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OF THE MEETING OF

THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

MAY 3-7, 1985

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MINUTES

OF THE MEETING OF

THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

May 3-7, 1985

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Indianapolis, Indiana, on May 3-7, 1985. Those present: Raymond W. Lansford, President; Donald E. Williams, President-elect; Aubrey E. Irby, Immediate Past President; Mark Arthur, Jr. and Anton J. "Tony" Kaiser, Vice-Presidents; Frank J. DiNoto, Treasurer; G. H. "Gil" Zitzelsberger, Secretary; Raymond B. Allen, Morton O. Alper, D.D.S., Wilbur J. Blechman, M.D., Arthur J. DeLorenzo, Kurt K. Huber, M.D., J. Donovan Jackson, A. F. "Al" Lough, Noris A. Lusche, John D. Morton, Sr., Gene R. Overholt, Robert G. Sinn, and Avelino V. "Beling" Tanjuakio, Trustees.

General Office staff present were: Ronald L. West, Assistant Secretary for Administrative Services; Larry J. Horney, Assistant Secretary for Communications; James L. Sheets, Assistant Secretary for Member Services; A. G. Terry Shaffer, Assistant Secretary for Program Services; and W. Thomas Nelson, Jr., Assistant to the Secretary.

The meeting was called to order by President Raymond W. Lansford at 8:30 p.m. on Friday, May 3, 1985.

The invocation was given by Treasurer Frank DiNoto.

INTERNATIONAL COMMITTEE ON RESOLUTIONS

The Report of the International Committee on Resolutions was presented by Robert L. McCurley, Jr., its chairman. He reported that the Committee had adopted the following introduction:

INTRODUCTION

> Your Committee on Resolutions proposes the following resolutions to be acted upon by the House of Delegates on Wednesday morning, July 3, 1985, at the 70th Annual Convention of Kiwanis International in Toronto, Ontario, Canada.
>
> These are a product of proposed resolutions received from clubs and districts, as well as the Committee's drafting of additional resolutions at the time of its meeting in Indianapolis, May 1-3, 1985.
>
> Your Committee wishes to express its thanks and appreciation to all clubs and districts that submitted proposed resolutions and to all who submitted other material for its consideration. The Committee regrets that it was unable to use all of the ideas expressed, but urges individual clubs and districts to pursue, on their own, those projects that they believe merit support and attention.
>
> It is the hope of your Committee that the resolutions adopted will become the basis for dynamic programs of service by individual clubs. All Kiwanians should also remember that previous resolutions remain in effect as long as they serve a need for an individual club or an entire district. Clubs are encouraged to pursue those areas of concern that will enable them to render true community service.

PREAMBLE

Chairman McCurley reported that the Committee had adopted the following preamble:

> The principles that appear in these resolutions must permeate the entire foundation of Kiwanis and grow into the superstructure of Kiwanis services.
>
> The needs and opportunities are greater than ever. Our programs of service must be kept vigorous and forceful. There should be in each some element of the eternal. These, in turn, become the ideals and the objectives of intelligent, earnest, and sincere men.
>
> Through these resolutions we express to all, and to ourselves, our collective conscience. Through them we voice our ideals, our concerns, our convictions, and our pledges. Our resolutions say what we believe we should do for our fellow men. They are our agenda for action.

Chairman McCurley reported that the following resolutions had been adopted by the Committee for presentation to the House of Delegates at the International Convention at Toronto, Ontario, Canada. These resolutions will be printed and circulated to the clubs as provided by the Bylaws:

WALK WITH A CHILD

RESOLUTION #1

Walk With a Child

Through the years, Kiwanis International has maintained a strong commitment to children. In the early decades of Kiwanis, a great emphasis was placed on the materially underprivileged child. Later, the service emphasis was focused on other types of needs, including those of physically or mentally handicapped children.

Kiwanis' service activity for underprivileged children was further adopted as "a major and permanent Kiwanis concern" at the 1982 International Convention. As a result, clubs have explored new ways to serve underprivileged children in every category of need: physical, social, emotional, intellectual, and material.

The basic needs of children, such as food, clothing, and housing, must be met if the children are to grow, learn, and become contributing citizens of the world. Children who are materially underprivileged live in every area of the world, challenging each local club to vigorously pursue service projects that meet basic needs.

