy in a decade, recently held at Southwestern-at-Memphis. Instruction was provided to undergraduates in five principle positions: president, vice president, treasurer, rush chairman and pledge coordinator, and included sessions for regional presidents, chapter advisors and other alumni leaders. A session on scholarship was also included as renewed emphasis is placed on that aspect of fraternity.

Chapter consultants visited every chapter at least once in 1982-83, 203 visits in all. Ninety-eight percent of the SMC's returning appraisal reports ranked the consultant's performance excellent to good and seventy-two percent indicated they would like two or more visits by the consultant this year.

Those SMC's will enjoy added support when they receive their SMC Manuals, a resource providing updated information, ideas and policies.

Expansion is another area of keen attention for 1983-84. Last year, two colonies were added, at Villanova University and Colorado State University, the latter a rechartering effort, while one colony, at the University of North Carolina at Greensboro, was dropped because the campus was not conducive to fraternity activity.

Both colonies are expected to be installed in 1983-84.

Several significant advances on the housing front have occured in the past twelve months as well.

The Pi Kappa Alpha Housing Commission, which administers and invests the Chapter House Fund for the Fraternity, grants real estate loans to a maximum of $60,000, and unsecured loans to $7,500 for furnishings and equipment. The Commission carefully considers each application for funds from local house corporations.

Recent long-range projects revealed new income sources would be needed to meet demands. The 1982 Convention allotted $10 from each annual dues and $5 from each initiation fee to the Chapter House Fund. Other arms of the Fraternity have also been petitioned for help to meet future housing needs. The Memorial Foundation in fact, may now accept alumni gifts in two funds that directly benefit housing. In one, dedicated contributions are accrued for chapter housing and furnishing loans; in the other, alumni may give to their chapters directly through the Foundation. Monies may be used for scholarship promotion, library development and study halls.

Director of Housing Ray Orians recently developed a broad form blanket liability insurance policy to provide adequate coverage at a reasonable cost. The 1982 Convention sanctioned the action to plug holes in the Fraternity's liability exposure.

An equally important concern for chapter house safety led to the Commission's proposal for a Chapter Safety Manager which was adopted and is now in effect.

The Commission continues to encourage chapter house repair and equipment replacement, especially when it can conserve energy and lower costs to the chapters.

Although little loan activity occured last year, commitments for $130,000 to three chapters were outstanding on July 1. Lowered local market rates and improved economic conditions should increase loan requests this year.

After many years of operation, the Pi Kappa Alpha Holding Corporation, a non-profit organization which holds title to six Pi Kappa Alpha

1983-84 RESIDENT COUNSELORS

Pat McCullogh (Theta Theta) to Gamma Chi (Oklahoma State)

Wes Smith (Gamma Theta) to Gamma Omega (Miami)

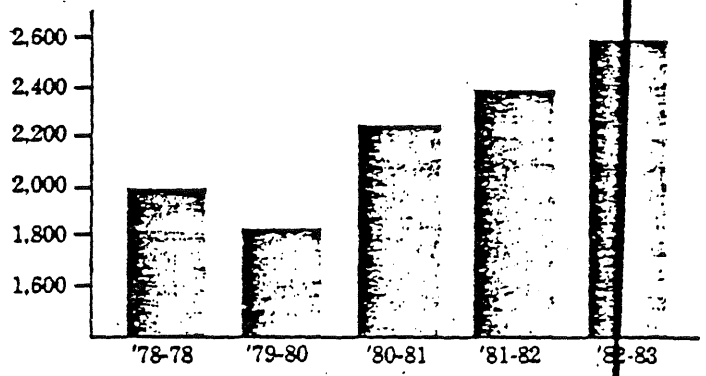
Bill Sagues (Eta Phi) to Beta Omicron (Oklahoma)

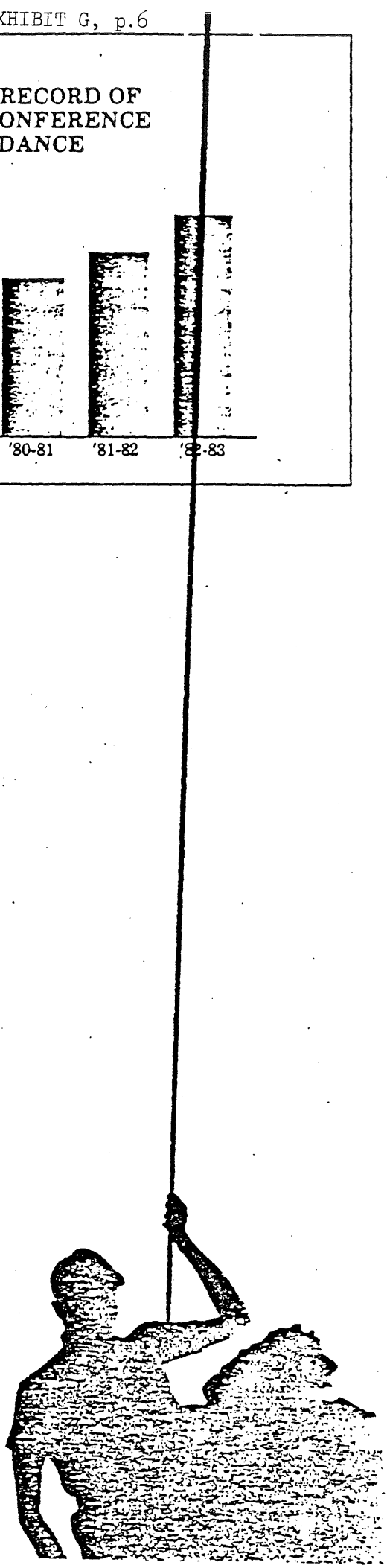
Preston Wright (Zeta Eta) to Alpha Zeta (Arkansas)

Jeff Ryan (Delta Upsilon) to Delta Upsilon (Stetson)

Dave Stowe (Theta Omicron) to Colorado State Colony

FIVE YEAR RECORD OF REGIONAL CONFERENCE ATTENDANCE





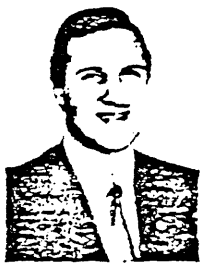
properties, will phase out property ownership. Originally, it purchased housing for chapters unable to acquire housing through local means. Due to the difficulty of managing properties in several locales, the Commission can no longer fulfill the original intent. Chapters are strongly recommended to have a local house corporation to own and manage their properties.

Challenges dot the future in the housing loan arena. The Commission is dedicated to meeting those challenges in a professional manner to benefit the entire Fraternity.

With an eye to the future, and enjoying success in the present, Pi Kappa Alpha is on course to many new, higher peaks than ever. Historian Dr. Jerry Reel advances the theory that the traditional Greek powers are entering their old age cycles, and that the aggressive newcomers such as Pi Kappa Alpha will soon dominate the scene. Whether or not such cycles exist, there is no doubt about the rapid improvement in Pi Kappa Alpha and its national image. The long-range plan calls for an improved ranking which leaves only one place for Pikes to settle - number one.

CHAPTER CONSULTANT APPOINTMENTS

Frank Macaulay



Jeff Minecci

Tony Williams

Scott Bell

Allen Groves

RESIDENT STAFF APPOINTMENTS

Mike Nelson
Educational Programming

David Rheney
Development

Lou Quinto
Alumni and Communications

SUPREME COUNCIL TRAVEL 1982-83

National President Joe Turner

- Carolinas Regional Conference
- Delta Regional Conference
- Dixie Regional Conference
- Atlanta Alumni Association Founders' Day
- Washington, D.C. Founders' Day
- Beta Pi Founders' Day
- North Atlantic Regional Conference
- Annual Spring Banquet-Theta Omicron
- Annual Spring Week-Epsilon Upsilon
- National Officers' Meeting
- Memorial Foundation Meeting
- Eta Sigma Dream Girl Formal

Vice President of Leadership Tom Wilkinson

- Great Plains Regional Conference
- Rockies Regional Conference
- Beta Gamma
- Theta Lambda
- North Atlantic Regional Conference

Vice President of Financial Affairs Gary Menchhofer

- Great Lakes Regional Conference
- Eta Rho Founders' Day
- Beta Gamma Founders' Day
- Alpha Xi Founders' Day
- North Atlantic Regional Conference

Vice President of Chapter Affairs Charlie Barnes

- Great Plains Regional Conference
- Sunshine Regional Conference
- Eta Kappa
- Alpha Gamma
- North Atlantic Regional Conference

Vice President of Alumni Affairs Ted Grofer

- Golden West Regional Conference
- Zeta Omicron
- North Atlantic Regional Conference
- Alpha Sigma Founders' Day
- Golden West Regional Conference
- Delta Kappa Alumni Day
- Zeta Omicron Dream Girl Formal

Undergraduate President Jeff Vinzani

- Carolinas Regional Conference
- Theta Delta
- Eta Alpha
- Delta Zeta
- North Atlantic Regional Conference

Undergraduate Vice President Chris Spinella

- Golden West Regional Conference
- North Atlantic Regional Conference

LEADERS

THE RUSH MECHANICS

by Charlie Barnes, Vice President for Chapter Affairs, and Tom Handler, Rush Director

Q *We spend a lot of money on rush parties, and we don't have an awful lot to show for it. Is there some secret to putting on an effective rush party so that it's more than just a good time for the brothers?*

YES, THERE are definitely specific things you can do to make your parties more effective. One of the most common mistakes a chapter makes is to blow their rush budget on a rockin' party that produces no results other than a good time. Good times are fine, but let that be under the *social* program. Rush is *business*.

Rush parties have only two functions: they impress the rushees; and they provide a suitable atmosphere for pledging (bid acceptance). Rush parties are not part of the social program. They are functions conducted under the direct control and supervision of the rush chairman to facilitate the goals of the rush program.

The key word is CONTROL. The more elements of the party you control, the more effective it will be. Ideally, a great rush party will run like a finely tuned machine. Since our reply has to be short, here are a few key tips on the basic elements of a rush party:

1. If you can afford elegant hors d'ouvres, fine. If you can't, then a large bowl of hot popcorn will do the trick. Somehow, the aroma of the hot corn suggests a friendly, classy atmosphere.
2. Place the bar directly across from the entrance to the party room. When the rushee enters the room, he should first see a large crowd. Bar placement will do that.
3. Teach the Brothers how to talk to the rushees (if you don't know how, your Chapter Consultant can conduct a class for you). Some Brothers are just shy, or they just don't feel right carrying on extended conversations. Tell these Brothers to walk through the party in a large "figure 8" pattern, and when they see someone new, just introduce themselves, say hello, and move on. If that's all they do, your fraternity will appear to be the friendliest chapter in ten states!
4. Have certain Brothers who, on signal from the rush chairman, will grab a girl and begin to dance. These "dance starters" will noticeably effect the atmosphere.
5. The music should, of course, be dance music. Chapters located in parts of the country where Beach Music is popular are very lucky. "Beach" is always good to dance to. Under no circumstances play acid rock or anything similar. Music has a great effect on atmosphere, and the atmosphere should be pleasant, relaxed and fun.
6. When the party begins to die, let it go under by itself. don't extend a dying party by buying more kegs. Whatever rush is going to take place is going to take place *before* 4 a.m. Remember, these parties are for the rushees, not the Brothers; and you want to make the best use of your money.
7. Have "greeters" at the front door so that the rushees will feel welcome immediately.
8. If you pick up the rushees (and you always should), be sure to bring them in through the front door. This is a classic mistake chapters make. Since the Brothers are used to coming and going by the back door, they don't even think about the rushees' first impression of the dumpster and the kitchen entrance.
9. During the party, the rush chairman should always be visible or at least available to the crowd. It's very tempting to take a rushee upstairs and relax while talking to him. Don't do it. When the chairman leaves the floor, he no longer has the party under control. The secret is to have other members of the committee do the actual rushing.
10. If possible (and it's not always possible) have parties by invitation only. This does more than just eliminate freeloaders and creeps. It puts pressure on the rush committee and the chapter to go out and identify "Pike-type" rushees, and bring them to the party. One of the classic failures is to throw a party and then rush whatever shows up rather than seeking out your market.

Probably the most important secret of all has nothing to do with the party itself. That secret is this: the thing that contributes most to an effective rush party is the legwork that goes on between parties, the contacts, the dorm rushing, the seeking out and talking to your type of man. Then, when he finally does get to the house, you use the party to set the stage for the final sale.

As always, if either of us can help with any rush question, don't hesitate to contact us:

Charlie Barnes
P.O. Box 6091
Tallahassee, FL 32301
904/664-3484
904/664-2043

Tom Handler
1503 West Oakdale Ave.
Chicago, IL 60567
312/525-1299

1983-84 Calendar

1983	
July 13 (Weds.)	End Convention
July 14-17 (Thurs.-Sun.)	New Board Training Conference
August 30-September 2 (Tues.-Fri.)	Board Meeting
September 2-5 (Fri.-Mon.)	Council Meeting; Leadership Conference (Valley Forge)
November 18-20 (Fri.-Sun.)	Executive Committee Meeting
1984	
February 11-13 (Fri.-Mon.)	Board Meeting
July 1-4	International Convention

1984-85 PROPOSED CALENDAR

1984	
July 4 (Weds.)	End Convention
July 5 9:00-1:00	Pre-training Conference
*July 23-26 (Mon.-Thurs.)	New Board Training Conference
August 31-September 3 (Fri.-Mon.)	Council Meeting - Leadership Conference
**October 12-15 (Fri.-Mon.)	Board Meeting
December 14-16 (Fri.-Mon.)	Executive Committee Meeting
1985	
February 8-11 (Fri.-Mon.)	Board Meeting
July 7-10	International Convention

*Not presently budgeted for 1983-84

**Would be new item in 1984-85 budget

(EXHIBIT H IS A COPY OF THE KEY CLUB EASTERN CANADA & CARIBBEAN DISTRICT ADMINISTRATOR'S REPORT TO THE DISTRICT BOARD.)

RESTRUCTURING OF THE KEY CLUB DISTRICT

As I mentioned earlier in this report, our Key Club District seems to be very weak at the present time. The two largest problems facing the Key Club District year after year are those of communication and finance. These cannot be avoided with a district the size of ours.

Gentlemen, for over two years now, much talk has been given to the idea of restructuring the Key Club District to better serve both Key Clubbers in Eastern Canada and the Caribbean area.

Last year, a proposal to restructure the Key Club District was made by the Key Clubbers and approved the Kiwanis District Board of Trustees. In brief, this porposal provided for conventions in both areas of the District with the alternating of elections at the top District Officer level (Governor, Secretary, Bulletin Editor, etc.) between the Caribbean and Eastern Canadian areas of the District.

We have been advised by the Administrator of Key Club International that our proposals do not conform to the Key Club International Constitution and Bylaws, and must therefore be abandoned.

Gentlemen, it is the opoinion of this District Administrator that there is one and only one solution to the problems facing our Key Club District. That is, to create two separate and complete Key Club Districts under the sponsorship of the Eastern Canada and the Caribbean District of Kiwanis International. In short, a Caribbean District of Key Club International and an Eastern Canada District of Key Club International, each with its own set of District Officers, District Bylaws, Operating Budget, District Convention and Key Club District Administrator.

As currently structured our Key Club District is simply too much of a burden for a high school student to handle as Key Club Governor along with his/her education. A concern that is being expressed more frequently by the parents of our Key Club District Governors of the past few years. It is my personal opinion that our present situation is far too much for a high school student to handle both emotionally and physically.

The Caribbean area has demonstrated that it is strong enough to require District status. There are many qualified Key Clubbers in the Caribbean who would make excellent Key Club District Officers. District status for the Caribbean would insure that Caribbean Key Clubbers have a voice on the Key Club International Council and an opportunity to endorse candidates for International Office. A Caribbean District of Key Club International would give Key Clubbers in that area a direct voice on matters affecting the Key Club International organization. This, along with the right to choose their own distiny through the election of District Officers at a Caribbean District Convention is something that no Key Clubber should be denied.

This matter was reviewed recently (January 6th) by the Kiwanis International Committee of Program Services at a meeting at the General Office in Inidanapolis, Inidana. It is the opinion of this Committee that the best solution to our problems would be the creation of two separate and complete Key Club Districts under the sponsorship of the E. C. & C. District of Kiwanis.

As the Administrator of our Key Club District, I too beleive that our Key Club District must be divided into two complete and distinct Districts. It is the only fair solution in the best interest of all Key Clubbers in both areas of the District.

I have indicated to Governor-Elect Ross Muller that I cannot continue to serve as Administrator of the Eastern Canada and the Caribbean District for the 1984-85 Kiwanis Year. I have agreed however to continue as Administrator for the Eastern Canada District of Key Club International should the above proposal be adopted. I feel that our current situation is simply too much for one individual to handle.

The attached sheets outline a Timetable of Events for the creation of a Caribbean District of Key Club International. As you can see, gentlemen, it begins with your approval here and today.

I urge you, gentlemen, in all your wisdom to act positively on this recommendation. Having been involved with Key Clubbing in the E. C. & C. District for the past seventeen (17) years as a Key Club President, a Lt. Governor, District Secretary-Treasurer, District Governor, Assistant Administrator, and District Administrator for the past seven years, I can assure you that it is in the best interest of all individuals concerned that this course of action be followed as outlined.

Respectfully submitted,
January 21, 1984

A. J. (TONY) PELOSSE
District Administrator

AJP:dt
Attachments
c.c. Members of the Board of Trustees, E. C. & C. District, Key Club International
James P. "Pete" Tinsley, Administrator, Key Club International

TIMETABLE OF EVENTS FOR THE CREATION OF CARIBBEAN DISTRICT KEY CLUB INTERNATIONAL

January 21, 1984	E. C. & C. Kiwanis District Board of Trustees asked to approve a separation of the Key Club District. Agreement to sponsor both a Caribbean District of Key Clubs and an Eastern Canada District of Key Clubs. Each being a separate and complete District.
February 12, 1984	Key Club International Board of Trustees asked to approve the creation of a Caribbean District of Key Club International.
April 8, 1984	House of Delegates at E. C. & C. Key Club District Convention in Quebec City to ammend the District Bylaws to change the name of the District to Eastern Canada District of Key Club International Resolution to be submitted to the House of Delegates requesting the creation of a Caribbean District of Key Club International.
May 3, 1984	Kiwanis International Board of Trustees asked to approve the actions of E. C. & C. District of Key Clubs, the E. C. & C. District of Kiwanis and the Key Club International Board of Trustees.
June 1, 1984 (Approximately)	Organizational meeting to be held in the Caribbean to elect a Governor, Secretary, Treasurer (or Secretary-Treasurer) to represent the Caribbean District of Key Club International. Also adopt the Standard Form for District Bylaws as a guide line for operation until the first District Convention in Spring 1985. Two (2) voting delegates from all clubs in the Caribbean permitted to attend and vote at the organizational meeting. Governor-Elect Ross Muller to appoint a Key Club District Administrator for the Caribbean District.
July 1-4, 1984	Governors and Key Clubbers from both the Eastern Canada District and the Caribbean District to attend the Key International Convention in Fort Worth, Texas, as two separate and complete Key Club Districts. Each Governor to represent his/her own District at the International Council Meeting held on the first day of the Convention.

MINUTES OF THE SECOND MEETING OF THE 1983-84 BOARD OF TRUSTEES OF EASTERN CANADA AND THE CARIBBEAN DISTRICT OF KIWANIS INTERNATIONAL, JANUARY 21 AND 22- 1984, THE ALBERTA ROOM, ROYAL YORK HOTEL, TORONTO, CANADA.

PRESENT: Governor Marc E. Lefebvre
Imm. Past Governor Thomas G. Halford
Governor-Elect Ross G. Muller
District Secretary-Treasurer Barry J. Brennan

LIEUTENANT GOVERNORS:

Richard Kemshall	Division	1	C. Harold Yetts	Division	13
Allan J. Taylor		2E	Gerard Brault		14
Richard Ewalt		2W	Jean-Paul Descoteaux		15
Frederick Harding		3	Abram Y. Goss		18
John F. Levesconte		4	Garnet E. MacMurtery		19
Earl R. Brimblecombe		5E	James Anthony		20
J. Bruce Taylor		5W	John A. Stephenson		21
David M. Donnelly		6	Leamon Moss		22
L. Buell Manning		7	Harry Bent		23
Robert A. Jackson		8	Lloyd V. Tyme		24
Joseph Dendele		9	Barrington Watson		25
Ronald S. Kitchen		10	John R. Every		26
David Brazeau		11	William Thompson		27
Bernard Karp		12	Raffeek Khan		28

ABSENT:

Valmont Beaumier	Division	16
Julien Duperre		17

Governor Marc E. Lefebvre called the meeting to order at 9:05 A.M. — CALL TO ORDER

Invocation was given by Governor-Elect Ross Muller. — INVOCATION

Governor Marc in his opening remarks re-iterated that membership was this years job. He challenged each Lieutenant Governor, Chairman and member to recruit a new Kiwanis member this year, and to make sure that the prospective recruits know that there is something for every man in Kiwanis. — GOVERNOR'S OPENING REMARKS

Motion MOVED by James Anthony, Division 20 and seconded by William Thompson, Division 27 that the agenda be accepted. — APPROVAL OF AGENDA

CARRIED

Motion MOVED by Allan Taylor, Division 2E and seconded by Dave Donnelly, Division 6 that the minutes of the first board meeting, August 10, 1983, Dartmouth, N.S. be accepted. — MINUTES OF FIRST BOARD MEETING DARTMOUTH

CARRIED

The following non-meeting clubs discussed: — BUSINESS

MEMBERSHIP GROWTH

Doss Wood presented his report on membership growth, He stressed the need for one new member to be recruited by each Kiwanian, He stated that the life line for the clubs was membership growth, the foundation for each club was membership retention. Sufficient and increased membership is necessary so that clubs can carry out projects within their community, Strengthening clubs membership must be a number one priority. Clubs will be more successful in recruitment if they identify manpower needs on service work and find good men to serve these needs. New club formation must be encouraged, New club members must become involved immediately or they will be lost.

CIRCLE K REPORT

Circle K Administrator Bernard Trudeau presented highlights from his written report.

305

KEY CLUB REPORT

Key Club Administrator Tony Pelosse presented highlights from his written report, he stressed the need for two separate Key Club Districts.

409

Motion MOVED by John Every, Division 26 seconded by William Thompson, Division 27 that two Key Club districts be formed, an Eastern Canada District and a Caribbean District.

CARRIED

BUILDERS CLUBS

Builders Club Administrator Allan Stewart presented his report, he emphasised that Lieutenant Governors should motivate, stimulate and create enthusiasm with the presidents of Kiwanis Clubs to support and seek out new builders clubs, Builders Clubs are designed to teach young people about caring early, Each division should strive to start one new builders club.

455

KIWANIS GROWTH

Lee Riggin congratulated Buell Manning, Lt. Governor, Division 7 on the first new Kiwanis Club in the District for this administrative year. (Kiwanis Club of Cloverdale in Etobicoke). He stressed the need for recruitment, education and retention of the necessary manpower to continue and expand the projects that each club is doing. He stated that new recruits must be involved from the start sinse more members are lost throught inactivity than in having too much to do. Workshops under the direction of Lee Riggin for recruitment, education and retention tentatively set for Quebec, April 11 (one English/ one French); Ottawa around the same time; Jamaica May 20.

SCAW

Dr. Gordon Brown and John Quinney made a slide presentation on behalf of Murray Dryden's Sleeping Children Around the World (SCAW) program. They are seeking help in order that they may continue this program through the donations of clubs in the E.C. & C. district.

FRENCH SECRETARIAT

Lieutenant Governor Gerard Brault, Division 14 spoke on the need to translate material into French. Gerard

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
101 SALARY ALLOCATION						
90 FROM OFFICE SERVICES-GEN MAIL	.00	7640.00		4646.00		
91 FROM OFFICE SERVICES-OTHER	.00	8730.00		2820.00		
ACCT. TOTALS	.00	16370.00	.00	7466.00	.00	.00
103 STATIONERY AND SUPPLIES						
01 MEMBER CARDS	9731.02	5000.00	5000.00	201.50CR	5000.00	5300.00
02 MEMBER FORMS	4001.98	3635.00	3635.00	821.10	3635.00	3855.00
03 OFFICERS STATIONERY	752.57	2170.00	1000.00	340.96	1000.00	1060.00
04 OFFSET PAPER	26.46	1150.00	1150.00	.00	1150.00	1220.00
05 OFFICER INFORMATION CARDS	325.25	315.00	305.00	305.00	305.00	325.00
06 MAILING LABELS	.00	1200.00	1200.00	.00	1200.00	1200.00
07 MAILING ENVELOPES	.00	3720.00	3720.00	.00	3720.00	3720.00
08 LETTER ENVELOPES	.00	340.00	340.00	.00	340.00	340.00
09 PAPER	.00	7785.00	7785.00	.00	7785.00	7785.00
10 BUSINESS CARDS-PRESIDENT	.00	50.00	50.00	.00	50.00	50.00
90 OFFICE SUPPLY ALLOCATION	.00	.00	1650.00	1205.96	1650.00	1730.00
ACCT. TOTALS	14837.28	25365.00	25835.00	2471.52	25835.00	26585.00
104 POSTAGE AND EXPRESS						
01 BOARD POSTAGE REIMBURSEMENT	4680.07	4675.00	4675.00	2145.49	4675.00	5145.00
02 GENERAL MAILING	20713.09	18285.00	21000.00	13280.58	21000.00	23100.00
03 PUBLICATION POSTAGE	23045.31	22860.00	17500.00	7130.30	17500.00	19600.00
04 EXPRESS	194.00	200.00	370.00	176.47	370.00	400.00
90 POSTAGE ALLOCATION	.00	.00	.00	.00	.00	.00
ACCT. TOTALS	48632.47	46020.00	43545.00	22732.84	43545.00	48245.00
105 TELEPHONE AND TELEGRAPH						
01 LONG DISTANCE	127.34	.00	100.00	87.25	100.00	115.00

EXHIBIT K, p. 1

EXHIBIT K, p. 2

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
105 TELEPHONE AND TELEGRAPH						
02 TELEGRAPH	3.02	180.00	180.00	.00	180.00	180.00
03 BOARD REIMBURSMENT	.00	220.00	1500.00	474.61	1500.00	3000.00
90 TELEPHONE BASIC SERVICE ALLOC	.00	.00	2770.00	1386.24	2770.00	2770.00
91 TELEPHONE LONG DISTANCE ALLOC	.00	7200.00	4330.00	697.64	4330.00	4980.00
ACCT. TOTALS	130.36	7600.00	8880.00	2645.74	8880.00	11045.00
106 MISCELLANEOUS OFFICE						
02 PHOTO, FILM, PROC PRODUCTS	2129.21	1560.00	1560.00	915.08	1560.00	1640.00
03 EDUCATION MATERIALS-MEETINGS	67.50	110.00	175.00	152.40	175.00	175.00
04 MISC OFFICE SUPPLIES	829.40	1655.00	1655.00	331.51	1655.00	1735.00
05 SPECIAL AWARDS	948.11	2680.00	2680.00	768.92	2680.00	2815.00
06 PROMOTIONAL MATERIALS	2553.30	1655.00	2500.00	2913.21	2500.00	1750.00
07 KEY CLUB EMBLEM, THEME LOGO	.00	500.00	500.00	.00	500.00	525.00
90 PRINTING AND PHOTOCOPY ALLOC	.00	51875.00	51875.00	7989.86	51875.00	51875.00
ACCT. TOTALS	6527.52	60035.00	60945.00	13070.98	60945.00	60515.00
108 LITERATURE						
01 BKLT-KEY CLUB BLD 1 YOUR COMUN	1058.52	1155.00	1155.00	.00	1155.00	1225.00
02 INFO INTEREST 2ND SCHL PRINC	656.80	665.00	631.00	630.62	631.00	670.00
03 CONSTITUTION AND BYLAWS	1285.86	1315.00	834.00	834.31	834.00	1395.00
04 STANDARD FORM CLUB BYLAWS	788.42	130.00	130.00	.00	130.00	130.00
05 YOUTH SERVES	7967.75	3000.00	3000.00	125.25	3000.00	3180.00
06 THEME BOOK	7349.55	4410.00	17000.00	.00	17000.00	13050.00
07 RESOLUTIONS	225.87	430.00	250.00	.00	250.00	265.00
08 KEY CLUB MANUAL	2197.75	7200.00	2234.00	2233.54	2234.00	2400.00
09 YEAR END REPORTS	.00	840.00	840.00	.00	840.00	890.00
10 LT GOV MANUAL	2059.45	2100.00	2100.00	2374.50	2100.00	2225.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
108 LITERATURE						
11 ECAS BOOKLETS	.00	1000.00	1000.00	.00	1000.00	1000.00
ACCT. TOTALS	23589.97	22245.00	29174.00	6198.22	29174.00	26430.00
110 TRAVEL						
01 LOCAL	733.23	690.00	690.00	384.80	690.00	795.00
02 DIST CONV (ADMIN)	1056.46	920.00	770.00	.00	770.00	1060.00
03 CONV SURVEY-CURR.YR-ASST ADM	819.40	400.00	298.00	358.82	298.00	350.00
04 EDITOR COVER CONVENTION	359.00	420.00	420.00	.00	420.00	485.00
05 CONOVAC-STAFF	1029.65	1180.00	842.00	842.37	842.00	970.00
06 BOARD MTG STAFF TO VLY FORGE	661.35	1325.00	1325.00	309.00	1325.00	1525.00
07 REGIONAL CONF STAFF AND PRES	1928.93	2670.00	2000.00	.00	2000.00	3070.00
08 CONOVET/K-FAM CONF-PRESIDENT	1266.90	950.00	820.00	127.29	820.00	950.00
09 DIST. CONV. (PRES)	1423.00	1070.00	2283.00	2283.00	2283.00	2000.00
10 OTHER TRAVELS (PRES)	756.00	610.00	610.00	502.59	610.00	700.00
11 DISTRICT CONVENTION BOARD	4834.80	5750.00	5750.00	3645.20	5750.00	6600.00
12 BOARD MEETING-INT'L CONVENTION	3255.06	5060.00	5060.00	.00	5060.00	5820.00
13 CONFERENCE-VALLEY FORGE	3915.64	5925.00	5100.00	110.00	5100.00	5865.00
14 EXEC.COMM.MTG-DECEMBER	927.85	1610.00	1786.00	1786.00	1786.00	2055.00
15 BOARD MEETING-FEBRUARY	3938.20	4890.00	3785.00	4133.97	3785.00	5105.00
16 ADMIN CONV SURVEY	1068.55	1420.00	1420.00	1951.38	1420.00	1635.00
17 DISTRICT BOARD MEETING BOARD	8494.40	5875.00	5875.00	1593.20	5875.00	6755.00
18 DIST CONV (ASST. ADMIN)	990.60	690.00	690.00	.00	690.00	800.00
19 TRAVEL-BOARD	322.63	575.00	575.00	18.00	575.00	575.00
20 OTHER TRAVELS-STAFF	227.88	.00	400.00	339.03	400.00	1400.00
21 BOARD MEETING - OCTOBER	.00	.00	.00	.00	.00	5105.00
22 BOARD TRAINING CONFERENCE	.00	.00	5000.00	.00	5000.00	5750.00
ACCT. TOTALS	38009.53	42030.00	45499.00	18384.65	45499.00	59370.00

EXHIBIT K, p. 3

EXHIBIT K, P. 4

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
111 AUDITING						
01 ANNUAL AUDIT	.00	1000.00	1000.00	.00	1000.00	1000.00
112 MAINTENANCE - EQUIPMENT						
01 MAINTENANCE CONTRACTS	.00	800.00	800.00	.00	800.00	950.00
119 BOARD MEETINGS						
01 BOARD MEETING EXPENSES-BOARD	1110.92	1150.00	1150.00	537.15	1150.00	1300.00
02 BOARD MEETING EXPENSES-STAFF	145.29	425.00	250.00	156.47	250.00	275.00
05 BOARD MEETING SUPPLIES	23.40	235.00	235.00	115.85	235.00	245.00
06 HSG(BD MTG-BD/STAFF-OCT MTG)	1240.00	1235.00	306.00CR	306.00CR	306.00CR	1560.00
07 HSG(EXEC.COMM.-BD/STAFF-DEC)	448.12	480.00	310.00	310.22	310.00	340.00
08 HSG (BD MTG-BD AND STAFF FEB)	.00	1700.00	1420.00	1420.33	1420.00	1560.00
09 HSG (BD MTG-BD AND STAFF CONV)	1882.54	4120.00	4120.00	.00	4120.00	4530.00
10 HSG-BD AND STAFF-TRAINING CONF	2330.14	3935.00	3935.00	.00	2000.00	2200.00
11 MEALS (BD MTG- OCTOBER)	863.00	975.00	.00	.00	.00	1300.00
12 MEALS-EXEC COMM MTG-DEC	236.30	255.00	465.00	464.90	465.00	510.00
13 MEALS (BD MTG-FEBRUARY)	2423.40	1180.00	1180.00	966.51	1180.00	1300.00
14 MEALS (BD MTG-CONV.)	1019.42	.00	.00	.00	.00	.00
15 MEALS-TRAINING CONFERENCE	1596.61	1685.00	1685.00	.00	1685.00	1855.00
16 BD REGISTRATION FEES (INT CON)	782.00	770.00	756.00	.00	756.00	865.00
ACCT. TOTALS	14101.14	18145.00	15200.00	3665.43	13265.00	17840.00
150 REGIONAL TRAINING CONFERENCE						
01 STAFF EXPENSES	358.16	470.00	.00	.00	.00	.00
02 HOUSING-PARTICIPANTS AND STAFF	4400.48	5110.00	.00	.00	.00	.00
03 TRAINING MATERIALS AND EQUIPT	893.37	950.00	.00	.00	.00	.00
04 MEALS	4697.65	3745.00	.00	.00	.00	.00
ACCT. TOTALS	10349.66	10275.00	.00	.00	.00	.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
153 CONVENTION						
01 KICKOFF BRUNCH	21879.00	16000.00	16000.00	9200.00	16000.00	.00
02 FAREWELL LUNCHEON	24570.00	24000.00	24000.00	.00	24000.00	.00
03 BOARD LUNCHEON	308.88	400.00	400.00	.00	400.00	.00
04 BOARD DINNER	.00	1500.00	1500.00	.00	1500.00	.00
05 AWARDS	4170.46	4500.00	4500.00	.00	4500.00	.00
06 PROGRAM MATERIALS	6336.68	3600.00	3600.00	516.45	3600.00	.00
07 ENTERTAINMENT	6000.00	2000.00	2000.00	.00	2000.00	.00
08 STAFF EXPENSES	10686.72	15000.00	15000.00	.30CR	15000.00	.00
09 FORMS AND BADGES	2890.39	3200.00	3200.00	.00	3200.00	.00
10 PRINTED PROGRAM	3126.75	3400.00	3400.00	.00	3400.00	.00
11 HOTEL CHARGES	8001.86	8000.00	8000.00	80.00	8000.00	.00
12 POSTAGE AND EXPRESS	462.39	1000.00	1000.00	.00	1000.00	.00
13 THEME AND OBJECTIVES	2310.64	2500.00	2500.00	.00	2500.00	.00
14 OFFICE SUPPLIES	2297.42	2500.00	2500.00	.00	2500.00	.00
15 TELEPHONE AND TELEGRAPH	495.38	600.00	600.00	.00	600.00	.00
16 HOST EXPENSES	7437.26	7000.00	7000.00	112.55	7000.00	.00
17 JUDGES LUNCHES	395.50	250.00	250.00	.00	250.00	.00
18 RECEPTIONS	1126.12	1000.00	1000.00	.00	1000.00	.00
19 SPEAKERS (FEES AND EXPENSES)	6593.67	5000.00	5000.00	.00	5000.00	.00
20 DECORATIONS - GIFTS	519.04	500.00	500.00	.00	500.00	.00
21 MISC	1001.51	250.00	250.00	306.08	250.00	.00
22 UNCOLLECTIBLES	.00	500.00	500.00	.00	500.00	.00
23 WALK-A-THON TRANSPORTATION	.00	1500.00	1500.00	.00	1500.00	.00
24 CONVENTION CENTER CHARGES	.00	10775.00	10775.00	.00	10775.00	.00
25 CONVENTION SECURITY	.00	1400.00	1400.00	.00	1400.00	.00
26 AWARDS BREAKFAST	.00	760.00	760.00	.00	760.00	.00

EXHIBIT K, p. 5

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
153 CONVENTION						
27 PRINTING	.00	1300.00	1300.00	.00	1300.00	.00
ACCT. TOTALS	110609.67	118435.00	118435.00	10214.78	118435.00	.00
176 MAGAZINE MAILING ENVELOPES						
01 BULK MAIL ENVS KEYNOTER	12620.82	5250.00	5250.00	.00	5250.00	5515.00
177 TYPESETTING						
01 TYPESETTING KEYNOTER	2706.38	3240.00	3240.00	2940.29	3240.00	4900.00
180 EDITORIAL						
01 PURCHASE ARTICLES-KEYNOTER	4222.67	5200.00	3523.00	1772.53	3523.00	5200.00
02 PURCHASE-PHOTOS	833.83	1670.00	900.00	760.27	900.00	1000.00
ACCT. TOTALS	5056.50	6870.00	4423.00	2532.80	4423.00	6200.00
181 ART						
01 PURCHASE ORIGINAL ART	4906.74	5000.00	5000.00	2765.60	5000.00	7875.00
182 MANUFACTURING						
01 KEYNOTER PAPER	44454.15	48500.00	48500.00	30290.75	48500.00	42625.00
02 PRINT KEYNOTER	46654.81	50000.00	50000.00	43586.03	50000.00	40100.00
ACCT. TOTALS	91108.96	98500.00	98500.00	73876.78	98500.00	82725.00
184 EDITORIAL SERVICES						
01 ALLOC.K.I.MAG ASST ED SALART	6876.00	7200.00	.00	3702.00	.00	.00
186 COMMISSIONS						
01 COMMISSION-KEYNOTER	.00	.00		.00		
199 EMPLOYEE EDUCATION						
02 EMPLOYEE SEMINAR FEES	.00	.00	.00	.00	.00	700.00

GL967-1 BUDGET SPREADSHEET DEPT 15 KEY CLUB (NON-SUBSIDIZED) 4/25/84 PAGE 61

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
227 ALLOCATION TO BALANCE SHEET						
15 CLOSEOUT-EXPENSE KEY CLUB	390063.00CR	494380.00CR	465726.00CR	172667.63CR	463791.00CR	359895.00CR
DEPT. TOTALS	.00	.00	.00	.00	.00	.00
		.00	.00			.00

EXHIBIT K, p. 7

EXHIBIT K, p. 8

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
926 INCOME - KEY CLUB						
01 KEY CLUB REIMBURSEMENT	380310.90CR	.00	.00	.00	.00	.00
02 MAGAZINE ADVERTISING	980.00CR	.00	2940.00CR	2100.00CR	2940.00CR	2940.00CR
03 MAGAZINE SUBSCRIPTIONS	129.00CR	150.00CR	75.00CR	45.00CR	75.00CR	100.00CR
04 LITERATURE SALES	1423.04CR	1350.00CR	1168.00CR	511.14CR	1168.00CR	1168.00CR
05 MEMBER DUES	.00	374000.00CR	353290.00CR	343663.38CR	353290.00CR	360150.00CR
06 K I SUBSIDY	.00	31500.00CR	32483.00CR	32482.50CR	32483.00CR	22034.00CR
07 INTEREST	.00	.00	11000.00CR	10898.80CR	11000.00CR	11000.00CR
08 CONVENTION	.00	118435.00CR	118435.00CR	68.00CR	118435.00CR	.00
ACCT. TOTALS	382842.94CR	525435.00CR	519391.00CR	389768.82CR	519391.00CR	397392.00CR
928 INCOME - ALLOC TO BALANCE SHEET						
95 CLOSEOUT INCOME KEY CLUB	382842.94	525435.00	519391.00	389768.82	519391.00	397392.00
DEPT. TOTALS	.00	.00	.00	.00	.00	.00

PROPOSED AMENDMENT NO. 1
TO THE INTERNATIONAL BYLAWS

Submitted by the Board of Trustees
of Kiwanis International.

This amendment proposes to amend the bylaws of Kiwanis International to provide for life member status on payment of a fee of 15 times the annual membership dues to Kiwanis International.

Amend, effective October 1, 1984, Article II, Section 5a, of the bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 5a as follows:

a. Any Kiwanian in good standing holding active, privileged, or senior membership may be granted life member status on payment of a fee which is fifteen (15) times the annual membership dues to Kiwanis International as specified in Article XII, Section 2, of the Constitution of Kiwanis International. The payment shall be made in not more than three (3) annual installments. Life member status shall not become effective until said fee is paid in full.