THEREFORE, BE IT RESOLVED That:

1. Every Kiwanis club conduct a survey to learn the needs of materially underprivileged children in its community; and

2. Every Kiwanis club assist materially underprivileged children in the community by:

(A) Establishing or supporting a community food bank or other local food distribution program;

(B) Helping to clothe needy children;

(C) Finding appropriate housing for families who need shelter;

(D) Developing a toy library program; or

(E) Implementing other programs in response to the community survey.

AND BE IT FURTHER RESOLVED That:

Each Kiwanian become personally involved with the individual children, giving guidance and support, thus demonstrating his concern for each individual child rather than only funding

projects to alleviate hunger or poverty. In short, that every Kiwanian, Walk with a Child.

RESOLUTION #2

CHILD SAFETY RESTRAINTS IN MOTOR VEHICLES

Child Safety Restraints in Motor Vehicles

Motor vehicle accidents are a major cause of death and injury among children in certain areas of the world.

Most children age five and under who ride in motor vehicles are unprotected by child-safety restraints.

The proper use of child-safety restraints will prevent the majority of deaths and injuries sustained by young children in vehicular accidents.

Despite the availability and proven effectiveness of child-safety restraints, many parents and other responsible adults have not yet recognized the desirability of obtaining and consistently using them.

Recognizing the need for greater public education and programs to make child-safety restraints available to all segments of the population, a number of governmental agencies, community service organizations, and political bodies have joined together to promote programs which will increase the use of child-safety restraints.

THEREFORE, BE IT RESOLVED That:

Kiwanis clubs make a special effort to support the use of child-safety restraints, including educational projects, loaner programs, and other endeavors to help protect our children in motor vehicles.

RESOLUTION #3

DRUG-RELATED HIGHWAY ACCIDENTS

Drug-Related Highway Accidents

Highway accidents caused by the use of alcohol or other drugs have reached epidemic proportions, and have resulted in untold grief and hardship for the victims and their families.

Many states and nations have dealt with this problem by meaningful penalties, deterrents, treatments, and rehabilitation programs, thereby avoiding thousands of highway accidents, injuries, and deaths.

In spite of these efforts, the problem remains, with society calling for greater efforts to eliminate these unnecessary tragedies.

THEREFORE, BE IT RESOLVED That:

Kiwanians and Kiwanis clubs pursue actions and cooperate with community efforts to remove from our highways drivers operating vehicles while under the influence of alcohol or other drugs.

RESOLUTION #4

PROTECTING THE ENVIRONMENT

Protecting the Environment

All life on the earth depends on air, water, and vegetation. The contamination of any of these poses a serious problem.

THEREFORE, BE IT RESOLVED That:

Each Kiwanis club help protect the environment by supporting educational programs and laws that will provide for cleaner air, cleaner water, and proper conservation of land, water, and vegetation.

Chairman McCurley also reported a Resolution of Appreciation to the convention host committee as follows:

1985 INTERNATIONAL CONVENTION APPRECIATION

In Appreciation

A Kiwanis convention is a culmination of planning and performance by those who manage the convention, those who appear on the program, and those whose tireless efforts behind the scenes are essential to the success of the total convention experience.

As we now approach the close of this 70th Annual Convention of Kiwanis International, it is fitting that we acknowledge the contributions of the hundreds of men and women who have helped to make our Toronto Convention so great an experience for us and our familes.

THEREFORE, BE IT RESOLVED That:

The delegates to the 70th Annual Convention of Kiwanis International express, on behalf of all in attendance, our deepest appreciation to General Host Chairman L. Ross Franklin, to our Kiwanis hosts in the Toronto area, to the musicians and performers who entertained us, to the speakers who enlightened us, to the public officials of the City of Toronto, to the Toronto news media, to the Kiwanis International staff, and to the countless others who contributed to the success of this memorable convention.

Chairman McCurley reported on other resolutions which the Committee felt were not appropriate for presentation to the convention. (See "Exhibit 1" for the full committee report.)

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

ACCEPTANCE OF RESOLUTIONS REPORT

RESOLVED, That the report of the 1984-85 International Committee on Resolutions be, and hereby is, accepted.

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

KIWANIS WORLD SERVICE MEDAL

RESOLVED, That the International Board place the following resolution before the convention:

The Kiwanis World Service Medal

The Kiwanis World Service Medal has been established to proclaim the Kiwanis ideal of altruistic service to the world. By recognizing and honoring the outstanding exemplars of service, the Kiwanis World Service Medal can inspire others to devote their lives to serving the human and spiritual needs of mankind.