PRESENT PROVISIONS
BYLAWS

Article II, Section 5a

a. Any Kiwanian in good standing holding active, privileged, or senior membership may be granted life member status on payment of a fee of one hundred fifty dollars ($150.00) to Kiwanis International in not more than three (3) annual installments. No life member status shall become effective until said fee is paid in full.

PROPOSED AMENDMENT NO. 2
TO THE INTERNATIONAL CONSTITUTION

Submitted by the Board of Trustees of the California-Nevada-Hawaii District of Kiwanis International in Sacramento, California, on February 10, 1984, and co-sponsored by the following districts: Andean and Central America , Australia, California-Nevada-Hawaii, Capital, Carolinas, Eastern Canada and the Caribbean, Florida, Georgia, Indiana, Michigan, Montana, Nebraska-Iowa, New Jersey, New Zealand, Pacific Northwest, Philippine Luzon, Rocky Mountain, Southwest, Switzerland-Liechtenstein, Utah-Idaho, Western Canada, West Virginia, Austria-Germany, and Provisional District of Korea.

This amendment proposes to amend the Constitution of Kiwanis International to provide for one (1) regular meeting each year of the International Council, which shall be held before March 1 as called by the Board of Trustees.

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

Section 1. There is hereby created the International Council, which shall hold one (1) regular meeting each year, which shall be held before March 1 as called by the Board of Trustees. A written notice of the time and place of the meeting of the International Council shall be mailed to each member thereof by the Secretary not less than thirty (30) days prior to the meeting.

PRESENT PROVISIONS
CONSTITUTION

Article IX, Section 1

Section 1. There is hereby created the International Council, which shall hold one (1) regular meeting each year as called by the Board of Trustees. A written notice of the time and place of the meeting of the International Council shall be mailed to each member thereof by the Secretary not less than thirty (30) days prior to the meeting.

PROPOSED AMENDMENT NO. 3 TO THE INTERNATIONAL BYLAWS

Submitted by the Kiwanis Clubs of Phoenixville, Pennsylvania and Radford, Virginia.

This amendment proposes to amend the Bylaws of Kiwanis International to provide that the minimum number of club meetings shall be at least two (2) per month.

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

Section 4. A chartered club shall hold at least two (2) meetings per month on such day and at such place as shall be determined by the board of directors. It may hold such other meetings as the board of directors or membership may desire.

PRESENT PROVISIONS BYLAWS

Article I, Section 4

Section 4. A chartered club shall hold one weekly meeting on such day and at such place as shall be determined by the board of directors. It may hold such other meetings as the board of directors or membership may desire.

PROPOSED AMENDMENT NO. 4
THE INTERNATIONAL CONSTITUTION AND BYLAWS

Submitted by the Kiwanis Clubs of

The Salt Lake International Center, Salt Lake City, Utah, and
The Kiwanis Club of Richfield, Minnesota

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.

Exhibits upon which the Board took action are found as separate exhibits herein. They may be located from their references in the minutes or from the Table of Contents.

Contents of exhibits which were attached to Board Committee reports but not acted upon, if any, will be furnished upon request.

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
101 SALARY ALLOCATION						
01 ALLOCATION FROM K I-OFFICE SER	.00	.00		.00		
02 FROM OFFICE SERVICES-GEN MAIL	.00	3100.00		1518.80		
91 FROM OFFICE SERVICES-OTHER	.00	2200.00		276.00		
ACCT. TOTALS	.00	5300.00	.00	1794.80	.00	.00
103 STATIONERY AND SUPPLIES						
01 BOARD STATIONERY	780.00	900.00	900.00	835.36	930.00	1000.00
02 MEMBERSHIP CARDS	1454.79	.00	.00	.00	.00	.00
03 PETITION FOR CHARTERS	.00	.00	.00	.00	.00	.00
04 MISC. OFFICE SUPPLIES	674.26	900.00	900.00	577.43	900.00	950.00
05 CIRCLE K PHOTO LIBRARY	152.70	300.00	300.00	210.49	300.00	300.00
06 CIRCLE K OFFICE STATIONERY	909.00	1000.00	1106.00	1105.75	1106.00	1175.00
07 CIRCLE K CHARTERS	.00	.00	.00	.00	.00	.00
91 OFFICE SUPPLY ALLOCATION	.00	.00	.00	533.01	.00	.00
ACCT. TOTALS	3970.75	3100.00	3206.00	3262.04	3206.00	3425.00
104 POSTAGE AND EXPRESS						
01 BOARD POSTAGE REIMBURSEMENT	2130.67	2500.00	2500.00	1176.04	2500.00	2750.00
02 OFFICE MAIL	8669.10	1100.00	1100.00	5617.96	1100.00	1200.00
03 GENERAL MAILINGS	592.90	8000.00	8000.00	958.16	8000.00	9000.00
91 POSTAGE ALLOCATION	.00	.00	.00	.00	.00	.00
ACCT. TOTALS	11392.65	11600.00	11630.00	7752.16	11600.00	12950.00
105 TELEPHONE AND TELEGRAPH						
01 BOARD REIMBURSEMENT	4367.31	4800.00	6000.00	1837.23	6000.00	6600.00
02 PRESIDENT REIMBURSEMENT	1577.89	1900.00	2000.00	916.01	2000.00	2000.00
03 TELEPHONE AND TELEGRAPH	27.97	.00	100.00	15.17	100.00	100.00
90 TELEPHONE BASIC SERVICE ALLO	.00	.00	.00	492.62	.00	.00

EXHIBIT # 10

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR.	PROJ ANNUAL	84/85 BUDGET
105 TELEPHONE AND TELEGRAPH						
91 TELEPHONE LONG DISTANCE ALLOC	.00	3600.00	4000.00	2078.46	4000.00	4600.00
ACCT. TOTALS	5973.15	10200.00	12100.00	5540.49	12100.00	13300.00
106 MISCELLANEOUS OFFICE						
90 PRINTING AND PHOTOCOPY ALLOC	.00	1360.00		4649.51		
108 LITERATURE						
01 THEME AND EMPHASIS	601.95CR	150.00	150.00	62.50CR	150.00	3300.00
02 GRAPHICS	307.10	500.00	500.00	1475.96	500.00	500.00
03 SERVICE/PROGRAM LITERATURE	7939.29	.00	.00	6211.86	.00	.00
04 MEMBERSHIP RECRUITMENT	5844.61	1000.00	1000.00	106.60	1000.00	2000.00
05 LEADERSHIP DEVELOPMENT	137.12	2040.00	3000.00	3843.08	3000.00	2000.00
06 PROJECT DEVELOPMENT	7324.14	.00	.00	.00	.00	.00
07 PROGRAM RESERVE	2764.41	.00	.00	600.14CR	.00	2000.00
08 MEMBERSHIP MATERIALS	.00	5200.00	5200.00	1672.69	5200.00	5600.00
09 REPORT FORMS	.00	1000.00	500.00	.00	500.00	500.00
ACCT. TOTALS	23714.72	9890.00	10350.00	14647.55	10350.00	15900.00
110 TRAVEL						
04 BOARD-BOARD MEETINGS	10959.22	10000.00	13850.00	7507.21	10859.00	12000.00
05 BOARD-DIST. CONVENTIONS	8507.56	16000.00	16000.00	15113.37	16000.00	18000.00
06 STAFF-REG. TRG. CONF.	1990.21	1000.00	1500.00	.00	1500.00	1200.00
07 MAG EDITOR	168.00	500.00	500.00	.00	500.00	600.00
08 STAFF-DISTRICT CONVENTIONS	471.90	500.00	500.00	203.93	500.00	1000.00
09 ADMINISTRATOR	2605.28	2500.00	2500.00	2775.77	2500.00	3000.00
10 PRESIDENT	4157.41	3350.00	4000.00	3401.59	4000.00	4000.00
11 LOCAL	367.36	300.00	300.00	75.67	300.00	300.00
ACCT. TOTALS	29226.56	34150.00	36150.00	29074.54	36150.00	40100.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
111 AUDITING						
01 ANNUAL AUDIT	.00	1000.00	1000.00	.00	1000.00	1000.00
119 BOARD MEETINGS						
01 STAFF EXPENSES	186.35	.00	.00	.00	.00	900.00
02 BD HOUSING	4223.45	4290.00	7000.00	2807.21	7000.00	6400.00
03 MEAL FUNCTIONS	5760.66	4675.00	4675.00	1195.77	4675.00	5300.00
04 BOARD MEETING MATERIALS	572.06	550.00	550.00	535.73	550.00	600.00
ACCT. TOTALS	10742.52	9515.00	12225.00	4538.71	12225.00	13200.00
140 AWARDS						
01 SPECIAL AWARDS	1401.37	3500.00	3500.00	159.29	3500.00	3000.00
02 ENTRY FORMS	.00	1020.00	600.00	182.75	600.00	500.00
ACCT. TOTALS	1401.37	4520.00	4100.00	342.04	4100.00	3500.00
144 PUBLICATION POSTAGE						
01 MAIL CIRCLE K MAGAZINE	1913.91	2000.00	2000.00	253.00	2000.00	2200.00
150 REGIONAL TRAINING CONFERENCE						
01 HOUSING AND MEALS-PARTICIPANTS	627.49	6000.00	6000.00	.00	6000.00	6000.00
02 TRAINING MATERIALS AND EQUIPT	27.50	500.00	500.00	.00	500.00	500.00
ACCT. TOTALS	654.99	6500.00	6500.00	.00	6500.00	6500.00
153 CONVENTION						
01 PUBLICITY AND PROMOTION	1495.36	.00	.00	1197.75	.00	.00
02 TRAVEL-STAFF	1601.64	.00	.00	336.88	.00	.00
03 TRAVEL-NON-STAFF	.00	.00	.00	.00	.00	.00
04 TRAVEL-BOARD	2295.71	.00	.00	.00	.00	.00
05 PRINTING	293.2109	.00	.00	166.40	.00	.00
06 SUPPLIES	.00	.00	.00	.00	.00	.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
153 CONVENTION						
07 AWARDS	425.00	.00	.00	.00	.00	.00
08 HOUSING-STAFF	4766.16	.00	.00	292.00	.00	.00
09 HOUSING-NON-STAFF	4016.88	.00	.00	222.11	.00	.00
10 MEALS-STAFF	400.00	.00	.00	180.98	.00	.00
11 MEALS-NON-STAFF	183.58	.00	.00	.00	.00	.00
12 MEALS-BOARD	595.00	.00	.00	.00	.00	.00
13 GROUP MEAL FUNCTIONS	29339.35	.00	.00	.00	.00	.00
14 ENTERTAINMENT AND CONTINGENCY	469.44	.00	.00	.00	.00	.00
15 SPEAKER AND PROGRAM EXPENSE	2091.12	.00	.00	50.00	.00	.00
16 EQUIPMENT AND SERVICES	1438.41	.00	.00	286.38	.00	.00
17 HOST COMMITTEE EXPENSE	.00	.00	.00	.00	.00	.00
18 POSTAGE AND SHIPPING	203.49	.00	.00	.00	.00	.00
19 MISCELLANEOUS	2261.77	.00	.00	.00	.00	.00
ACCT. TOTALS	51325.70	.00	.00	2722.50	.00	.00
155 PHOTOS AND GRAPHICS						
01 PHOTO AND GRAPHIC	.00	.00	.00	.00	.00	.00
161 LEADERSHIP TRAINING						
01 HOUSE/MEALS PARTICIPANTS	298.00	.00	.00	550.00CR	.00	.00
02 TRAINING MATERIALS AND EQUIPT	.00	.00	.00	26.00	.00	.00
ACCT. TOTALS	298.00	.00	.00	524.00CR	.00	.00
173 TRAVEL EDITORIAL COVERAGE						
01 EDITORIAL COVERAGE	.00	.00	2600.00	.00	2600.00	.00
01 EDITORIAL COVERAGE	.00	.00	.00	.00	.00	.00
176 MAGAZINE MAILING ENVELOPES						

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
176 MAGAZINE MAILING ENVELOPES						
01 ENVELOPES-BULK MAIL	.00	2600.00	2600.00	1935.95	2600.00	.00
177 TYPESETTING						
01 TYPESET-CIRCLE K MAGAZINE	3177.78	3000.00	3000.00	1969.95	3000.00	4000.00
180 EDITORIAL						
01 PURCHASE ARTICLES	2094.12	2500.00	2500.00	750.44	2500.00	2500.00
02 PURCHASE PHOTOGRAPHS	770.76	825.00	825.00	343.33	825.00	825.00
ACCT. TOTALS	2864.88	3325.00	3325.00	1093.77	3325.00	3325.00
191 ART						
01 PURCHASE ORIGINAL ART	1628.10	3500.00	3500.00	1932.90	3500.00	3500.00
192 MANUFACTURING						
01 PRINTING	8453.61	13100.00	13100.00	7289.90	13100.00	13500.00
02 PAPER	5066.00	6100.00	6100.00	3465.25	6100.00	6500.00
ACCT. TOTALS	13519.61	19200.00	19200.00	10756.15	19200.00	20000.00
194 EDITORIAL SERVICES						
01 EDITORIAL ALLOC FROM K.I.	6000.00	6600.00		3252.00		
02 STANDARD RATE AND DATA	36.60	.00		.00		
ACCT. TOTALS	6036.60	6600.00	.00	3252.00	.00	.00
196 PROGRAM DEVELOPMENT						
01 FUTURE PROGRAMS	.00	1000.00	1000.00	.00	1000.00	1000.00
199 EMPLOYEE EDUCATION						
02 EMPLOYEE SEMINAR FEES	.00	.00	500.00	.00	500.00	500.00
227 ALLOCATION T. BALANCE SHEET						

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTDT MAR	PROJ ANNUAL	84/85 BUDGET
227 ALLOCATION TO BALANCE SHEET						
14 CLOSEOUT-EXPENSE CIRCLE K	167845.19CR	138360.00CR	134956.00CR	94961.06CR	134956.00CR	144400.00CR
DEPT. TOTALS	.00	.00	.00	.00	.00	.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
925 INCOME - CIRCLE K						
01 SPONSOR FEES	129991.64CR	86905.00CR	79750.00CR	73021.76CR	79750.00CR	87300.00CR
02 MAGAZINE ADVERTISING	603.60CR	.00	3500.00CR	2902.50CR	3500.00CR	4000.00CR
03 LITERATURE SALES	466.70CR	.00	500.00CR	390.85CR	500.00CR	500.00CR
04 MEMBER DUES	.00	57855.00CR	50000.00CR	41491.04CR	50000.00CR	55000.00CR
05 K I SUNSPOT	.00	3300.00CR	3571.00CR	3571.20CR	3571.00CR	~~10085.00CR~~ 20,505.00
06 CONVENTION	.00	.00	491.00CR	426.33CR	491.00CR	.00
07 INTEREST	.00	.00	7000.00CR	4091.10CR	7000.00CR	8000.00CR
ACCT. TOTALS	130961.94CR	148060.00CR	144812.00CR	125886.78CR	144812.00CR	~~172585.00CR~~ 174,285
928 INCOME - ALLOC TO BALANCE SHEET						
94 CLOSEOUT INCOME CIRCLE K	130961.94	148060.00	144812.00	125886.78	144812.00	~~172585.00~~ 174,285
DEPT. TOTALS	.00	.00	.00	.00	.00	.00

EXHIBIT #11 A

Constitution

and

Bylaws

of

Circle K International

Amended: 5/84

CONSTITUTION

ARTICLE I - NAME

Section 1. The name of this organization shall be Circle K International.

ARTICLE II - OBJECTS

Section 1. The objects of this organization shall be:

To emphasize the advantages of the democratic way of life;
To provide the opportunity for leadership training in service;
To serve on the campus and in the community;
To cooperate with the administrative officers of the educational institutions of which the clubs are a part;
To encourage participation in group activities;
To promote good fellowship and high scholarship;
To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
To afford useful training in the social graces and personality development; and
To encourage and promote the following ideals:

To give primacy to the human and spiritual rather than to the material values of life;
To encourage the daily living of the Golden Rule in all human relationships;
To promote the adoption and the application of high social, business and professional standards;
To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and
To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism, and goodwill.

ARTICLE III - POWERS

Section 1. The powers of Circle K International shall be:

a. To direct, manage, supervise and control its business, property and funds;

b. To create, supervise, assist and control chartered clubs and groups of chartered clubs in Divisions and Districts.

Section 2. All policies and actions of Circle K International shall be subject to control and regulation by the Board of Trustees of Kiwanis International.

ARTICLE IV - INTERNATIONAL OFFICE

Section 1. The office and mailing address of Circle K International shall be at such place as may be selected and designated by the Board of Trustees of Kiwanis International.

ARTICLE V - MEMBERSHIP

Section 1. The membership of Circle K International shall consist of Circle K Clubs which have been accepted by the Board of Officers of Circle K International and certified in the manner prescribed in the Bylaws.

Section 2. Each prospective Circle K Club meeting all requirements and obligations, and agreeing to be bound by the Constitution and Bylaws of Circle K International then and thereafter in force shall be granted an official Circle K Charter.

Section 3. Any member club that fails to conform to the provisions of the Constitution and Bylaws, as adopted and amended, may have its charter and membership in Circle K International suspended or revoked by action of the Board of Officers of Circle K International.

ARTICLE VI - CLUBS

Section 1. Circle K Clubs may be chartered at any institution which offers courses leading to a baccalaureate or post-baccalaureate degree. Circle K Clubs may also be chartered at Vocational Technical Schools that have received a technical certification by state or provincial boards of education, or by the appropriate national board or body.

Section 2. Any student of good character and of satisfactory scholastic standing, who is officially enrolled as a student in the institution in which a club exists, may be elected to active membership in said club. Active membership in a club shall extend over the fiscal year. When a District or International officer transfers to a school where a Circle K Club does not exist, he may be allowed a 60 day grace period to start said club. At the expiration of the allowed time, said membership not having been established, such officer's membership shall terminate and the office held be declared vacant.

Section 3. Any person who has performed some distinguished public service and who is not a member of a club may be elected an honorary member of a club for a period of one (1) year. Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

Section 4. In no instance shall a local Circle K Club place a "maximum" limit on its membership, or have any special requirements for membership which may lead to discrimination based on race, nationality, sex, or religion.

Section 5. If permitted by state, provincial or national law, a Circle K Club after receiving its charter may incorporate as a non-profit corporation subject to the approval of the Circle K International Board of Officers, but only by the name designated in its Charter, such as the "Circle K Club of _____ University", and said club shall agree, as a condition precedent to incorporation, that it will as an incorporated body abide by the Constitution and Bylaws of Circle K International then in force, or thereafter, from time to time, amended.

ARTICLE VII - DISTRICTS

Section 1. The Board of Officers of Circle K International, for the purposes of promoting the best interests of Circle K, shall create, supervise and assist Circle K Districts, which are regional associations of clubs.

Section 2. Each Circle K District shall be coextensive with one of the Districts of Kiwanis International and shall be divided into divisions as approved by the sponsoring Kiwanis District. At the request of the sponsoring Kiwanis District and with the approval of the Board of Trustees of Kiwanis International, more than one Circle K District may be created within the boundaries of the sponsoring Kiwanis District, each Circle K District being divided into divisions and having a Circle K Administrator. A change in the territorial limits of a District of Kiwanis International shall automatically, and to the same extent, change the territorial limits of the corresponding Circle K District(s).

Section 3. Each club situated within the territorial limits of a Circle K district shall be a member of said district, so long as such club continues to comply with the Constitution and Bylaws of Circle K International and the District Bylaws, as adopted and amended.

Section 4. Each sponsoring Kiwanis District shall be responsible for the proper operation and functioning of its Circle K District.

Section 5. Each district shall hold an annual convention, before the first weekend in May, the exact time and place of which shall be determined by the Circle K District Board of Officers and the Kiwanis Circle K District Administrator. If, in any year, the Administrator of Circle K International, in conjunction with the President of Circle K International and the Kiwanis Counselor to Circle K International, shall determine that participation in a regional meeting shall be more beneficial for any district, such regional meeting shall be held serving the same purposes of the district convention. The secretary or secretary/treasurer will mail to each club, and to the Kiwanis Circle K District Administrator, an official call to the annual convention at least thirty (30) days prior to the dates of said convention.

Section 6. Each Circle K District, through its annual convention, shall adopt the standard Form of District Bylaws, modified only as approved by the Kiwanis District Board of Trustees, the Board of Officers of Circle K International and the Administrator of Circle K International.