It is not enough, however, merely to applaud those who Build Better Lives. Indeed, men and women who dedicate their lives to serving others rarely do so for public acclaim. As an organization dedicated not only to the ideal but also the practice of altruistic service, Kiwanis should recognize the achievements of those it honors with practical support for their continuing service endeavors.

THEREFORE, BE IT RESOLVED That Kiwanis International Shall:

1. Publicize the presentation of the Kiwanis World Service Medal and the service work of its recipients in order to enlist the support of other organizations, public and private agencies, and individuals around the world.

2. Encourage Kiwanis clubs, Kiwanians, and friends of Kiwanis to support the objectives of the Kiwanis World Service Medal with donations to assist the Medal recipients in continuing humanitarian work."

MESSAGE OF PRESIDENT

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

MESSAGE OF PRESIDENT-ELECT

The Message of the President-elect was presented by Donald E. Williams and is attached as "Exhibit 3."

REPORT OF SECRETARY

The Report of the Secretary was presented by G. H. "Gil" Zitzelsberger. It is attached as "Exhibit 4."

Secretary Zitzelsberger presented the minutes of the meeting of the International Board of Trustees held in Indianapolis, Indiana, January 6, 9-10, and 13, 1985. It was moved by Trustee Sinn, supported by Immediate Past President Irby, and duly carried as follows:

APPROVAL OF MINUTES OF BOARD MEETING JANUARY 6, 9-10, & 13

RESOLVED, That the Minutes of the Board Meeting of January 6, 9-10, and 13, 1985, be and hereby are approved.

Secretary Zitzelsberger presented the minutes of the meeting of the Kiwanis International Council held in Indianapolis, Indiana, January 10-13, 1985. It was moved by Trustee Sinn, supported by Trustee Lusche, and duly carried as follows:

RESOLVED, That the Minutes of the Kiwanis International Council meeting of January 10-13, 1985, be and hereby are approved.

APPROVAL OF MINUTES OF COUNCIL JANUARY 10-13, 1985

The Board reviewed the report of Administrative Action taken by staff since the last Board Meeting, a copy of which is attached as "Exhibit 5." It was moved by Immediate Past President Irby, supported by Treasurer DiNoto, and duly carried as follows:

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

ADMINISTRATIVE ACTION

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

RESOLVED, That this Board approves the 1985-86 International Committee appointments as presented by President-elect Don Williams. (See "Exhibit 6.")

1985-86 INTERNATIONAL COMMITTEE APPOINTMENTS

The meeting was adjourned at 10:02 p.m. until Monday, May 6, at 9:00 a.m.

The meeting was reconvened at 9:00 a.m. on Monday, May 6, 1985, by President Raymond W. Lansford.

The invocation was given by Trustee J. Donovan Jackson.

WHEREAS, Trustee Blechman has been working with Kiwanians from the Capital, Florida, and Indiana districts who have raised over $1,500 for the Cleft Palate Clinic of Bucaramanga, Colombia.

PLAQUE FOR CLEFT PALATE CLINIC IN BUCARAMANGA, COLOMBIA

AND WHEREAS, the director of the Bucaramanga program is Dr. Carlos Perez Martinez, a past governor of the Andean district, and a present member of the International Committee on Major Emphasis who has sent an urgent letter asking the Kiwanis International Board (and/or Foundation) to present a plaque to the American Cleft Palate Association, a group that encourages research and international cooperation in the rehabilitation of severe facial anomalies.

THEREFORE, BE IT RESOLVED That a plaque be presented at the group's 42nd anniversary meeting in Miami by Trustee Blechman who has been invited to the luncheon by Carlos and could make such a presentation.

AND BE IT FURTHER RESOLVED, That the citation on the plaque should read "The Board of Kiwanis International recognizes the American Cleft Palate Association for outstanding service in helping children develop to their greatest potential possible."

The President announced the following appointments to the Kiwanis International Foundation Board of Trustees:

1. William A. "Bill" Thacher - Florida District
2. Aubrey E. Irby - Texas-Oklahoma District

A motion was duly made, seconded, and unanimously carried as follows:

APPOINTMENTS TO KI FOUNDATION BOARD

RESOLVED, That the Kiwanis International Board approves the appointments made by the President to the Kiwanis International Foundation Board.

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

RESOLUTION RE EXPENSES OF KEY CLUB AND CIRCLE K RECONSIDERED AND REFERRED BACK TO COMMITTEE

RESOLVED, That we reconsider the resolution passed at the last meeting in regard to the charging of expenses of Key Club and Circle K. (See minutes of January 1985, page 12.)