Section 7. If permitted by state, provincial or national law, a district, after receiving its Charter of Organization may incorporate under the name given on said Charter of Organization, and said district shall agree, as a condition of incorporation, that it will as a corporate body, abide by the Bylaws of the District then in force and thereafter as amended.

ARTICLE VIII - OFFICERS

Section 1. The officers of Circle K International shall be a President, a Secretary, nine (9) Vice Presidents, the Administrator of Circle K International and the District Governors. The Administrator shall not have the right to vote. Each officer, except the Administrator of Circle K International, 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 any other office in a member club or district within this organization, and no offices shall be combined in one person.

Section 2. The President, Secretary, and Vice President shall be elected by the voting delegates at the annual international convention of this organization in the manner prescribed in the Bylaws, Article X. They shall assume office immediately following their election and shall serve for a term of one (1) year or until their successors are duly elected and qualified.

Section 3. The Administrator of Circle K International shall be appointed by the Secretary of Kiwanis International, who shall have the power to fix the Administrator's salary and appoint and fix the compensation of such other administrative officers as he may deem necessary. The Kiwanis International Secretary shall also have the power to remove from office any person so appointed, including the Administrator of Circle K International.

Section 4. The District Governors shall be elected at their respective District Conventions in the manner prescribed in their district bylaws.

Section 5. All officers, except the Administrator of Circle K International, shall serve without compensation and accept no remunerative employment from Circle K International, Kiwanis International, or any District.

Section 6. A vacancy occurring in any elective office between conventions shall be filled in the manner prescribed in the Bylaws.

ARTICLE IX - BOARD OF OFFICERS

Section 1. The Board of Officers of Circle K International shall consist of the President, the Secretary, and the nine (9) Vice-Presidents; in addition, the Kiwanis Counselor to Circle K International and the Administrator of Circle K International shall serve as ex-officio members of the Board and shall enjoy all of the privileges of regular Board membership except the right to vote.

Section 2. The Board of Officers shall define the policies and shall have full administrative authority in all matters concerning Circle K International, within the bounds of the established policies of Kiwanis International concerning the establishment and operation of Circle K International and Circle K Clubs.

Section 3. The Board of Officers shall interpret the scope and meaning of the Constitution and Bylaws of Circle K International, subject to review by the Board of Trustees of Kiwanis International whose decisions shall be final and binding.

Section 4. The Board of Officers shall report on official Board action by summarizing such actions in the next possible issue of the Circle K International Magazine following each Board meeting, such summary to be prepared by the International Secretary within 15 days of the close of the Board meeting and endorsed by the International President and the International Administrator.

ARTICLE X - INTERNATIONAL COUNCIL

Section 1. There is hereby created the International Council of Circle K International, which shall consist of the officers of Circle K International, as defined in Article VIII, Section 1 of this Constitution. In addition, the Kiwanis Counselor to Circle K International shall serve as Advisor to and as an ex-officio member of the Council, but without the right to vote. Past Presidents of Circle K International who are active members of Circle K Clubs or Kiwanis Clubs in good standing shall also be members of the International Council.

Section 2. A majority of the Council shall constitute a quorum. In case any District Governor cannot be present at a meeting of the Council, he may, with the approval of the International Board of Officers, appoint an elected official of his District to attend in his stead with like powers. The District Circle K Administrators and Circle K District Secretaries and Secretary-Treasurers shall be invited to observe all Council meetings and participate in discussions.

Section 3. Meetings of the International Council shall be held in any year in which no International Convention is held. Meetings of the International Council may also be held on the opening day of the annual International Convention, and at such other times and places as shall be determined by the Board of Officers, with the concurrence of the Board of Trustees of Kiwanis International. For all meetings of the International Council, written notice shall be sent to each member of the Council, said notice to be mailed at least eighteen (18) days prior to the beginning of the meeting.

Section 4. In any year in which no Circle K International Convention is held, the International Council shall have the right to enact and amend the Bylaws of Circle K International in accordance with the procedure set forth in the Bylaws, Article XVIII, and shall have the responsibility of electing the President, the Secretary and the nine (9) Vice-Presidents for the coming administrative year of Circle K International. In all years, the Council shall confer with and advise the Board of Officers of Circle K International on matters relating to Circle K International.

Section 5. The President of Circle K International shall preside over meetings of the International Council. In his absence, the Council shall elect one of the Vice Presidents to preside.

ARTICLE XI - INTERNATIONAL COUNSELOR

Section 1. The Kiwanis Counselor to Circle K International shall be the official representative of Kiwanis International at all meetings of the Board of Officers of Circle K International, at all meetings of the Circle K International Council, and at the Circle K International Convention. He shall be a member of the Board of Trustees of Kiwanis International, appointed to serve as Counselor by the President of Kiwanis International.

Section 2. The International Counselor shall serve as advisor to the Board of Officers of Circle K International and as liaison between the Board of Officers and the Board of Trustees of Kiwanis International. He shall also perform such other duties as may be assigned to him by the President or the Board of Trustees of Kiwanis International. He shall assist the Board of Officers in their studies and deliberations to the extent permitted by the policies of Kiwanis International and the directives of the Kiwanis International Board of Trustees.

ARTICLE XII - CONVENTIONS

Section 1. There shall be, for the purposes of education, fellowship, inspiration, and the transaction of business, including the election of officers, an annual convention of Circle K International at such time and place as shall be determined by the Board of Officers, with the concurrence of the Circle K Administrator, unless in any year the Board of Officers and the Board of Trustees of Kiwanis International shall determine that the holding of such annual convention would be inadvisable.

Section 2. Each member Circle K Club in good standing with Circle K International and its respective District 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. No delegate shall be certified unless his name appears

on the official membership lists submitted during the year. A lieutenant governor, or a District secretary, District treasurer, or District 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 from the club he is to represent.

Section 3. The official members of the Circle K International Council, as set forth in Article X, Section 1 of this Constitution, and the immediate past governors of all districts who are still members of a Circle K Club, shall be delegates-at-large to all Circle K International Conventions.

Section 4. Each certified voting delegate and voting delegate-at-large present at a Circle K International Convention shall be entitled to vote on each question submitted to that Convention. There shall be no cumulative voting, absentee voting or voting by proxy.

ARTICLE XIII - COMMITTEES

Section 1. The Standing Committees of the Board of Officers of Circle K International shall be as listed in the Bylaws, Article XII.

Section 2. The Standing Committees shall be appointed by the President of Circle K International, with the advice and consent of the Board of Officers, one member of each committee being designated by the President to chair the committee. Each committee shall consist of at least three (3) but not more than five (5) members of the Board of Officers. The duties of the Standing Committees shall be as defined in the Bylaws.

Section 3. The President may appoint special committees, with the advice and consent of the Board of Officers and the Administrator of Circle K International, to study and/or handle specific areas of work as defined by the President in the charge to the committee(s). The term of each such committee shall expire coincident with the expiration of the term of the President, or at his pleasure.

Section 4. All standing and special committees shall report to the President and the Board of Officers. Committees shall meet at the call of the Chairman upon the approval of the President, the International Counselor and the Administrator of Circle K International, with at least thirty (30) days notice of the meeting being given to all concerned. Any costs accruing to the operation of a committee shall be budgeted in accordance with normal budgeting procedures.

Section 5. Correspondence originating in any committee addressed external to Circle K International shall have the prior approval of the Circle K Administrator before release.

ARTICLE XIV - REVENUE

Section 1. Each Circle K Club shall pay to Circle K International for every club member, except Honorary members, the sum of five dollars ($5.00) per annum, due on October 1 of each year and payable no later than thirty (30) days thereafter, for International dues. Members of clubs chartered or reactivated after February 1 shall pay the sum of two dollars and fifty cents ($2.50) International dues to place each member in good standing for the remainder of the administrative year.

Section 2. To entitle all members to receive the International magazine, literature and other services, the annual dues must be paid. In case of non-payment of membership dues as prescribed in Article XIV, Section 1, the Circle K Club shall be considered delinquent and not in good standing until such payments are received.

Section 3. The Circle K club shall have the responsibility of sending Circle K International the necessary membership forms and annual dues for each additional member added to the club throughout the year.

Section 4. Each club shall pay to the district of which it is a member, a sum for each member of the club, as established by the delegates at the district convention. In no case shall the total district dues exceed $7.00 per annum per member.

ARTICLE XV - NAME AND EMBLEM

Section 1. The Board of Officers of Circle K International shall adopt an official emblem and other insignia.

Section 2. Every local club member in good standing shall be entitled to wear the emblem and insignia.

Section 3. The name, emblem and insignia of Circle K International shall be used for only such purposes as shall be authorized by the Board of Officers, subject to the approval of the Circle K International Administrator. In no case shall they be used as a trade name or trade mark, nor in a way or for a purpose that demeans or impugns the name of Circle K or Kiwanis.

ARTICLE XVI - AUXILIARY BODIES

Section 1. There shall be no auxiliary bodies created or organized within or officially associated with this organization.

ARTICLE XVII - BYLAWS AND AMENDMENTS TO BYLAWS

Section 1. Bylaws for the government of Circle K International, not inconsistent with this Constitution, shall be enacted and may be amended from time to time by a majority vote of the voting delegates and voting delegates-at-large present and voting at any convention of Circle K International. No such action shall become effective until approved by the Board of Trustees of Kiwanis International. The Bylaws may also be amended by action of the Board of Trustees of Kiwanis International. Proposed amendments to the Bylaws to be voted upon at a convention may be submitted in writing by Circle K Clubs in good standing, Circle K Districts, the Board of Officers of Circle K International or the Administrator of Circle K International, and shall be received by the Administrator at least sixty (60) days prior to the opening of the Convention. The Administrator shall then send a copy of all proposed amendments to every Convention registrant from each chartered club not later than fifteen (15) days prior to the Convention. Late registrants will have copies placed in their registration packets.

ARTICLE XVIII - AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments to this 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 Circle K International.

Section 2. No amendments to this Constitution shall become effective until approved by the Board of Trustees of Kiwanis International.

Section 3. Amendments to this Constitution may be adopted by action of the Board of Trustees of Kiwanis International.

Section 4. Proposed amendments may be submitted by Circle K Clubs in good standing, Circle K Districts, and by the Board of Officers of Circle K International and shall be received by the International Administrator at least sixty (60) days prior to the opening of the Convention. The Administrator will send a copy of all proposed amendments to every Convention registrant from each chartered club no later than fifteen (15) days prior to the Convention. Late registrants will have copies placed in their registration packets. Only these proposed amendments will be considered by the House of Delegates.

BYLAWS

ARTICLE I - CLUBS

Section 1. A Circle K Club may be established in an institution meeting the requirements of the Constitution of Circle K International, Article VI, Section 1, upon the request of a Kiwanis Club(s) which agrees to sponsor the proposed club. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least fifteen (15) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted and complied with the provisions of the Standard Form for Club Bylaws, modified only as approved by the Board of Officers of Circle K International and has agreed to be bound by the Constitution and Bylaws of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization. The postmarked date of the Petition of Charter shall serve as the official date of the Charter of Membership.

Section 2. The name of a club shall be that given on its Charter of Membership.

Section 3. The objects of a club shall be the same as the objects of Circle K International.

Section 4. At the beginning of each school year and no later than September 1, the Circle K International Administrator shall send to the president of each Circle K Club the "Member Report Form" and the "Club Information Form", requesting the necessary pertinent information for office records, including preferred mailing address. Such forms are to be completed by the Circle K Club and returned directly to Circle K International with applicable International membership dues.

Section 5. During the school year each club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, a club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Section 6. The revenue of a club shall be from a minimal dues set by a vote of two-thirds (2/3) of the active members present and voting at any regular meeting of the club. Revenue may be derived from other sources in such a manner as may be determined by the officers. No Circle K Club shall sponsor or participate in any manner in a lottery, raffle, drawing or game of chance for the purpose of raising funds, or shall employ a lottery, raffle, drawing or game of chance in connection with any fund-raising activity, unless its sponsoring Kiwanis District has given approval for Kiwanis clubs in the District to sponsor, participate

or employ such fund-raising activities, and unless the Circle K Club has received the prior approval of the sponsoring Kiwanis District Board of Trustees and the Circle K District Board of Officers. Such approval so granted does not constitute official endorsement of such activities by Circle K International or Kiwanis International. Any lottery, raffle, drawing or game of chance so approved must not contravene any laws, mores, customs or traditions of the country, state or province in which the Circle K Club exists. No Circle K Club shall engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis. Clubs violating the provisions of this section may have their charter revoked or be otherwise disciplined as prescribed by the Board of Officers of Circle K International or the Board of Trustees of Kiwanis International, persuant to the provisions of Section 2 of Article IV.

Section 7. Each club shall adopt the Standard Form of Club Bylaws, modified only as approved by the Board of Officers of Circle K International. The bylaws of a club may be amended by a vote at any regular meeting of the club, provided that written notice of such proposed amendments shall have been given the membership at least two (2) weeks prior to the meeting at which they are considered. All such amendments must be consistent with the Constitution and Bylaws of this organization and shall become effective only after submission to and approval by the Board of Officers of Circle K International.

ARTICLE II - MEMBERSHIP IN CLUBS

Section 1. Any person possessing the qualifications prescribed in Article VI, Section 2 of the Constitution of Circle K International may be elected to active membership in a chartered club.

Section 2. No person shall be eligible for membership in a club who holds membership (other than honorary) in any other Circle K Club, a Kiwanis Club, or another service club of like character.

Section 3. An active member of a chartered club shall pay annual membership dues and shall be entitled to all privileges of the club. Active members shall maintain regular attendance at club meetings and shall actively participate in the activities of a chartered club, and the Board of Directors of said club shall review periodically the attendance and activity participation record of each club member.

Section 4. The selection (election) and discipline of active and honorary members in any chartered club shall be by majority vote of the membership of the club, with the approval of the institutional authorities and the Kiwanis sponsor(s), as authorized in the Standard Form for Club Bylaws.

Section 5. Membership in a Circle K Club shall automatically cease on September 30 of the same calendar year following graduation, or when a member fails to meet scholastic or character requirements, or when he ceases to be enrolled as a student in the institution in which his Circle K Club is organized.

ARTICLE III - CLUB STRUCTURE

Section 1. The officers of each Circle K Club shall be a president, one or more vice-presidents and either a secretary-treasurer or a secretary and a treasurer. Additional officers may be elected to the board when requested by the local club and approved by the Circle K District Board of Officers. These officers shall constitute the Board of Officers of the club and shall have such duties as shall be prescribed in the club bylaws. All officers shall be active members in good standing in their club.

Section 2. The election, installation, term, and duties of the officers of a club and the manner of filling vacancies in any office of a club shall be defined in the club bylaws. The outgoing president and secretary of the club shall promptly certify to the Administrator of Circle K International the names and addresses of the newly elected officers.

Section 3. Any officer may be dismissed for just cause from office by a vote of two-thirds (2/3) of the entire active membership of the club upon the recommendation of a majority of the Board of Directors, who shall make such recommendation only after they have held a hearing to determine whether or not just cause for dismissal exists and have afforded the officer in question the opportunity to be heard.

Section 4. Standing Committee structure and the duties of these committees shall be prescribed in the club bylaws. The president, however, shall have the power to appoint such special committees as needed, and when needed, as shall be determined by the president in consultation with the faculty advisor and/or Kiwanis advisor.

Section 5. The well-being and strength of the Circle K Club shall be the responsibility of the sponsoring Kiwanis Club. The Kiwanis Club shall provide a Kiwanis Circle K Committee to advise and counsel the Circle K Club while it is being formed and throughout its existence. The chairman of the Kiwanis Circle K Committee shall serve as Circle K advisor and shall be responsible to the Kiwanis Club for all Circle K activities.

ARTICLE IV - MEMBERSHIP IN CIRCLE K INTERNATIONAL

Section 1. Any member club more than thirty (30) days in arrears for any indebtness to Circle K International, its district or its sponsoring Kiwanis Club shall be considered "not in good standing" and may have its charter suspended or revoked by action of the

Board of Officers of Circle K International, providing that notice of said indebtness shall have been duly sent by the Administrator of Circle K International to the president of said club. The Board of Officers may restore such club to membership upon payment of its indebtness.

Section 2. Any member club that fails to conform to the Constitution or Bylaws of Circle K International or that fails to conform to the standards for clubs established by the International Board of Officers, may have its charter and membership suspended or revoked, or may otherwise be disciplined by action of the Board of Officers, providing that a copy of the charges with a notice of the hearing thereof before the Board of Officers of Circle K International shall have been sent by mail by the Administrator of Circle K International to the last reported president and secretary of said club at least thirty (30) days before said hearing shall be held. The hearing shall be held at the time of a regularly scheduled board of officers meeting and the subject club shall be entitled to appear before the Board to present its case.

Section 3. Any member club may resign from this organization provided that all financial and other obligations of such club to this organization, and its sponsoring Kiwanis club, shall have been fulfilled and that if incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation, adopted and approved by a three-fourths (3/4) vote of the active membership of such club, which resolution shall be certified by the club's secretary to the Administrator of Circle K International. Such resignation shall become effective when accepted by the Board of Officers, and by such action the club surrenders all rights to use the name, emblem, and other insignia of this organization. The Board of Officers may, upon written application of such club, reinstate the club to membership in Circle K International.

Section 4. Any Circle K Club whose membership in Circle K International has been terminated in any manner shall forfeit all interest in any funds or other property belonging to Circle K International or its districts and all right to the use of the name, emblem or other insignia of this organization.

ARTICLE V - DISTRICTS

Section 1. The officers of a district shall be the District Governor, the Secretary-Treasurer, and such Lieutenant Governors as deemed essential by the Circle K District Board of Officers and the sponsoring Kiwanis District Board of Trustees, with approval of the Circle K International Board of Officers. A Circle K District may petition the Circle K International Board of Officers, providing they have the approval of the sponsoring Kiwanis District Board of Trustees, to allow separation of Secretary-Treasurer into the offices of District Secretary and District Treasurer. Such petition shall define the duties for each officer

and the reasons for such a division. The officers of a district may include a District Editor, if deemed desirable by the Circle K District Board of Officers and the Kiwanis District Board of Trustees, with the approval of the Circle K International Board of Officers.

Section 2. A district may operate under a council of representatives in lieu of lieutenant governors with the approval of the Kiwanis District Board of Trustees and the Circle K International Board of Officers. In the event a council of representatives system is utilized, there will be only one (1) representative from each club. Each representative must be an active member of a club in good standing in the District and shall be elected by the members of his club.

Section 3. (a) A district may operate under a dual system of both lieutenant governors and a council of club presidents, subject to the approval of the House of Delegates of said district by a two-third (2/3) vote and upon concurrence of the Kiwanis District Board of Trustees. Each club shall have one representative with one vote.

(b) Where a district has been operating under a council of club representatives and when necessary for a successful transition from a system of council of representatives to a lieutenant governor system, a district may operate under a joint system for the time period deemed necessary by the Circle K District Board of Officers and in concurrence with the Kiwanis District Board of Trustees and the Circle K International Board of Officers. This time period shall not exceed one (1) year.

Section 4. The District Board of Officers shall consist of the District Governor, the District Secretary-Treasurer (or the District Secretary and the District Treasurer), the District Editor if one is elected and the elected Lieutenant Governors, or alternatively, the elected representatives from each club serving on the Council of Representatives.

Section 5. (a) The District Governor, the District Secretary-Treasurer (or the District Secretary and the District Treasurer), the District Editor (if there be one), and the Lieutenant Governors, shall be elected at the annual district convention. Each district officer shall be an active member of a Circle K Club which is in good standing with both said district and International. The basis of eligibility for nomination and election, shall be their demonstration of leadership ability. The District Editor may be elected or appointed, as prescribed in the bylaws of the district.

(b) If the District Bylaws so prescribe, Lieutenant Governors may be elected at Divisional Caucuses held prior to the annual district convention.

Section 6. All officers shall begin their official duties immediately upon their induction into office at the conclusion of the annual district convention, and shall serve for one (1) year or until their successors are duly elected.

Section 7. The Standing Committees of the District, and the duties of the Standing Committees, shall be prescribed in the District Bylaws. The District Governor should appoint Chairmen and assign members to these committees within thirty (30) days after the District Convention.

Section 8. The governor 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 district. It will be the responsibility of the governor 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 governor determines, in his year, that their responsibilities have been fulfilled.