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

RESOLVED, That the matter reconsidered by the previous motion be referred back to committee.

COMMUNICATIONS AND EDUCATION

The Board Committee on Communications and Education, Gene R. Overholt, Chairman, presented its report. The report is attached as "Exhibit 7."

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

ST. LOUIS SITE OF 1990 CONVENTION

RESOLVED, That the City of St. Louis, Missouri, is the site of the 1990 International Convention.

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

EXPENSES FOR 3 FACULTY MEMBERS TO BE PAID TO OCTOBER 1985 COUNCIL

RESOLVED, That this Board approves three (3) faculty members to have expenses paid by Kiwanis International, for the October 4-6, 1985, Council Meeting.

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

PROCEDURE 820.1(a) AMENDED -- PER DIEM

RESOLVED, That Procedure 820.1(a) is amended to read as follows:

(3) <u>Per diem</u> shall be as follows:

$25 per day for Trustees, Treasurer, Vice-Presidents, Immediate Past President, and President-elect
$35 per day for President or President-designate
$60 per day for President or President-designate -- wife present

Past Presidents shall not be reimbursed for per diem expenses; however, the cost of programmed meal functions at International Convention and Council meetings shall be borne by Kiwanis International.

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

RESOLVED, That Procedure 820.1(c) is amended to read as follows:

PROCEDURE 820.1(c) AMENDED -- PROGRAMMED MEAL FUNCTIONS AT INTERNATIONAL CONVENTION AND COUNCIL

820.1(c) The cost of programmed meal functions for members of the Board of Trustees and Past International Presidents shall be paid by Kiwanis International at the International Convention and at the first meeting of the International Council.

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

RESOLVED, That Procedure 820.1(1)(1) is amended to read as follows:

PROCEDURE 820.1(1)(1) AMENDED -- TRAVEL EXPENSES AND PROGRAMMED MEAL FUNCTIONS AT INTERNATIONAL CONVENTION AND COUNCIL

1. Wives of Board Members, Secretary, and Past Presidents

(1) Provision shall be made for the payment of travel expenses and programmed meal functions for the wives of Past Presidents to the International Convention; and for the wives of Board Members and Secretary attending the International Convention and to assigned district conventions and International Council.

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

RESOLVED, That the following Procedure be added to the Board Procedures:

PROCEDURE 820.1(q) and 820.1(r) ADDED -- COUNCIL EXPENSES FOR CIRCLE K AND KEY CLUB PRESIDENTS, PRESIDENT OF KI-E, AND DISTRICT SECRETARIES

820.1(q) Transportation, housing, and programmed meal function costs to the first Council meeting shall be paid by Kiwanis International for the following:

1. Circle K and Key Club International Presidents
2. President of Kiwanis International-Europe

(r) Kiwanis International will assume the programmed meal costs to the first Council meeting for District Secretaries and their wives.

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

PROCEDURE 820.1(1)(2) RENUMBERED 820.1(1)(3) AND NEW PROCEDURE 820.1(1)(2) ADDED -- PROGRAMMED MEAL FUNCTIONS AT COUNCIL

RESOLVED, That the present Procedure 820.1(1)(2) be and hereby is renumbered 820.1(1)(3)

AND BE IT FURTHER RESOLVED That a new Procedure 820.1(1)(2) is adopted as follows:

820.1(1)(2) Provision shall be made for the payment of programmed meal functions for wives of Board Members and Past Presidents at the first Council Meeting.

It was moved by Trustee Blechman and supported by Trustee Sinn that Kiwanis International pay the expense of wives of Governors and Past Presidents to the International Council. This motion was defeated.

This completed the action on the recommendations of the Board Committee on Communications and Education.

PROGRAM SERVICES

The Board Committee on Program Services, J. Donovan Jackson, Chairman, gave its report. The report is attached as "Exhibit 8."

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

ESTABLISHMENT OF JAMAICAN, BAHAMAS, AND EASTERN CANADA KEY CLUB DISTRICTS

RESOLVED, That the International Board approves the establishment of a Jamaican Key Club District, a Bahamas Key Club District, an Eastern Canada Key Club District, and the attachment of the remainder of the Caribbean countries to the Eastern Canada Key Club District.

BE IT FURTHER RESOLVED, That all three Key Club districts will remain under the sponsorship of the Eastern Canada and Caribbean district of Kiwanis.