Section 9. The annual convention of each district shall be held at the time and place mutually agreed upon by the Board of Officers of the Circle K District, the sponsoring Kiwanis District Board of Trustees, and the Board of Officers of Circle K International. So far as is practical, the President of Circle K International, with the advice and consent of the Circle K International Board of Officers, shall assign an official representative to attend each District Convention. The dates and site of the convention shall be submitted to the Administrator of Circle K International not later than sixty (60) days prior to the proposed convention dates, and the Administrator, acting for the International Board of Officers, may approve the dates and site.

Section 10. Before the official opening of each district convention, the Circle K District Board of Officers, with Kiwanis counsel, shall adopt and publicize the rules of convention discipline. Infractions of convention rules shall be adjudicated by the Circle K District Board of Officers, with the advice of the District Circle K Administrator.

Section 11. Each member club of a district, in good standing, shall be entitled to two (2) delegates and two (2) alternate in any convention of said district. The governor and other elected district officers shall be delegates-at-large. International Officers shall not be considered delegates unless certified as representing their home club.

Section 12. The governor shall appoint a Credentials Committee and an Elections Committee, and such other committees as may be necessary for the conduct of said convention, each to consist of active members in Circle K clubs of the district.

Section 13. Within thirty (30) days of the completion of the annual District Convention, the Secretary or Secretary-Treasurer of said district shall cause a report containing all official action taken by the district convention to be sent to the Administrator and to the Officer of Circle K International assigned by the President to counsel said district.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. THE PRESIDENT: The President shall be the chief executive officer of Circle K International and shall exercise general supervision, subject to the approval of Kiwanis International, over its operation. He shall serve as the presiding officer at the annual convention of Circle K International and at meetings of the Board of Officers, the Executive Committee of the Board of Officers and the International Council. He shall serve as the official representative of Circle K International and shall perform such other duties as usually pertain to the office of President, or as may be assigned to him by the Board of Officers. He shall work to maintain good public relations between this organization, Kiwanis International, Key Club International and the general public. He shall assign a counselor to each district from among the membership of the Board of Officers, and shall maintain effective communications with his Board.

Section 2. THE VICE-PRESIDENTS: In the event of the inability of the President to perform his duties, the Board of Officers shall elect one of the Vice-Presidents to perform the duties of and have the same authority as the President. Each Vice-President shall counsel one or more Districts, as assigned by the President. The Vice-Presidents shall communicate by correspondence throughout the year with the governors and districts they are assigned to counsel, and shall relieve the President of routine detail related to the administration with the governors and other district officers they counsel, as is agreed upon with the district governors. They shall attend the annual convention of Circle K International, as well as meetings of the Board of Officers and the International Council. They shall represent the Board of Officers at the district conventions, for the districts they counsel when practical, but as assigned by the President. The Vice-President shall assist the governor and other district officers in establishing and maintaining tangible involvement of the clubs within the district in the affairs of this organization, and shall evaluate the overall effectiveness of the programs of the clubs in those districts. They shall be responsible for the collection of program sharing materials from the districts they counsel, and they shall serve as the official representative of this organization at such functions as the President may determine. Vice-Presidents shall also serve on one or more of the committees listed in Article XII of these Bylaws. Each Vice-President shall have such other duties as usually pertain to the office or as may be assigned by the Board of Officers.

Section 3. THE SECRETARY: The Secretary shall attend the annual convention of Circle K International as well as meetings of the Board of Officers, the Executive Committee of the Board of Officers and the International Council. He shall record the minutes of all official meetings of the Board, the Executive Committee and the Council, and of the House of Delegates. He shall serve as the official representative of this organization at such functions as the President may determine; and shall perform additional responsibilities as assigned by the President or International Board of

Section 14. (a) Following his election, the District Governor, in conjunction with the District Circle K Administrator, shall develop a proposed income and expense budget and present the budget to the Circle K District Board of Officers for approval. The budget shall then be presented to the sponsoring Kiwanis District Board of Trustees for approval.

The Expense portion of the budget shall include provision for a district publication, necessary Governor's and Secretary-Treasurer's (or Secretary's and Treasurer's) travel, and some allocation for district convention overhead expense. It should include provisions for necessary and approved expenditures that Lieutenant Governors and any special committee or assistants might incur.

(b) The Kiwanis District Board of Trustees may determine and provide an allocation from Kiwanis funds for Circle K operations. This allocation and the district dues will provide the funds to support the district operation.

(c) At the beginning of each school year, but no later than October 1, the governor, in cooperation with the District Secretary-Treasurer (or District Secretary) will notify all clubs of the amount of established dues. These dues are due October 1, and shall be considered delinquent if not paid within thirty (30) days thereafter.

(d) The fiscal year of each Circle K District shall begin on the first (1st) day of October of each calendar year.

Section 15. The governor may, with the advice and consent of the Kiwanis District Board of Trustees, establish operating procedures not specifically defined by this Constitution and Bylaws. In all other cases, the article set forth under District Structure in this Constitution and Bylaws shall be the only and final regulations for this aspect of organizational structure.

Section 16. The bylaws of a district may be amended by a vote of two-thirds (2/3) of the delegates present and voting at any annual convention of the district, provided that written notice of such proposed amendments shall have been given to each club in the district at least thirty (30) days prior to the annual convention at which proposals will be considered. All such amendments must be consistent with the Constitution and Bylaws of Circle K International and shall become effective only after the approval of (1) the Board of Trustees of the sponsoring Kiwanis district and (2) the Board of Officers of Circle K International, in that order.

Officers. The Secretary shall also perform such other duties as usually pertain to the office, or as may be assigned by the Board of Officers.

Section 4. THE TREASURER: The Treasurer of Kiwanis International shall serve as the Treasurer of Circle K International without remuneration. He shall not be a member of the Board of Circle K International. The Treasurer shall receive from the Administrator of Circle K International all funds paid to Circle K International and shall deposit them in the official depositories designed by the Board of Trustees of Kiwanis International. He shall disburse Circle K funds by order of the Board of Officers with the approval of the Kiwanis Counselor to Circle K International and/or the Administrator of Circle K International. The accounts and books of the Treasurer shall be open at all times to the inspection of the Board of Officers of Circle K International, the Board of Trustees of Kiwanis International and any auditors named by the Board of Trustees of Kiwanis International. He shall submit an itemized report on the receipts and expenditures of Circle K International to the annual convention and at such other times as the Board of Officers shall request. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as shall be required by the Board of Trustees of Kiwanis International.

Section 5. THE ADMINISTRATOR: The Administrator of Circle K International shall be in executive charge of the headquarters of Circle K International under the supervision of the Secretary of Kiwanis International, and shall be responsible for the selection and supervision of the office personnel of Circle K International, subject to direction and control by the Secretary and Board of Trustees of Kiwanis International. He shall sign all documents issued by Circle K International, shall affix the corporate seal of the organization when required, and shall be responsible for the training of the Circle K International President, the Board of Officers and the District Governors, seeking the concensus recommendations of the incumbent or outgoing International Board of Officers (as may be appropriate) in so doing. He shall oversee the planning and conducting of the annual convention of Circle K International. He shall develop proper and adequate publications and programs for this organization, and shall be responsible for such other administrative duties as may be assigned by the Secretary of Kiwanis International. He shall keep all accounts, receive all monies paid to Circle K International and deliver all funds to the Treasurer within thirty (30) days after receipt thereof. The records and books of the Administrator shall at all times be open to the inspection of the President, Secretary, Treasurer and Board of Trustees of Kiwanis International, the Board of Officers of Circle K International, as well as any auditors named by the Board of Trustees of Kiwanis International.

He shall give bond for the faithful discharge of his duties in a sum and with such sureties as shall be required by the Board of Trustees of Kiwanis International. Necessary administrative expenses, as established within the Policies and Procedures of Kiwanis International, shall be included in the annual budget of Circle K International.

Section 6. THE DISTRICT GOVERNORS: Each Governor shall have the duty of furthering the objectives of Circle K International and promoting the interests of Circle K clubs within his district. They shall work closely with other International and district officers to strengthen and expand the Circle K movement. Each District Governor shall be the chief executive of the District, shall appoint all standing and special district committees, and shall preside at the District Convention and all meetings of the District Board of Officers. They shall attend the International Convention and all meetings of the International Council. Each District Governor shall be responsible for the leadership training of club officers, workshops for which will be held at the district convention; and for developing all communications with clubs for the purpose of bringing administrative aid to said clubs. Each Governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis District Circle K Administrator on all matters dealing with the operation of the district.

Section 7. OTHER DISTRICT OFFICERS: The duties of all other District Officers are as prescribed in the Standard Form of Circle K District Bylaws.

ARTICLE VII - BOARD OF OFFICERS

Section 1. The Board of Officers of Circle K International shall meet at such times and places as shall be determined by the Board of Officers, by call of the President, or by written request of six (6) members of the Board of Officers. The Board of Officers shall meet at least three (3) times annually, once in the fall, once in winter and once in the spring/summer to conduct the business of the organization, to develop programs for implementation, to serve as a committee on conventions and laws and regulations and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention. The call for meetings, as noted in this section, other than the three (3) annual meetings and the International Convention meetings, shall require the endorsement of the Kiwanis Counselor to Circle K International or the Administrator of Circle K International. A written notice of the time and place of each Board meeting shall be mailed to the members of the Board of Officers by the Administrator of Circle K International not later than ten (10) days prior to the meeting.

Section 2. The Board of Officers may, without meeting together, transact business by voting on proposals mailed to them by the Administrator of Circle K International. If within twenty-one (21) days thereafter, a majority of the members of the Board of Officers shall send to the Administrator of Circle K International, and he shall have received, their written vote in favor of any proposal, said proposal shall be deemed carried; otherwise it shall fail. No such affirmative action shall go into effect until seven (7) days after the Administrator, by certified mail, shall have sent to each member of the Board a report of the tabulated result of the vote, the ballots of which shall be produced at the next meeting of the Board of Officers.

Section 3. In like manner, the Board of Officers may, without meeting together, transact business by a telephone conference, provided that:

(a) The matter to be voted upon shall have been communicated by telephone, cable or certified mail, to each member of the Board of Officers by the Administrator of Circle K International at least forty-eight (48) hours in advance of the telephone conference.

(b) Each member of the Board of Officers shall have been informed by or at the behest of the Administrator of Circle K International, by telephone, cable or certified mail, of the day and time of the telephone conference.

(c) No fewer than eight (8) members of the Board of Officers shall have participated in the telephone conference.

(d) The vote on any matter shall be by a call of the roll of the Board of Officers, tallied by the Administrator of Circle K International, who shall announce immediately the result of the vote and preserve the tally sheet, to be produced at the next meeting of the Board of Officers.

(e) At least six (6) members of the Board of Officers shall waive, in writing and within twenty-one (21) days of the telephone conference date, the meeting notice of ten (10) days noted in Section 1 of this Article, if less than ten (10) days notice was, in fact, given. Otherwise, the telephone conference is not legally called, and the action taken during the conference is null and void.

Section 4. Seven (7) members of the Board of Officers, other than ex-officio members, shall constitute a quorum for the transaction of all business, except in case a larger vote is required under the Constitution or these Bylaws.

ARTICLE VIII - CONVENTIONS

Section 1. The Annual Convention of Circle K International shall be held at such time as shall be determined by the Board of Officers of Circle K International, with the concurrence of the Kiwanis Counselor to Circle K International and/or the Administrator of Circle K International, such determination to be effected not less than one (1) year prior to the date of said convention.

Section 2. The Board of Officers shall have supervision over the management of the Annual Convention of Circle K International, with the assistance of such local convention committees as shall have been appointed by the President of Circle K International and/or the Governor of the host Circle K District. The Convention Manager of Kiwanis International shall be the Convention Manager of the Circle K International Convention and shall serve as an advisor

to the Board of Officers. The Administrator of Circle K International shall have general oversight of the planning and conducting of the Annual Convention, conveying such information and directives as he shall have received from the Kiwanis International Board of Trustees, and arbitrating whatever conflicts or differences arise in the planning or conduct of the Convention.

Section 3. Each International Convention shall be held in a location chosen well in advance for its accessibility, interesting and educational setting, appropriate accommodations, and general suitability. The program of the convention shall include worthwhile assemblies featuring addresses by prominent Kiwanians and Circle K members and other outstanding persons, Circle K training conferences, and general convention business, such as the election of officers.

Section 4. At the request of the Board of Officers, the Administrator of Circle K International shall mail to each member club an official call to the annual convention at least one hundred twenty (120) days prior to the opening of the convention.

Section 5. The officers of each international convention shall be the officers of Circle K International. The President shall preside at all general sessions, unless the official program designates otherwise.

Section 6. At each duly called convention, or prior thereto, the President, with the approval of the Board of Officers, shall appoint the Chairmen, members and advisors for such convention committees, conference committees, and contest judging committees, as he may deem appropriate or advisable.

Section 7. Voting delegates and alternate voting delegates for the International Convention shall be elected by clubs in good standing not later than ninety (90) days prior to the opening of the convention. Each Club President and Secretary shall promptly and jointly certify to the Administrator of Circle K International the names of those elected to serve. In case any club fails to certify the names of its voting delegates and alternate voting delegates, or in case there is any question concerning the seating of delegates, the Committee on Credentials for the convention shall determine who shall be seated, subject to review by the Board of Officers of Circle K International.

Section 8. The Board of Officers of Circle K International, in conjunction with the International Administrator, shall have prepared, and shall approve, a convention budget that shall show income and expenses in sufficient detail to assure that the convention shall not incur a deficit. The Board of Officers, in conjunction with the International Administrator, shall conservatively estimate convention attendance and shall establish a uniform Registration Fee, to be paid to Circle K International by all persons attending the Convention, sufficient to cover all estimated expenses. No voting delegate shall be entitled to vote unless his registration fee has been paid. All proceeds derived from registration fees shall be expended solely in defraying the costs of this or subsequent conventions.

Section 9. The quorum of any convention of Circle K International shall consist of not less than one hundred fifty (150) delegates and delegates-at-large.

ARTICLE IX - CONVENTION PROCEDURE

Section 1. The official program of a convention, as approved by the Board of Officers and the Administrator of Circle K International, shall be the order of the day for all convention sessions. Changes in the program may be made from time to time, with the consent of the Administrator, by majority vote of the voting delegates and voting delegates-at-large present and voting.

Section 2. Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee by the Board of Officers prior to the meeting of the House of Delegates. Debate on any resolution shall not be in order until it has been reported out by the Resolutions Committee. Nothing contained herein will preclude amendments to a resolution, or a substitute resolution, being offered from the floor.

Section 3. Reports of committees, communications to the convention, resolutions submitted by the Committee on Resolutions, proposed amendments to the Constitution and Bylaws, and all motions except those known as "undebatable" may be debated on the floor of the convention, unless by a two-thirds (2/3) vote, the convention decides to dispose of them without debate. No voting delegate or voting delegate-at-large shall speak in convention longer than five (5) minutes at one time, except as provided in the order of the day or by majority vote.

ARTICLE X - NOMINATION AND ELECTION OF OFFICERS

Section 1. The official program of the annual convention shall indicate the days and the hours for the nomination and election of officers and shall be subject to change only in accordance with the rules of convention procedure.

Section 2. The Committee on Elections of the convention shall have general charge of the election and of the printing, the distributing, the collecting, and the counting of the ballots.

Section 3. When the program of any annual convention shall specify nomination of officers to be the order of business, the President of Circle K International shall receive nominations from the floor for the several offices to be filled at the convention. All such nominees shall be from organized districts and shall be in attendance at such convention, and shall certify in writing, prior to election, that they will carry out the duties and responsibilities of such offices.

Section 4. 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 lessor number for said office than there are vacancies to be filled. Cumulative voting, absentee voting and voting by proxy shall not be allowed.

Section 5. When the number of candidates for the office of International President shall exceed two (2), the following procedure shall be followed: In the event that one candidate receives a majority of 50% plus one of those ballots cast, that candidate shall be elected. In the event that no one (1) candidate shall receive a majority of those ballots cast, those two (2) candidates receiving the highest number of votes, whose combined votes equal at least 50% plus one, shall appear on the official ballot for the office of President. If no two (2) candidates receive a combined vote of 50% plus one, the candidate receiving the lowest number of votes shall be eliminated. This procedure shall be continued until two (2) candidates have a combined total of 50% plus one of those ballots cast. The names of those two nominees shall appear on the official ballot for the office of President. The nominee for the office of president receiving the largest number of votes cast for that office shall be elected.

Section 6. When the number of candidates for the office of International Secretary shall exceed two (2), the same procedure, as outlined in Section 5 of this Article for the office of President, shall be followed in the election of the International Secretary until one (1) nominee shall have received a simple majority of the votes cast.

Section 7. In the election of the International Vice-Presidents, the nine (9) nominees for the office of Vice-President receiving the highest number of votes cast for that office shall be elected.

Section 8. The Committee on Elections shall report promptly to the convention the results of the balloting, and the report shall be signed by a majority of the Committee. After the Committee has so reported, the Chairman shall deliver all ballots to the Administrator of Circle K International, to be kept by him for a period of ninety (90) days after the close of the convention, when the ballots shall be destroyed.

Section 9. The procedure set forth in the preceding sections of this Article may be changed or modified if a majority of the voting delegates and voting delegates-at-large approve such change and if such change has the approval of the Kiwanis Counselor to Circle K International or the Administrator of Circle K International.

ARTICLE XI - VACANCIES IN OFFICE BETWEEN CONVENTIONS

Section 1. In the event of a vacancy in the office of President between conventions, the Board of Officers of Circle K International shall elect one of their number to serve in that capacity for the unexpired term, except that in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for the succeeding administrative year.

Section 2. In the event of a vacancy in one of the offices of Vice-President or the office of Secretary between conventions, the Board of Officers shall elect an active member in good standing of a club within a member district as soon as possible after the creation of the vacancy, to serve in that capacity for the unexpired term, except that in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for the succeeding administrative year.

Section 3. In the event of a vacancy in the office of District Governor for any District between district conventions, the position of Governor shall be filled by a member of the District Board of Officers, or by a qualified member of a club in the district, elected by the District Board of Officers. In any year in which no district convention is held, the District Board of Officers shall elect a qualified member of a club in the district to serve for the succeeding administrative year.

Section 4. An International Officer may be removed from Office for just cause by the affirmative vote of two-thirds (2/3) of all members of the International Board of Officers duly elected and serving at the time. Whenever there appears to be sufficient cause for such action, the President shall give such officer of the Board of Officers immediate notice of said cause and shall indicate that at the next regularly scheduled meeting of the Board of Officers, consideration shall be given to such facts and reasons why the office should be declared vacant. The office shall be afforded the opportunity at that meeting to explain or refute the allegations. In the event that the Board of Officers shall find the alleged facts to be true, the Board of Officers shall have the power to declare such office vacant, and the vacancy shall be filled in accordance with the provisions for filling vacancies in office as contained in this Constitution and these Bylaws. Any such removal shall be effective only upon and as of the date of approval by the Kiwanis International Board of Trustees.

Section 5. The administrative year of Circle K International shall begin on the day following the close of the annual International Convention and shall end on the final day of the next annual Convention. In any year in which no annual Circle K International Convention is held, the administrative year shall begin on September 1 and end on August 31 of the following year.

ARTICLE XII - COMMITTEES

Section 1. The Executive Committee shall be chaired by the President of Circle K International and shall include in its membership the International Secretary and at least two (2) International Vice-Presidents. The Chairman of the Finance and Administration Committee shall be one of the members of the Executive Committee. The Executive Committee shall perform such administrative duties and exercise such administrative authority as may be delegated to it by the Board of Officers.

Section 2. The Committee on Awards, Laws and Regulations shall recommend the rules for judging international contests and criteria for all international awards. It shall investigate those nominated to receive the Circle of Service and the Humanitarian Award and report its findings to the Board of Officers. Likewise, it shall make recommendations to the Board on nominations for other International awards. The Committee shall review the Constitution and Bylaws, and the Standard Forms of Club and District Bylaws, each year to determine the need, if any, for amendments or revisions. It shall develop appropriate International Policies and Procedures for adoption by the Board of Officers, and incorporate additions and revisions from time to time, as directed by action of the Board of Officers. It shall also review proposed amendments to the Constitution and Bylaws of Circle K International received from Districts and Clubs, requesting clarification or additional information as needed. The Committee shall review all requests from Clubs and Districts for approval of amendments to their respective Bylaws, making appropriate recommendations in these matters to the Board of Officers. The Committee shall also perform such other duties as may be assigned by the Board of Officers.