It was moved by Trustee Lough and supported by Trustee Jackson that the 1985-86 Key Club (non-subsidized) budget be approved.

It was moved by Trustee Lough and supported by Trustee Jackson that action on this resolution be postponed until the June Board meeting.

It was moved by Trustee Lough and supported by Trustee Jackson that one additional mailing (to be mailed in January) and the seven issues of Keynoter magazine be mailed to all Kiwanis clubs that sponsor a Key Club and that such mailings begin October 1, 1985. Further, that the costs for such mailings be added to account #30-300-02 (cost of sponsorship).

It was moved by Trustee Lough and supported by Trustee Jackson that action on this resolution be postponed until the June Board meeting.

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

CHANGES TO KEY CLUB BOARD POLICIES

RESOLVED, That this Board approves the proposed changes to the Key Club International Board Policies, except 7.7. (See "Exhibit 9.")

It was moved by Trustee Morton and supported by Trustee Lough that the Circle K International budget for 1985-86 be approved.

It was moved by Trustee Morton and supported by Treasurer DiNoto that this resolution be postponed until the June Board meeting.

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

STANDARD FORM FOR CIRCLE K CLUB BYLAWS

RESOLVED, That this Board approves the Standard Form of Club Bylaws as approved by the Circle K International Board which brings the document into harmony with the newly revised and adopted Circle K International Constitution and Bylaws. (See "Exhibit 10.")

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

STANDARD FORM FOR CIRCLE K DISTRICT BYLAWS

RESOLVED, That this Board approves the Standard Form for District Bylaws as approved by the Circle K International Board which brings the document into harmony with the newly revised and adopted Circle K International Constitution and Bylaws. (See "Exhibit 11.")

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

YOUTH EXCHANGE PROGRAM

RESOLVED, That this Board approves the concept of a Kiwanis youth exchange program and requests staff to develop an outline to present at the next Board meeting.

This completed the action on the recommendations of the Board Committee on Program Services.

The meeting recessed for lunch at 12:00 p.m. and was reconvened at 1:35 p.m.

The Board Committee on Member Services, Arthur J. DeLorenzo, Chairman, gave its report. The report is attached as "Exhibit 12."

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

CHARTERS REVOKED

RESOLVED, That the charters of the following 45 clubs be revoked.

	KEY NO.
AUSTRALIA	
Essendon, Victoria	10444
Wollongong	06625
CALIFORNIA-NEVADA-HAWAII	
Anaheim Hills, CA	08699
Castro Valley, CA	10785
Rosemead, Golden K, CA	09966
Scotia, CA	03756
CAPITAL	
Baileys Crossroads, VA	10794
Friendship Heights, Chevy Chase, MD	07104
CAROLINAS	
Lucama, NC	10463
North Mecklenburg, Cornelius, NC	11025
Red Springs, NC	08293
Taylorsville, NC	07236
FLORIDA	
Lutz-Land-O-Lake	10236
GEORGIA	
Lithonia-Fairington	10772
Mountain Shadow, Tucker	10330
North Atlanta	10830
INDIANA	
Argos	10357
Russiaville	10465
MICHIGAN	
Alpena, Thunder Bay	09052
Kentwood	10630

	KEY NO.
MISSOURI-ARKANSAS	
Ashdown, AR	10282
Ava, MO	03302
Greater West Memphis, AR	10935
Maumelle, AR	09552
Noel, MO	06020
Wellsville, MO	02174
NEW JERSEY	
Newfield	02719
NEW YORK	
Elmhurst	10526
OHIO	
Ashland Breakfast	08239
PENNSYLVANIA	
Hampton Twp.	02708
Lower Burrell	05717
ROCKY MOUNTAIN	
Fountain, CO	06527
Meeker, CO	10266
Montbello, Denver, CO	10349
Wright, WY	09217
SOUTHWEST	
Foothills, Yuma, AZ	09460
Mesa-Roadrunners, AZ	09486
Phoenix-Saguaro, AZ	06220
San Pedro, Sierra Vista, AZ	10713
WEST VIRGINIA	
Elk River	10280
Weston	10754
WISCONSIN-UPPER MICHIGAN	
Berlin Golden K, WI	10994
Germantown Richfield Nooners, WI	10426
Menomonee Falls Hi-Noon, WI	10507
Negaunee, MI	08815

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

SEVEN DISTRICTS AUTHORIZED FOR PILOT FIELD SERVICE PROGRAM

RESOLVED, That up to seven districts be authorized to select as part of a pilot program one of the following alternatives:

Alternative A

Contract a part-time man to serve as the Field Service Representative in the designated district. This Field Service Representative would work in the district in which he resides for a minimum average of eight (8) days per month and would be responsible to Kiwanis International.