Section 3. The Committee on Club Growth and Retention shall study causes and effects, devise appropriate programs and informational material and otherwise deal with matters relating to building new Circle K Clubs, reactivating non-meeting clubs, strengthening weak and substandard clubs, promoting membership growth in existing clubs and retaining club members. The Committee shall also perform such other duties as may be assigned by the Board of Officers.

Section 4. The Committee on Conventions and Conferences shall study and evaluate proposed sites for future international conventions and conferences, reporting on its findings and making appropriate recommendations on sites and dates to the Board of Officers. It shall work closely with convention committees in planning the

program of the annual convention, and with the Administrator of Circle K International and the Kiwanis International Convention Manager in planning convention details. Annually, it will assess the value of various convention sessions and recommend appropriate changes. It will establish the dates, sites and agendae for various international and regional training and other conferences involving Circle K International for recommendation to the Board of Officers, and will evaluate the effectiveness of these conferences. The committee shall also perform such other duties as may be assigned by the Board of Officers.

Section 5. The Committee on Finance and Administration shall develop the budget for the next administrative year for submission to the Board of Officers. It shall carefully review monthly income and expense statements, comparing actual performance against the budget and periodically forecasting the year-end financial position, making necessary recommendations to the Board of Officers to preserve a balanced budget. The Committee shall counsel with other Standing Committees to assist these committees in remaining fiscally solvent and within their budgets. It shall also prepare and monitor annual international convention budgets, making appropriate recommendations to the Board of Officers. Both budgets shall have the endorsement of the Administrator of Circle K International and the Kiwanis Counselor to Circle K International. It shall study office administration matters, making suggestions for the improvement of office efficiency to the Board of Officers and the Administrator of Circle K International, and shall develop and maintain such administrative manuals and forms in the areas of finance and administration as may be necessary or useful. The committee shall also perform such other duties as may be assigned by the Board of Officers.

Section 6. The Committee on International and Public Relations shall concern itself with the development of methods and programs to publicize Circle K International and to assist the Districts and Clubs to effectively inform the public of the ideals, objects, programs and achievements of the Circle K organization. It shall work closely with the Kiwanis International Manager of Public Relations in the preparation of promotional materials for the organization. The committee also shall deal with all matters involving the affiliation of clubs beyond the established districts, the translation of materials into other languages, and the international extension of Circle K, as authorized by the policies of Kiwanis International and Circle K International. It shall also perform such other duties as may be assigned by the Board of Officers.

Section 7. The Committee on K-Family and International Projects shall deal with matters concerning the relationship between all Kiwanis sponsored organizations, being responsible for developing projects and programs to expand and strengthen said relationships. The committee shall also deal with all projects sponsored on an

international level, developing the resource and promotional material, as well as incentives for local club and District participation in such projects. It shall also perform such other duties as may be assigned by the Board of Officers.

Section 8. The Committee on Leadership Development shall be responsible for the development, implementation and evaluation of programs for the training and development of International and District officers of this organization, making such recommendations to the Board of Officers of Circle K International as shall be necessary in the discharge of this responsibility. The committee shall also develop such training materials as may be necessary for the conduct of the aforesaid training, and for the encouragement and enlightenment of candidates for International and District office. In addition, the committee shall prepare material for the effective training of club officers in their duties and responsibilities. It shall also perform such other duties as may be assigned by the board of Officers.

Section 9. The Committee on Membership Development and Education in conjunction with the Administrator of Circle K International, shall be responsible for the annual review, evaluation and revision of all literature in the portfolios of Circle K International, including the manuals for club members, faculty advisors and district administrators. It shall deal with all matters concerning the education and development of the individual club member, and shall develop aids for the recruitment of members. The committee shall have the responsibility of maintaining the history and the archives of Circle K International. It shall also perform such other duties as may be assigned by the Board of Officers.

Section 10. The Committee on Theme and Emphasis Program shall be responsible for the development of the International Theme and Emphasis Program, either Phase I or Phase II as appropriate in any administrative year, making recommendations in this regard to the Board of Officers of Circle K International. It shall also concern itself with the preparation and dissemination of information and support material for the education and promotion among the membership of the Theme and Emphasis, including the audio-visual material used in various presentations. It shall also perform such other duties as may be assigned by the Board of Officers.

Section 11. The duties and responsibilities of Special Committees shall be those delineated by the President of Circle K International when each committee is appointed, or as may be subsequently assigned by the President. Special Committees shall report as directed to the President and, if requested, to the Board of Officers of Circle K International.

ARTICLE XIII - OFFICIAL PUBLICATION

Section 1. The Board of Trustees of Kiwanis International shall have full control of all questions of policy of the official publication.

Section 2. The Administrator of Circle K International, as editor, shall have complete charge of, and responsibility for , the issuance of the official publication, subject to the direction and control of the Board of Trustees of Kiwanis International.

Section 3. The Board of Officers of Circle K International shall work closely with the Administrator of Circle K International and the Executive Editor in the selection of the news and editorial content of the official publication, advising the Administrator of the needs and desires of the Circle K membership relating to the content of the official publications.

Section 4. The subscription price of the official publication of Circle K International shall be fixed by the Board of Officers of Circle K International and shall be payable with the annual dues.

Section 5. Each Circle K Club must pay for each of its members the subscription price of the official publication as part of the regular membership dues.

ARTICLE XIV - FINANCE, ACCOUNTING, AND AUDITING

Section 1. The fiscal year of Circle K International shall begin on the first day of October of each year.

Section 2. All disbursements shall be made solely by voucher check, which shall show the payee, the items of service rendered or material purchased, and the amount of payment.

Section 3. Disbursements shall not exceed the gross amount of the annual budget.

Section 4. The Board of Trustees of Kiwanis International shall have power to authorize such officers and employees as in its judgement may seem adviseable to execute and countersign the voucher checks aforesaid, and to do and perform such other acts as will carry out the purpose and objects of this Article.

Section 5. The Board of Trustees of Kiwanis International shall designate the depositories of all funds of Circle K International.

Section 6. The Board of Trustees of Kiwanis International shall also provide for the audit of the books of account of Circle K International by certified public accountants annually, or at more frequent periods. The Administrator of Circle K International and the Treasurer shall submit their books and vouchers for audit whenever required by the Board of Trustees of Kiwanis International. The Administrator and the Treasurer shall submit such periodic finanical reports as may be requested by the Board of Trustees of Kiwanis International and/or the Board of Officers of Circle K International.

ARTICLE XV - MOTTO

Section 1. The Motto of Circle K International shall be "We Build".

ARTICLE XVI - PARLIMENTARY AUTHORITY

Section 1. The latest edition of "Robert's Rules of Order" shall be the parlimentary authority for all matters of procedure not specifically defined by the Constitution and Bylaws of Circle K International or outlined in the special rules of order of this organization.

ARTICLE XVII - ULTIMATE AUTHORITY

Section 1. All policies and actions of Cirlce K International shall be subject to control and regulation by the Board of Trustees of Kiwanis International.

ARTICLE XVIII - AMENDMENTS

Section 1. Amendments to these Bylaws may be made from time to time as provided in Article IX, Section 3 and Article XVII of the Constitution of Circle K International.

Section 2. These Bylaws may also be amended by a two-thirds (2/3) affirmative vote of all International Officers duly elected and serving at that time, provided that:

a. Such amendments may be adopted only at a regularly called meeting of the Board of Officers, and not adopted by mail ballot or telephone conference.

b. The amendment shall not be effective unless and until approved by the Board of Trustees of Kiwanis International.

c. Amendments adopted by the Board of Officers of Circle K International and approved by the Board of Trustees of Kiwanis International shall remain in force unless disapproved at the next suceeding convention of Circle K International.

Section 3. In years in which no International Convention is held, the International Council, by a two-thirds (2/3) vote of the members present, may enact or amend these Bylaws, provided that:

a. No Bylaw enacted or amended shall be effective unless and until approved by the Board of Trustees of Kiwanis International.

b. Amendments and Bylaws adopted by the International Council and approved by the Board of Trustees of Kiwanis International shall remain in force unless disapproved at the next succeeding convention of Circle K International.

C. Circle K International Board Expenses

In accordance with the approved budget, the Circle K Department will fund the necessary expenses of the Circle K International Board of Officers at the approved Board meetings and the Circle K International Convention. The Circle K Department will also pay for miscellaneous travel by the President when appropriately budgeted and when approved by the Administrator of Circle K International. The Circle K Department will further pay for the travel expenses of two visits by each counseling Circle K International Officer into each of the districts of Circle K International assigned to said officer for counseling. Extra counseling visits mandated by extraordinary circumstances and approved by the Circle K International President and the Administrator of Circle K International will be funded as well through the general operating budget of Circle K International. Travel shall be by air coach or its equivalent, although every effort to obtain lower air fares should be made. If travel by automobile is necessary, the mileage rate shall be the same as that approved for Kiwanis International Officers per mile for the most direct route. This cost shall not exceed the cost of air coach transportation between the same points. Circle K International will also pay for reasonable telephone, postage and stationery expenses within the limits of the approved budget incurred by Board members in the execution of their duties.

E. Presidential Travel

In order to avoid excessive travel, specific permission from the Circle K International Administrator is required by the Circle K International President for all trips outside of the President's home district. In addition, proper protocol would dictate that the President make no visit into another district without the approval, in writing, of the Governor of that Kiwanis District. If not one of the items listed below, said approval shall detail the purpose of and the financial arrangements for the visit. Costs for all approved presidential travel shall be administered through the General Office of Circle K International. Appropriate reports on travel done by the President shall be submitted through the Administrator to the Kiwanis International Board of Trustees at each of its meetings.

Normal travel by the President includes:

Regularly prescribed meetings of the Circle K International Board of Officers;

Circle K International Convention and Leadership Training Conference;

Participation at the annual Heartlight, CONOVACT, and K-Family Conferences;

Kiwanis International Convention and International Council;

Participation in no more than eight (8) district or regional events outside the home district;

Annual Regional Training Conferences;

Key Club International Convention.

F. Secretary and Vice Presidential Travel

In order to avoid excessive travel, specific permission from the Circle K International Administrator is required by the Secretary and Vice Presidents of the Circle K International Board for all trips outside of their respective home districts. In addition, proper protocol would dictate that no Secretary or Vice President make a visit to any Circle K district without the approval, in writing, by the Governor of that Kiwanis District. If not one of the items listed below, said approval shall detail the purpose of and financial arrangements for this visit. Costs for all approved travel by the Secretary and Vice Presidents of Circle K International shall be administered through the General Office of Circle K International. Appropriate reports by each officer on the travel done by said officer shall be submitted through the Administrator to the Kiwanis International Board of Trustees at each of its meetings.

Normal travel by the Secretary and Vice Presidents includes:

Regularly prescribed meetings of the Circle K International Board of Officers;

Circle K International Convention and Leadership Training Conference;

Participation in in any one of the annual Heartlight or CONOVACT or K-Family Conferences;

Two visits to each of the districts counseled by that Board Officer;

Participation in one (1) regional conference outside of the home district.

G. District Counseling (New)

Each district of Circle K International shall be entitled to two counseling visits by a designated member of the Circle K International Board of Officers. Costs for these visits will be paid in accordance with the general operating budget of Circle K International. A third visit by an officer to one of his/her counseled districts shall be considered optional, except that no Secretary or Vice President of Circle K International shall make a third visit to any assigned counseled district unless such visit is specifically approved in writing by the Kiwanis District Governor. Furthermore, this additional counseling visit shall have the prior approval of the Administrator of Circle K International, who shall determine that satisfactory financial arrangements have been made and that a legitimate purpose is served by the optional visit.

GL967-1 BUDGET SPREADSHEET DEPT 15 KEY CLUB (NON-SUBSIDIZED) 4/25/84 PAGE 55

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
101 SALARY ALLOCATION						
90 FROM OFFICE SERVICES-GEN MAIL	.00	7640.00		4646.00		
91 FROM OFFICE SERVICES-OTHER	.00	8730.00		2820.00		
ACCT. TOTALS	.00	16370.00	.00	7466.00	.00	.00
103 STATIONERY AND SUPPLIES						
01 MEMBER CARDS	9731.02	5000.00	5000.00	201.50CR	5000.00	5300.00
02 MEMBER FORMS	4001.98	3635.00	3635.00	821.10	3635.00	3855.00
03 OFFICERS STATIONERY	752.57	2170.00	1000.00	340.96	1000.00	1060.00
04 OFFSET PAPER	26.46	1150.00	1150.00	.00	1150.00	1220.00
05 OFFICER INFORMATION CARDS	325.25	315.00	305.00	305.00	305.00	325.00
06 MAILING LABELS	.00	1200.00	1200.00	.00	1200.00	1200.00
07 MAILING ENVELOPES	.00	3720.00	3720.00	.00	3720.00	3720.00
08 LETTER ENVELOPES	.00	340.00	340.00	.00	340.00	340.00
09 PAPER	.00	7785.00	7785.00	.00	7785.00	7785.00
10 BUSINESS CARDS-PRESIDENT	.00	50.00	50.00	.00	50.00	50.00
90 OFFICE SUPPLY ALLOCATION	.00	.00	1650.00	1205.96	1650.00	1730.00
ACCT. TOTALS	14837.28	25365.00	25835.00	2471.52	25835.00	26585.00
104 POSTAGE AND EXPRESS						
01 BOARD POSTAGE REIMBURSEMENT	4680.07	4675.00	4675.00	2145.49	4675.00	5145.00
02 GENERAL MAILING	20713.09	18285.00	21000.00	13280.58	21000.00	23100.00
03 PUBLICATION POSTAGE	23045.31	22860.00	17500.00	7130.30	17500.00	19600.00
04 EXPRESS	194.00	200.00	370.00	176.47	370.00	400.00
90 POSTAGE ALLOCATION	.00	.00	.00	.00	.00	.00
ACCT. TOTALS	48632.47	46020.00	43545.00	22732.84	43545.00	48245.00
105 TELEPHONE AND TELEGRAPH						
01 LONG DISTANCE	127.34	.00	100.00	87.25	100.00	115.00

EXHIBIT #13

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
105 TELEPHONE AND TELEGRAPH						
02 TELEGRAPH	3.02	180.00	180.00	.00	180.00	180.00
03 BOARD REIMBURSHENT	.00	220.00	1500.00	474.61	1500.00	3000.00
90 TELEPHONE BASIC SERVICE ALLOC	.00	.00	2770.00	1386.24	2770.00	2770.00
91 TELEPHONE LONG DISTANCE ALLOC	.00	7200.00	4330.00	697.64	4330.00	4980.00
ACCT. TOTALS	130.36	7600.00	8880.00	2645.74	8880.00	11045.00
106 MISCELLANEOUS OFFICE						
02 PHOTO, FILM, PROC PRODUCTS	2129.21	1560.00	1560.00	915.08	1560.00	1640.00
03 EDUCATION MATERIALS-MEETINGS	67.50	110.00	175.00	152.40	175.00	175.00
04 MISC OFFICE SUPPLIES	829.40	1655.00	1655.00	331.51	1655.00	1735.00
05 SPECIAL AWARDS	948.11	2680.00	2680.00	768.92	2680.00	2815.00
06 PROMOTIONAL MATERIALS	2553.30	1655.00	2500.00	2913.21	2500.00	1750.00
07 KEY CLUB EMBLEM, THEME LOGO	.00	500.00	500.00	.00	500.00	525.00
90 PRINTING AND PHOTOCOPY ALLOC	.00	51875.00	51875.00	7989.86	51875.00	51875.00
ACCT. TOTALS	6527.52	60035.00	60945.00	13070.98	60945.00	60515.00
108 LITERATURE						
01 BKLT-KEY CLUB BLD I YOUR COMUN	1058.52	1155.00	1155.00	.00	1155.00	1225.00
02 INFO INTEREST 2ND SCHL PRINC	656.80	665.00	631.00	630.62	631.00	670.00
03 CONSTITUTION AND BYLAWS	1285.86	1315.00	834.00	834.31	834.00	1395.00
04 STANDARD FORM CLUB BYLAWS	788.42	130.00	130.00	.00	130.00	130.00
05 YOUTH SERVES	7967.75	3000.00	3000.00	125.25	3000.00	3180.00
06 THEME BOOK	7349.55	4410.00	17000.00	.00	17000.00	13050.00
07 RESOLUTIONS	225.87	430.00	250.00	.00	250.00	265.00
08 KEY CLUB MANUAL	2197.75	7200.00	2234.00	2233.54	2234.00	2400.00
09 YEAR END REPORTS	.00	840.00	840.00	.00	840.00	890.00
10 LT GOV MANUAL	2059.45	2100.00	2100.00	2374.50	2100.00	2225.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
108 LITERATURE						
11 ECAS BOOKLETS	.00	1000.00	1000.00	.00	1000.00	1000.00
ACCT. TOTALS	23589.97	22245.00	29174.00	6198.22	29174.00	26430.00
110 TRAVEL						
01 LOCAL	733.23	690.00	690.00	384.80	690.00	795.00
02 DIST CONV (ADMIN)	1056.46	920.00	770.00	.00	770.00	1060.00
03 CONV SURVEY-CURR.YR-ASST ADM	819.40	400.00	298.00	358.82	298.00	350.00
04 EDITOR COVER CONVENTION	359.00	420.00	420.00	.00	420.00	485.00
05 CONOVAC-STAFF	1029.65	1180.00	842.00	842.37	842.00	970.00
06 BOARD MTG STAFF TO VLY FORGE	661.35	1325.00	1325.00	309.00	1325.00	1525.00
07 REGIONAL CONF STAFF AND PRES	1928.93	2670.00	2000.00	.00	2000.00	3070.00
08 CONOVET/X-FAN CONF-PRESIDENT	1266.90	950.00	820.00	127.29	820.00	950.00
09 DIST. CONV. (PRES)	1423.00	1070.00	2283.00	2283.00	2283.00	2000.00
10 OTHER TRAVELS (PRES)	756.00	610.00	610.00	502.59	610.00	700.00
11 DISTRICT CONVENTION BOARD	4834.80	5750.00	5750.00	3645.20	5750.00	6600.00
12 BOARD MEETING-INT'L CONVENTION	3255.06	5060.00	5060.00	.00	5060.00	5820.00
13 CONFERENCE-VALLEY FORGE	3915.64	5925.00	5100.00	110.00	5100.00	5865.00
14 EXEC.COMM.MTG-DECEMBER	927.85	1610.00	1786.00	1786.00	1786.00	2055.00
15 BOARD MEETING-FEBRUARY	3938.20	4890.00	3785.00	4133.97	3785.00	5105.00
16 ADMIN CONV SURVEY	1068.55	1420.00	1420.00	1951.38	1420.00	1635.00
17 DISTRICT BOARD MEETING BOARD	8494.40	5875.00	5875.00	1593.20	5875.00	6755.00
18 DIST CONV (ASST. ADMIN)	990.60	690.00	690.00	.00	690.00	800.00
19 TRAVEL-BOARD	322.63	575.00	575.00	18.00	575.00	575.00
20 OTHER TRAVELS-STAFF	227.88	.00	400.00	339.03	400.00	1400.00
21 BOARD MEETING - OCTOBER	.00	.00	.00	.00	.00	5105.00
22 BOARD TRAINING CONFERENCE	.00	.00	5000.00	.00	5000.00	5750.00
ACCT. TOTALS	38009.53	42030.00	45499.00	18384.65	45499.00	59370.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
111 AUDITING						
01 ANNUAL AUDIT	.00	1000.00	1000.00	.00	1000.00	1000.00
112 MAINTENANCE - EQUIPMENT						
01 MAINTENANCE CONTRACTS	.00	800.00	800.00	.00	800.00	950.00
119 BOARD MEETINGS						
01 BOARD MEETING EXPENSES-BOARD	1110.92	1150.00	1150.00	537.15	1150.00	1300.00
02 BOARD MEETING EXPENSES-STAFF	145.29	425.00	250.00	156.47	250.00	275.00
05 BOARD MEETING SUPPLIES	23.40	235.00	235.00	115.85	235.00	245.00
06 HSG(BD MTG-BD/STAFF-OCT MTG)	1240.00	1235.00	306.00CR	306.00CR	306.00CR	1560.00
07 HSG(EXEC.COMM.-BD/STAFF-DEC)	448.12	480.00	310.00	310.22	310.00	340.00
08 HSG (BD MTG-BD AND STAFF FEB)	.00	1700.00	1420.00	1420.33	1420.00	1560.00
09 HSG (BD MTG-BD AND STAFF CONV)	1882.54	4120.00	4120.00	.00	4120.00	4530.00
10 HSG-BD AND STAFF-TRAINING CONF	2330.14	3935.00	3935.00	.00	2000.00	2200.00
11 MEALS (BD MTG- OCTOBER)	863.00	975.00	.00	.00	.00	1300.00
12 MEALS-EXEC COMM MTG-DEC	236.30	255.00	465.00	464.90	465.00	510.00
13 MEALS (BD MTG-FEBRUARY)	2423.40	1180.00	1180.00	966.51	1180.00	1300.00
14 MEALS (BD MTG-CONV.)	1019.42	.00	.00	.00	.00	.00
15 MEALS-TRAINING CONFERENCE	1596.61	1685.00	1685.00	.00	1685.00	1855.00
16 BD REGISTRATION FEES (INT CON)	782.00	770.00	756.00	.00	756.00	865.00
ACCT. TOTALS	14101.14	18145.00	15200.00	3665.43	13265.00	17840.00
150 REGIONAL TRAINING CONFERENCE						
01 STAFF EXPENSES	358.16	470.00	.00	.00	.00	.00
02 HOUSING-PARTICIPANTS AND STAFF	4400.48	5110.00	.00	.00	.00	.00
03 TRAINING MATERIALS AND EQUIPT	893.37	950.00	.00	.00	.00	.00
04 MEALS	4697.65	3745.00	.00	.00	.00	.00
ACCT. TOTALS	10349.66	10275.00	.00	.00	.00	.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
153 CONVENTION						
01 KICKOFF BRUNCH	21879.00	16000.00	16000.00	9200.00	16000.00	.00
02 FAREWELL LUNCHEON	24570.00	24000.00	24000.00	.00	24000.00	.00
03 BOARD LUNCHEON	308.88	400.00	400.00	.00	400.00	.00
04 BOARD DINNER	.00	1500.00	1500.00	.00	1500.00	.00
05 AWARDS	4170.46	4500.00	4500.00	.00	4500.00	.00
06 PROGRAM MATERIALS	6336.68	3600.00	3600.00	516.45	3600.00	.00
07 ENTERTAINMENT	6000.00	2000.00	2000.00	.00	2000.00	.00
08 STAFF EXPENSES	10686.72	15000.00	15000.00	.30CR	15000.00	.00
09 FORMS AND BADGES	2890.39	3200.00	3200.00	.00	3200.00	.00
10 PRINTED PROGRAM	3126.75	3400.00	3400.00	.00	3400.00	.00
11 HOTEL CHARGES	8001.86	8000.00	8000.00	80.00	8000.00	.00
12 POSTAGE AND EXPRESS	462.39	1000.00	1000.00	.00	1000.00	.00
13 THEME AND OBJECTIVES	2310.64	2500.00	2500.00	.00	2500.00	.00
14 OFFICE SUPPLIES	2297.42	2500.00	2500.00	.00	2500.00	.00
15 TELEPHONE AND TELEGRAPH	495.38	600.00	600.00	.00	600.00	.00
16 HOST EXPENSES	7437.26	7000.00	7000.00	112.55	7000.00	.00
17 JUDGES LUNCHES	395.50	250.00	250.00	.00	250.00	.00
18 RECEPTIONS	1126.12	1000.00	1000.00	.00	1000.00	.00
19 SPEAKERS (FEES AND EXPENSES)	6593.67	5000.00	5000.00	.00	5000.00	.00
20 DECORATIONS - GIFTS	519.04	500.00	500.00	.00	500.00	.00
21 MISC	1001.51	250.00	250.00	306.08	250.00	.00
22 UNCOLLECTIBLES	.00	500.00	500.00	.00	500.00	.00
23 WALK-A-THON TRANSPORTATION	.00	1500.00	1500.00	.00	1500.00	.00
24 CONVENTION CENTER CHARGES	.00	10775.00	10775.00	.00	10775.00	.00
25 CONVENTION SECURITY	.00	1400.00	1400.00	.00	1400.00	.00
26 AWARDS BREAKFAST	.00	760.00	760.00	.00	760.00	.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
153 CONVENTION						
27 PRINTING	.00	1300.00	1300.00	.00	1300.00	.00
ACCT. TOTALS	110609.67	118435.00	118435.00	10214.78	118435.00	.00
176 MAGAZINE MAILING ENVELOPES						
01 BULK MAIL ENVS KEYNOTER	12620.82	5250.00	5250.00	.00	5250.00	5515.00
177 TYPESETTING						
01 TYPESETTING KEYNOTER	2706.38	3240.00	3240.00	2940.29	3240.00	4900.00
180 EDITORIAL						
01 PURCHASE ARTICLES-KEYNOTER	4222.67	5200.00	3523.00	1772.53	3523.00	5200.00
02 PURCHASE-PHOTOS	833.83	1670.00	900.00	760.27	900.00	1000.00
ACCT. TOTALS	5056.50	6870.00	4423.00	2532.80	4423.00	6200.00
181 ART						
01 PURCHASE ORIGINAL ART	4906.74	5000.00	5000.00	2765.60	5000.00	7875.00
182 MANUFACTURING						
01 KEYNOTER PAPER	44454.15	48500.00	48500.00	30290.75	48500.00	42625.00
02 PRINT KEYNOTER	46654.81	50000.00	50000.00	43586.03	50000.00	40100.00
ACCT. TOTALS	91108.96	98500.00	98500.00	73876.78	98500.00	82725.00
184 EDITORIAL SERVICES						
01 ALLOC.K.I.MAG ASST ED SALART	6876.00	7200.00	.00	3702.00	.00	.00
186 COMMISSIONS						
01 COMMISSION-KEYNOTER	.00	.00		.00		
199 EMPLOYEE EDUCATION						
02 EMPLOYEE SEMINAR FEES	.00	.00	.00	.00	.00	700.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
227 ALLOCATION TO BALANCE SHEET						
15 CLOSEOUT-EXPENSE KEY CLUB	390063.00CR	494380.00CR	465726.00CR	172667.63CR	463791.00CR	359895.00CR
DEPT. TOTALS	.00	.00	.00	.00	.00	.00

	82/83 ACTUAL	CURRENT YEAR 83-84 BUDGET	ADJ BUD	ACT YTD: MAR	PROJ ANNUAL	84/85 BUDGET
926 INCOME - KEY CLUB						
01 KEY CLUB REIMBURSEMENT	380310.90CR	.00	.00	.00	.00	.00
02 MAGAZINE ADVERTISING	980.00CR	.00	2940.00CR	2100.00CR	2940.00CR	2940.00CR
03 MAGAZINE SUBSCRIPTIONS	129.00CR	150.00CR	75.00CR	45.00CR	75.00CR	100.00CR
04 LITERATURE SALES	1423.04CR	1350.00CR	1168.00CR	511.14CR	1168.00CR	1168.00CR
05 MEMBER DUES	.00	374000.00CR	353290.00CR	343663.38CR	353290.00CR	360150.00CR
06 K I SUBSIDY	.00	31500.00CR	32483.00CR	32482.50CR	32483.00CR	22034.00CR
07 INTEREST	.00	.00	11000.00CR	10898.80CR	11000.00CR	11000.00CR
08 CONVENTION	.00	118435.00CR	118435.00CR	68.00CR	118435.00CR	.00
ACCT. TOTALS	382842.94CR	525435.00CR	519391.00CR	389768.82CR	519391.00CR	397392.00CR
928 INCOME - ALLOC TO BALANCE SHEET						
95 CLOSEOUT INCOME KEY CLUB	382842.94	525435.00	519391.00	389768.82	519391.00	397392.00
DEPT. TOTALS	.00	.00	.00	.00	.00	.00

EXHIBIT K, P. 8

EXHIBIT #14

KIWANIS INTERNATIONAL EXECUTIVE COMMITTEE

MEETING - INDIANAPOLIS, INDIANA

Wednesday, January 11, 1984

Participants:	John T. Roberts Frank J. DiNoto Mark Arthur, Jr. Raymond W. Lansford Henry L. "Les" Myers, Jr. Donald E. Williams
Trustee Participant:	Gene R. Overholt
Staff Participants:	G. H. "Gil" Zitzelsberger, Leslie M. Atwood William P. Berry, Ronald L. West

The meeting was called to discuss Kiwanis' need for a financial software package.

After unanimous agreement to waive receipt of the Kiwanis International bylaw requirements that notice of the meeting be sent at least 10-days in advance, a discussion took place and it was determined a financial system software package would greatly benefit Kiwanis.

Trustee Gene Overholt was requested to assist staff in planning the search for such a software package.

It was determined outside consultants would be advisable to assist staff and were so authorized.

There being no further business to be transacted, the meeting was adjourned.

Respectfully submitted,

G. H. "Gil" Zitzelsberger
International Secretary

PHOENIX CONVENTION

A.T.&T.

The Committee instructs staff to make the purchase of the Horizon Telephone System used at the Convention staff office. The cost of the system, $13,960, would be equivalent to the next two years' rental for similar equipment. The funds for puchasing this equipment would be taken from the Convention reserve fund. Included in the cost of the Horizon system are 40 telephones, a switchboard console with 51 keys, and access to 10 trunk lines. After purchasing the equipment, we can expect to save annually $7,000 as well as whatever increase occurs in the cost of the equipment.

Recommendation #4:

The Committee recommends the purchase of a Horizon Telephone System which includes 40 telephone instruments for a cost of $13,960. The funds to purchase this equipment will be taken from the Convention reserve fund.

I move that Recommendation #4 be adopted.

PHOENIX REGISTRATION FIGURES

The latest available figures on the Phoenix Convention, dated 4/20/84, are as follows:

1984 - Total year-to-date	6,756	1982 - year-to-date	6,082
Percentage of quota	58.8	Percentage of quota	47.8

The next Phoenix Convention registration report will be issued on 5/1/84.

MEET THE CANDIDATES

Meet the Candidates reception is now scheduled for the Phoenix Civic Plaza on Sunday, June 23.

LEADERSHIP TRAINING PROGRAMS FOR KIWANIS

The Committee acknowledges receipt of leadership training formats from Trustees Mark Arthur, Wil Blechman, and Don Jackson. The Committee is studying these and will make suggestions to staff, which has been requested to prepare several alternatives for approaches to leadership training for officers on various levels of our organization, a report to be presented for in-depth discussion at the October Board Meeting.

GOVERNORS-ELECT CONFERENCE

The 1984 Governors-Elect Conference was held April 26-29 with forty-one governors-elect (including the governor-elect of the Provisional District of Korea) and the Presdient-elect of Kiwanis International-Europe in attendance. A tabulation of seventeen (17) questionnaires received at the close of the session indicates satisfaction with the overall approach utilized this year. The Committee is grateful to President-Elect Ray Lansford for his guidance and to staff for their efforts to assure the success of the conference.

EXHIBIT #16

SPECIAL REPORT OF BOARD COMMITTEE ON COMMUNICATIONS AND EDUCATION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

Date of Committee Meeting: May 1, 1984

Place of Committee Meeting: General Office

Present: Members - A. F. "Al" Lough
Gene R. Overholt
Robert G. Sinn
Chairman - Noris A. Lusche

The Committee recognizes that the personal appearance of the Kiwanis International President in a district has many valuable benefits from a public relations as well as motivational standpoint.

The Committee acknowledges the sincerity and logic of the request from the districts of Philippine South and Philippine Luzon asking that the President of Kiwanis International be permitted to make additional visits to their respective districts.

The original three-year plan of presidential visitations was drawn up with a great deal of thought and planning, and was designed to expose the President of Kiwanis International to every region of our Kiwanis world each year without requiring the President to visit each district within that region. It is acknowledged that the three-year rotation plan does, on occasion, place the President in a location that may be quite close, geographically, to a district that he is not scheduled to visit that year.

The Committee feels that to make exceptions at the request of one or two districts would:

1. Be inconsistent with established procedure, and
2. Set a precedent which would negate the purpose and the intent of the procedure.

Recommendation #5

The Committee recommends that the request of the Philippine South and the Philippine Luzon districts be declined with an explanation of the fact it is in conflict with established procedure No. 122.1.

I move Recommendation #5 be adopted.

Respectfully submitted,

A. F. "AL" LOUGH
GENE R. OVERHOLT
ROBERT G. SINN
NORIS A. LUSCHE, CHAIRMAN

EXHIBIT #17

REPORT OF BOARD COMMITTEE ON FINANCE AND ADMINISTRATION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

APRIL 28 - MAY 3, 1984

Dates of Committee Meetings: April 29 - 30, 1984

Place of Committee Meetings: General Office

Present: Members - Frank J. DiNoto
Raymond W. Lansford
Henry L. "Les" Myers, Jr.
Donald E. Williams
Mark Arthur, Jr., Chairman

Staff - Les Atwood, Bill Berry

Liability Insurance

Currently, Bylaw XVIII provides for comprehensive general liability insurance coverage for the clubs. In this bylaw, it also provides for the Board to set the rate to be charged per member for this coverage. We now have an adequate surplus to reduce the rate charged or to include additional insurance coverage. A sampling of clubs indicated an interest in additional liability insurance if it were available.

The Committee reviewed information presented by staff concerning a blanket accident medical program which could provide to the clubs additional coverage for injuries arising from accidents to Kiwanis members and non-member volunteers working at a Kiwanis sponsored function or event.

The Committee thoroughly reviewed the options of either providing this coverage or reducing the present rate charged. Since the bylaw provision provides specifically for only one type of insurance, the Committee believes the final choice should be left to the membership through their delegates at the Phoenix Convention. We propose for staff to prepare a fact sheet to be sent to all clubs explaining the coverage provided by the proposed insurance and also advising them that in the event the delegates should elect not to receive the additional insurance coverage, the Board will consider reducing the present rate charged for the general liability insurance. The rate reduction would result in a new premium being no greater than $1.00 per member.

Recommendation #1:

The Committee recommends the preparation of the appropriate bylaw amendment for presentation to the delegates at the Phoenix Convention and hereby requests the Program Services Committee to proceed with the preparation of said amendment.

I move Recommendation #1 be adopted.

Amendment to Bylaws for Life Member Status Fee

In October 1983, this Committee recommended, and the Board approved, an amendment to the bylaws of Kiwanis International to provide for Life Member Status on payment of a fee of 15 times the annual membership dues to Kiwanis International.

Because of dues increase requests at the last three conventions, the Committee believes it would be wise to have no monetary increase requests at the Phoenix Convention. The Committee asks for reconsideration of the action taken upon the Finance Committee recommendation #7, October 1983.

Additional Capital Expenditures

The Committee reviewed a request for additional funds for capital equipment and finds them to be in order. (See Exhibit #1.)

Recommendation #2:

The Committee recommends the approval of an additional $18,740 in capital expenditures this fiscal year.

I move Recommendation #2 be adopted.

Amendment to the Salary Savings Plan

Staff suggested and our benefit consultants prepared the necessary amendment to increase the maximum amount eligible for savings by employees to 15%. This change has no cost factor to Kiwanis since currently only the employees contributions are going into the Salary Savings Plan. (See Exhibit 2.)

Recommendation #3:

The Committee recommends approval of this amendment.

I move Recommendation #3 be adopted.

Amendment to the Pension Plan

Our benefit consultants have prepared a plan amendment required by ERISA. Said change is for the use of Unisex Mortality tables in calculating annuity costs. (Exhibit #3)

Recommendation #4:

The Committee recommends approval of this amendment.

I move Recommendation #4 be adopted.

Placing District Accounts on an Open Credit Basis

During the District Secretaries' recent meeting, a suggestion was made that Kiwanis International supply catalog sales could be made on an open credit basis for District accounts. Presently all clubs and districts can order supplies on a cash or charge card basis only.

Recommendation # 5 :

The Committee recommends that the ordering of supplies be made available to Districts on an open credit basis, effective as soon as necessary software program changes are accomplished.

I move Recommendation #5 be adopted.

Integrated Financial Systems Software Package

The Committee reviewed staff's progress on a search for a financial software package to improve our financial systems and expedite the conversion process. It has been determined more information is necessary to assure everyone that the potential package is satisfactory. It is suggested that staff, accompanied by at least one Board member, consult with Rotary International which has a similar package and determine its applicability to Kiwanis. Staff has also been requested to provide an estimate of potential future needs for software and/or equipment expenditures over the next few years. This is not intended to be a plan for purchase, but only to provide the Committee greater insight into the potential future needs for additional expenditures.

Conversion to New Data Processing Hardware

In order to prepare a detailed conversion plan with appropriate time estimates, the programming staff must first receive certain education on the new hardware and then to convert a pilot project. The pilot project will be used to determine the time necessary for the potential conversion of our existing software programs. By applying these time estimates to the total number of programs, the complete time-line schedule can be developed which will estimate when the conversion will be completed. In order to ascertain this information as soon as possible, it would be desirable for the programming staff to receive knowledgeable outside assistance in this initial effort. This effort would assist in completing the pilot project on a timely basis. After the pilot project is completed and the time-line schedules have been drawn, staff will present to the Committee for consideration optional plans to facilitate the expeditious completion of the entire software conversion project.

Recommendation #6:

The Committee recommends the appropriation of an amount not to exceed $5,000 for assistance in completing the pilot project on a timely basis.

I move Recommendation #6 be adopted.

1983-84 Budget adjustments - Prior Action

The following budget adjustments are presented for action previously approved by the Board.

President's "Awards With Honors" Program	$16,000.00
Increase in the expenses necessary for the official monthly reports provided by the clubs to the General Office	7,000.00
Total	$23,000.00

Recommendation #7:

The Committee recommends approval of the budget changes in the total amount of $23,000.00.

I move Recommendation #7 be adopted

1983-84 Budget Adjustments - Current Action

In conjunction with our search for a financial systems package, the Executive Committee authorized the use of consultants. These consulting fees amount to $17,000.

Recommendation # 8

The Committee recommends a budget adjustment of $17,000 for consulting fees.

I move that Recommendation #8 be adopted.

Kiwanis Zurich Budget 1984/85

The Committee reviewed the proposed budget of 1984/85 for Kiwanis International Zurich Operations, as prepared by the KIE Treasurer, Hannes Payrich. The Committee changed the proposed budget to increase the dues income by $7,500.00. (See Exhibit #4).

This proposed budget, as adjusted, will become a part of the overall Kiwanis International budget for 1984-85.

Recommendation #9:

The Committee recommends approval of the Kiwanis International Zurich office budget as adjusted.

I move Recommendation #9 be adopted.

1984-85 Budget Assumptions

The Committee reviewed and revised their previous list of budget assumptions given to staff in January. These budget assumptions (Attached as Exhibit #5.) need approval of the entire Board in order that staff may proceed to prepare a final proposed budget. The Committee proposes to return to Indianapolis and review the proposed budget. After adjusted, the budget will be sent to each Board member, for review, in preparation for final approval at the June Board meeting.

Recommendation #10:

The Committee recommends the adoption of the proposed budget assumptions.

I move Recommendation #10 be adopted.

Recommendation #11:

The Committee recommends reallocation from 01-110-03 to 01-110-10 $5,000 to cover the cost of the special committee meeting required for review of the budget.

I move Recommendation #11 be adopted.

Retained Items

In addition, the Committee has reviewed and held over for future consideration international officer contingencies and extended retirement benefits for certain staff members.

Respectfully submitted,

FRANK J. DINOTO

RAYMOND W. LANSFORD

HENRY L. "LES" MYERS, JR.

DONALD E. WILLIAMS

MARK ARTHUR, JR., CHAIRMAN

FISCAL YEAR 83/84 STATUS OF FUNDS AND ADDITIONAL NEEDS

Current Account Balances:

01 - Office Equipment Include $750.00 for Dictaphone not budgeted.	227.00
05 - Office Furnishing	622.00
19 - Office Equipment	1,248.00
20 - Equipment Purchases	186.00
	$2,283.00

IMMEDIATE NEEDS

Office Furnishing for Asst. P.R. Office, Accounting and Foundation Offices.	5,262.55
Dictaphone for Incoming Dialing	775.00
Round Tables	1,536.00
	$7,573.55
FUNDS AVAILABLE ABOVE	2,283.00
ADDITIONAL FUNDS REQUIRED -	$5,290.55

ADDITIONAL NEEDS THIS FISCAL YEAR

Four Drawer Insulated File w/lock (Archives Room)	600.00
HI Profile Pallet Lift (Cart with hand hydraulic brake)	800.00
Shelving - Supply Warehouse	2,300.00
(2) IBM Typewriters	1,342.00
(1) 630 Xerox Memorywriter	3,990.00
(2) 620 Xerox Memorywriter	4,084.00
(3) 19 x 66 Desk Tops	333.44
-	$13,449.44

RECAP:

TOTAL FUNDS REQUIRED THIS FISCAL YEAR	$18,739.99

FIRST AMENDMENT TO KIWANIS INTERNATIONAL EMPLOYEES' SALARY SAVINGS PLAN

WHEREAS, Kiwanis International Employees' Salary Savings Plan (hereinafter referred to as "Plan") was established by Kiwanis International, Indianapolis, Indiana (hereinafter referred to as "Employer"), effective as of April 30, 1983; and

WHEREAS, by Section 8.01 of the Plan, the Employer reserved the right to amend the Plan by action of its Board of Trustees; and

WHEREAS, the Board of Trustees has empowered the proper officers of this Employer to execute amendments to the Plan; and

WHEREAS, the Employer desires to amend the Plan in certain respects heretofore considered and discussed;

NOW, THEREFORE, BE IT RESOLVED, that the Plan is hereby amended by this First Amendment, effective as of April 30, 1984, as follows:

1. The reference to "Section 1.01(bb)" contained in the note regarding Total Compensation immediately following Section 1.01(e) is hereby corrected to read "Section 1.01(dd)."

2. Section 3.02(a) is hereby amended in its entirety to read as follows:

"Section 3.02. Salary Reduction Contributions.

"(a) Each Employee who is eligible to make Salary Reduction Contributions during a Plan Year may request and authorize payroll deductions, on a form prescribed by the Committee, equal to any selected whole percentage from two percent (2%) to fifteen percent (15%) of his Total Compensation (or such larger or smaller percentage as may, from time to time, be set by the Committee) for each payroll period with such election to become effective as designated on such form and to remain effective during his continued employment with the Employer until changed or revoked in accordance with the following subsection (c); provided, however, that any requested Salary Reduction Contribution shall be subject to reduction or recharacterization by the Committee in accordance with Section 3.03 of the Plan. The Employer shall give approximately ten (10) days prior notice to each Employee who can reasonably be anticipated to be eligible to make Salary Reduction Contributions but who is not currently making Salary Reduction Contributions, so that the Employee shall be made aware of his eligibility to make Salary Reduction Contributions and also to allow the completion of the application, authorization and payroll deduction forms provided by the Committee as evidence of such Employee's election to make Salary Reduction Contributions as provided

in this Section 3.02. An Employee who does not elect to make Salary Reduction Contributions as of the first date he is eligible to do so shall only be eligible to elect to make Salary Reduction Contributions as of a subsequent April 1. Notwithstanding the foregoing, the Committee may, in its reasonable discretion, accept late elections to make Salary Reduction Contributions which will become effective as of any payroll period as permitted by the Committee, or accept retroactive Salary Reduction Contributions, whenever the lack of adequate notice to the Employee of his eligibility to make Salary Reduction Contributions or some other unusual circumstances make it reasonable to do so, provided that such acceptance of late elections or retroactive contributions shall be nondiscriminatory."

3. The reference to "Section 1.01(bb)" as contained in the last line of Section 3.03(c)(1) is hereby corrected to read "Section 1.01(dd)."

4. The reference to "subsection 7.02(b)" as contained in the last line of Section 3.06 is hereby corrected to read "subsection 8.02(b)."

5. Section 4.01 is hereby amended by the addition of a new sentence at the end thereof which shall read as follows:

"Any segregated account shall be separately valued in accordance with the applicable provisions of the Plan."

6. The reference to "Section 5.04(a)" as contained in the third line of Section 4.02(a) is hereby corrected to read "Section 6.04(a)."

7. Section 4.08(b)(3) is hereby amended in its entirety to read as follows:

> "(3) the value of his interest in his Salary Reduction Account, after all amounts under items (1) and (2) above have first been withdrawn; and"

In witness of its adoption of the foregoing amendment to the Plan, the Employer has caused this amendment to be executed as of the _____ day of _____, 1984.

KIWANIS INTERNATIONAL

By_____

ATTEST:

_____

FIRST AMENDMENT TO KIWANIS INTERNATIONAL EMPLOYEES' PENSION PLAN

WHEREAS, Kiwanis International Employees' Pension Plan (hereinafter referred to as "Plan") was established by Kiwanis International, Indianapolis, Indiana (hereinafter referred to as "Employer"), effective as of June 21, 1943; and as last amended by an entireties amendment, effective as of April 30, 1983; and

WHEREAS, by Section 7.01 of the Plan, the Employer reserved the right to amend the Plan by action of its Board of Trustees; and

WHEREAS, the Board of Trustees has empowered the proper officers of this Employer to execute amendments to the Plan; and

WHEREAS, the Employer desires to amend the Plan in certain respects heretofore considered and discussed;

NOW, THEREFORE, BE IT RESOLVED, that Section 1.01(b) of the Plan is hereby amended in its entirety by this First Amendment, effective as of October 30, 1983, as follows:

"(b) 'Actuarial Equivalent' or 'Actuarially Equivalent' means a benefit of equivalent value computed on the basis of mortality determined as follows:

> For Participants and Beneficiaries, the Unisex Pension 1984 Mortality Table (UP-1984 Table) with ages set back one and one-half (1-1/2) years. This setback is determined by interpolating (straight line) between mortality rates with a one (1) year age setback and mortality rates with a two (2) year age setback.

The mortality basis specified above is to be used in conjunction with an interest rate of seven percent (7%) per annum, compounded annually, for the purpose of determining any Actuarially Equivalent benefit, except for the purpose of determining Actuarially Equivalent lump sums. For determining Actuarially Equivalent lump sums, the interest rate to be utilized shall be the rate of interest published from time to time in the Federal Register by the Pension Benefit Guaranty Corporation (PBGC) for the valuation of immediate annuities as further described in the following sentence. For determining an Actuarially Equivalent lump sum as of a date falling within the period beginning January 1 and ending December 31 of any calendar year, the PBGC interest rate to be utilized shall be the last rate published in the Federal Register before the November 1 immediately preceding the beginning of such year and effective on or before such November 1. Notwithstanding the foregoing provisions of this sub-

section (b), with respect to benefits not already in pay status prior to the date of adoption of this amendment, the amount of any form of benefit payment currently available under the Plan, which commences on or after October 30, 1983, shall not be less than the Actuarially Equivalent amount of benefit that would have been payable if the Participant's Accrued Retirement Benefit, if any, as of the date of execution of this amendment had been determined using the definition of Actuarial Equivalent stated in the Plan as in effect prior to October 30, 1983, namely, the 1971 Group Annuity Mortality Table using an interest rate of seven percent (7%) per annum. With respect to benefits which commenced prior to October 30, 1983, Actuarially Equivalent benefits shall be determined in accordance with the provisions of the Plan in effect prior to October 30, 1983. Also, no benefits which commenced on or prior to the date of adoption of this amendment shall be reduced as a result of such adoption."

In witness of its adoption of the foregoing amendment to the Plan, the Employer has caused this amendment to be executed as of the _____ day of _____, 198__.

KIWANIS INTERNATIONAL

By_____

ATTEST:

_____

KI/KIE PROPOSED Budget 1984/1985, based on the following:

Exhibit #4

17.000 (16.177) members (KIE paying members)
40 new Clubs i.e. 1.000 new members
sfr. 2,-- are US$ 1,--
KI yearly dues = US$ 15,-- = sfr. 30,--
KI-E yearly dues = sfr. 5,--
KI charter fee = US$ 100,- = sfr. 200,--
KIE charter fee = sfr. 210,-- on top of KI fee
KI membership fee $ 10,- = sfr. 20,-

Income sfr. (US$ exch.rate 2:1)

	KI-Budget Europe		KI-E-Budget	
	sfr.	US$	sfr.	US$
KI dues	510.000	~~(255.000)~~ 262,500		
KI-E dues	-	-	85.000	(42.500)
Charter fee	8.000	(4.000)	8.400	(4.200)
Membership fee	20.000	(10.000)	-	-
Interests	600	(300)	2.000	(1.000)
Contract Service	35.170	(17.585) 294,385	-	-
	573.770	~~(286.885)~~	95.400	(47.700)

Expenses

	sfr.	US$	sfr.	US$
Office staff	267.200	(133.600)	30.000	(15.000)
Soc. service	32.200	(16.100)	3.500	(1.750)
Office rent Occupancy	40.000	(20.000)	-	-
Office Equipment (Lease)	7.000	(3.500)	-	-
Office supplies	13.500	(6.750)	4.500	(2.250)
Telefon, Telex, Telegrams	12.000	(6.000)	4.000	(2.000)
Postage	14.000	(7.000)	18.000	(9.000)
Literature (incl. Wld.-Wide News Lit)	55.000	(27.500)	-	-
Translation	10.000	(5.000)	2.000	(1.000)
Bankcharges	1.000	(500)	500	(250)
Auditfees	6.000	(3.000)	2.500	(1.250)
Data Processing	16.000	(8.000)	4.000	(2.000)
Membership & new Cl.Service	6.000	(3.000)	-	-
Award	500	(250)	-	-
Travel KIE President in Europe	15.000	(7.500)•	-	-
Travel KIE President in USA	10.000	(5.000)	-	-
KI-E Governor Meeting in Europe	12.000	(6.000)•	-	-
KI-E Gov.-elect Meeting in USA	28.000	(14.000)	-	-
KI-E Board	50.000	(25.000)•	-	-
Nom. KI-E to Intern. BOT	-	-	5.000	(2.500)
KI-E-Representation	-	-	6.000	(3.000)
Miscellaneous	-	-	10.000	(5.000)
Contigent	-	-	10.000	(5.000)
KI-E Expansion	34.000	(17.000)	-	-
KI-Staff Travel	9.000	(4.500)	-	-
	638.400	(319.200)	100.000	(50.000)
Surplus (Deficit)	(64.630)	~~(32.315)~~ (24815)	(4.600)	(2.300)

1984 85 BUDGET ASSUMPTIONS

1. Membership would increase to 280,000 members. (Exc'l Europe)

2. New club growth would be at 325 new clubs for the year.

3. The President's travel budget should be based on the 1982-83 year plus 25% for fare increases and further compared to the estimated cost of the proposed President's travel schedule.

4. Do not budget for Board Counselors to extension areas to cover a district convention or area conference at which the President will also be in attendance.

5. Reinstitute a leadership (council) conference in January at an estimated cost of $60,000.

6. Kiwanis International's European operations will result in approximately the same cost as this year.

7. Processing fees will be received from approximately 40,500 new members.

8. Interest income will assume an average interest rate of 9%.

9. The current subsidies to the districts will continue.

10. General over all inflation rate for 84-85 should be between 5 and 6%.

11. Overall the budget should be prepared so it is not to exceed 5% increase of the projected 1983-84 expenditures, with an additional 1% contingency.

12. Total salary increases for all employees shall not exceed 5½% of current year salary costs.

13. Surplus must be $1.00 or more per member.

Exhibits upon which the Board took action are found as separate exhibits herein. They may be located from their references in the minutes or from the Table of Contents.

Contents of exhibits which were attached to Board Committee reports but not acted upon, if any, will be furnished upon request.

FIRST AMENDMENT TO KIWANIS INTERNATIONAL EMPLOYEES' SALARY SAVINGS PLAN

WHEREAS, Kiwanis International Employees' Salary Savings Plan (hereinafter referred to as "Plan") was established by Kiwanis International, Indianapolis, Indiana (hereinafter referred to as "Employer"), effective as of April 30, 1983; and

WHEREAS, by Section 8.01 of the Plan, the Employer reserved the right to amend the Plan by action of its Board of Trustees; and

WHEREAS, the Board of Trustees has empowered the proper officers of this Employer to execute amendments to the Plan; and

WHEREAS, the Employer desires to amend the Plan in certain respects heretofore considered and discussed;

NOW, THEREFORE, BE IT RESOLVED, that the Plan is hereby amended by this First Amendment, effective as of April 30, 1984, as follows:

1. The reference to "Section 1.01(bb)" contained in the note regarding Total Compensation immediately following Section 1.01(e) is hereby corrected to read "Section 1.01(dd)."

2. Section 3.02(a) is hereby amended in its entirety to read as follows:

"Section 3.02. Salary Reduction Contributions.

"(a) Each Employee who is eligible to make Salary Reduction Contributions during a Plan Year may request and authorize payroll deductions, on a form prescribed by the Committee, equal to any selected whole percentage from two percent (2%) to fifteen percent (15%) of his Total Compensation (or such larger or smaller percentage as may, from time to time, be set by the Committee) for each payroll period with such election to become effective as designated on such form and to remain effective during his continued employment with the Employer until changed or revoked in accordance with the following subsection (c); provided, however, that any requested Salary Reduction Contribution shall be subject to reduction or recharacterization by the Committee in accordance with Section 3.03 of the Plan. The Employer shall give approximately ten (10) days prior notice to each Employee who can reasonably be anticipated to be eligible to make Salary Reduction Contributions but who is not currently making Salary Reduction Contributions, so that the Employee shall be made aware of his eligibility to make Salary Reduction Contributions and also to allow the completion of the application, authorization and payroll deduction forms provided by the Committee as evidence of such Employee's election to make Salary Reduction Contributions as provided

in this Section 3.02. An Employee who does not elect to make Salary Reduction Contributions as of the first date he is eligible to do so shall only be eligible to elect to make Salary Reduction Contributions as of a subsequent April 1. Notwithstanding the foregoing, the Committee may, in its reasonable discretion, accept late elections to make Salary Reduction Contributions which will become effective as of any payroll period as permitted by the Committee, or accept retroactive Salary Reduction Contributions, whenever the lack of adequate notice to the Employee of his eligibility to make Salary Reduction Contributions or some other unusual circumstances make it reasonable to do so, provided that such acceptance of late elections or retroactive contributions shall be nondiscriminatory."

3. The reference to "Section 1.01(bb)" as contained in the last line of Section 3.03(c)(1) is hereby corrected to read "Section 1.01(dd)."

4. The reference to "subsection 7.02(b)" as contained in the last line of Section 3.06 is hereby corrected to read "subsection 8.02(b)."

5. Section 4.01 is hereby amended by the addition of a new sentence at the end thereof which shall read as follows:

"Any segregated account shall be separately valued in accordance with the applicable provisions of the Plan."

6. The reference to "Section 5.04(a)" as contained in the third line of Section 4.02(a) is hereby corrected to read "Section 6.04(a)."

7. Section 4.08(b)(3) is hereby amended in its entirety to read as follows:

> "(3) the value of his interest in his Salary Reduction Account, after all amounts under items (1) and (2) above have first been withdrawn; and"

In witness of its adoption of the foregoing amendment to the Plan, the Employer has caused this amendment to be executed as of the _____ day of _____, 1984.

KIWANIS INTERNATIONAL

By_____

ATTEST:

_____

EXHIBIT #19

FIRST AMENDMENT TO KIWANIS INTERNATIONAL EMPLOYEES' PENSION PLAN

WHEREAS, Kiwanis International Employees' Pension Plan (hereinafter referred to as "Plan") was established by Kiwanis International, Indianapolis, Indiana (hereinafter referred to as "Employer"), effective as of June 21, 1943; and as last amended by an entireties amendment, effective as of April 30, 1983; and

WHEREAS, by Section 7.01 of the Plan, the Employer reserved the right to amend the Plan by action of its Board of Trustees; and

WHEREAS, the Board of Trustees has empowered the proper officers of this Employer to execute amendments to the Plan; and

WHEREAS, the Employer desires to amend the Plan in certain respects heretofore considered and discussed;

NOW, THEREFORE, BE IT RESOLVED, that Section 1.01(b) of the Plan is hereby amended in its entirety by this First Amendment, effective as of October 30, 1983, as follows:

"(b) 'Actuarial Equivalent' or 'Actuarially Equivalent' means a benefit of equivalent value computed on the basis of mortality determined as follows:

> For Participants and Beneficiaries, the Unisex Pension 1984 Mortality Table (UP-1984 Table) with ages set back one and one-half (1-1/2) years. This setback is determined by interpolating (straight line) between mortality rates with a one (1) year age setback and mortality rates with a two (2) year age setback.

The mortality basis specified above is to be used in conjunction with an interest rate of seven percent (7%) per annum, compounded annually, for the purpose of determining any Actuarially Equivalent benefit, except for the purpose of determining Actuarially Equivalent lump sums. For determining Actuarially Equivalent lump sums, the interest rate to be utilized shall be the rate of interest published from time to time in the Federal Register by the Pension Benefit Guaranty Corporation (PBGC) for the valuation of immediate annuities as further described in the following sentence. For determining an Actuarially Equivalent lump sum as of a date falling within the period beginning January 1 and ending December 31 of any calendar year, the PBGC interest rate to be utilized shall be the last rate published in the Federal Register before the November 1 immediately preceding the beginning of such year and effective on or before such November 1. Notwithstanding the foregoing provisions of this sub-

section (b), with respect to benefits not already in pay status prior to the date of adoption of this amendment, the amount of any form of benefit payment currently available under the Plan, which commences on or after October 30, 1983, shall not be less than the Actuarially Equivalent amount of benefit that would have been payable if the Participant's Accrued Retirement Benefit, if any, as of the date of execution of this amendment had been determined using the definition of Actuarial Equivalent stated in the Plan as in effect prior to October 30, 1983, namely, the 1971 Group Annuity Mortality Table using an interest rate of seven percent (7%) per annum. With respect to benefits which commenced prior to October 30, 1983, Actuarially Equivalent benefits shall be determined in accordance with the provisions of the Plan in effect prior to October 30, 1983. Also, no benefits which commenced on or prior to the date of adoption of this amendment shall be reduced as a result of such adoption."

In witness of its adoption of the foregoing amendment to the Plan, the Employer has caused this amendment to be executed as of the _____ day of _____, 198__.

KIWANIS INTERNATIONAL

By_____

ATTEST:

_____

KI/KIE PROPOSED Budget 1984/1985, based on the following:

EXHIBIT #20

17.000 (16.177) members (KIE paying members)
40 new Clubs i.e. 1.000 new members
sfr. 2,-- are US$ 1,--
KI yearly dues = US$ 15,-- = sfr. 30,--
KI-E yearly dues = sfr. 5,--
KI charter fee = US$ 100,- = sfr. 200,--
KIE charter fee = sfr. 210,-- on top of KI fee
KI membership fee $ 10,- = sfr. 20,-

Income sfr. (US$ exch.rate 2:1)

	KI-Budget Europe		KI-E-Budget	
	sfr.	US$	sfr.	US$
KI dues	510.000	~~(255.000)~~ 262,500		
KI-E dues	-	-	85.000	(42.500)
Charter fee	8.000	(4.000)	8.400	(4.200)
Membership fee	20.000	(10.000)	-	-
Interests	600	(300)	2.000	(1.000)
Contract Service	35.170	(17.585) 294,385	-	-
	573.770	~~(286.885)~~	95.400	(47.700)

Expenses

	sfr.	US$	sfr.	US$
Office staff	267.200	(133.600)	30.000	(15.000)
Soc. service	32.200	(16.100)	3.500	(1.750)
Office rent Occupancy	40.000	(20.000)	-	-
Office Equipment (Lease)	7.000	(3.500)	-	-
Office supplies	13.500	(6.750)	4.500	(2.250)
Telefon, Telex, Telegrams	12.000	(6.000)	4.000	(2.000)
Postage	14.000	(7.000)	18.000	(9.000)
Literature (incl. Wld.-Wide News Lit)	55.000	(27.500)	-	-
Translation	10.000	(5.000)	2.000	(1.000)
Bankcharges	1.000	(500)	500	(250)
Auditfees	6.000	(3.000)	2.500	(1.250)
Data Processing	16.000	(8.000)	4.000	(2.000)
Membership & new Cl.Service	6.000	(3.000)	-	-
Award	500	(250)	-	-
Travel KIE President in Europe	15.000	(7.500)•	-	-
Travel KIE President in USA	10.000	(5.000)	-	-
KI-E Governor Meeting in Europe	12.000	(6.000)•	-	-
KI-E Gov.-elect Meeting in USA	28.000	(14.000)	-	-
KI-E Board	50.000	(25.000)•	-	-
Nom. KI-E to Intern. BOT	-	-	5.000	(2.500)
KI-E-Representation	-	-	6.000	(3.000)
Miscellaneous	-	-	10.000	(5.000)
Contigent	-	-	10.000	(5.000)
KI-E Expansion	34.000	(17.000)	-	-
KI-Staff Travel	9.000	(4.500)	-	-
	638.400	(319.200)	100.000	(50.000)
Surplus (Deficit)	(64.630)	~~(32.315)~~ (24815)	(4.600)	(2.300)