Alternative B

Enter into a matching fund agreement with individual districts allowing them to share expenses of volunteers in building new clubs with Kiwanis International. The volunteers will be responsible to the districts. Such districts would not be assigned a regular field service representative, but training and back-up assistance would be provided by Kiwanis International.

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

RESOLVED, That a new Procedure be added as follows:

NEW PROCEDURE 820.3 ADDED -- TRAVEL EXPENSES FOR GOVERNORS-ELECT TO GOVERNORS-ELECT CONFERENCE

820.3 - Governor-elect Conference Travel

Kiwanis International shall pay the travel expenses of governors-elect to the Governors-elect Training Conference, including the governor-elect of the Provisional district of Korea.

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

ISRAEL, LIBERIA, AND NORTHERN MARIANA ISLANDS REMOVED AS KIWANIS COUNTRIES

WHEREAS we formerly had active clubs in certain nations where there are not now existing clubs or any known activity, nor any progress in organizing a new club,

THEREFORE, BE IT RESOLVED That the countries of Israel, Liberia, and Northern Mariana Islands are removed as Kiwanis countries,

AND BE IT FURTHER RESOLVED That there be no future expansion into these countries without Board approval.

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

ADMINISTRATION AND INTERNATIONAL EXTENSION

The Board Committee on Administration and International Extension, Robert G. Sinn, Chairman, presented its report. The report is attached as "Exhibit 13."

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

FRENCH-SPEAKING AFRICAN CLUBS DISASSOCIATED FROM BENELUX-FRANCE-MONACO DISTRICT

RESOLVED, That the French-speaking African clubs be and hereby are disassociated from the Benelux-France-Monaco district effective immediately,

AND BE IT FURTHER RESOLVED That the Kiwanis International subsidy to that district for work with these clubs be discontinued immediately.

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

NEW PROCEDURE 116 -- STRATEGIC PLANNING

RESOLVED, That a new Procedure numbered 116 and named Strategic Planning, is adopted as follows:

116 - Strategic Planning

The Board of Trustees shall establish and annually review and/or revise a strategic plan which includes the following components.

(a) Conceptual Goals: These are broad statements of ideals, beliefs, or values which constitute the basic purposes of our organization and which are central to determining its path of development. They answer the question "What is Kiwanis, what does it seek to be?" and should rarely need modification. Based on input from throughout the Kiwanis organization, Conceptual Goals are reviewed and adopted by the International Board of Trustees if found to be in the best interest of Kiwanis.

(b) Operating Objectives: The Operating Objectives provide a practical framework which supports the Conceptual Goals and provides initial focus to Board and Staff action. They must answer the questions "What does Kiwanis want?" and "What is really important?" and may take a number of years to implement. Operating Objectives are developed by the various Board Committees for their respective areas of administrative responsibility and recommended to the Board of Trustees for formal adoption.

(c) Action Strategies: Action Strategies are specific, task-oriented plans designed to help implement the Program's Operating Objectives. They are designed to be achieved in 1 or 2 years or less and are closely

PROCEDURE 821.6 ADDED -- REIMBURSEMENT OF KI OFFICERS (FORM 1099)

821.6 - Reimbursement of Kiwanis International Officers (Form 1099)

At the beginning of each year staff shall inquire of the President, President-elect, and Secretary as to whether each prefers to receive authorized expenses as a payment in gross or to receive reimbursement for actual expenses up to the amount authorized. In the event any of these officers elects payment in gross, a Form 1099 shall be filed with the Internal Revenue Service. (5/3-7/85)

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

PROCEDURE 804 AMENDED -- ANNUAL AUDIT, MANAGEMENT LETTER, AND MEETING WITH AUDITORS

RESOLVED, That Procedure 804 Annual Audit be retitled and amended to read as follows:

804 - Annual Audit, Management Letter, and Meeting with Auditors

a. The annual audit for Kiwanis International shall be conducted in accordance with generally accepted auditing standards. The auditor must present a management letter with the audit report.

b. The auditors shall meet with the Board at its January meeting to discuss the final audit report and management letter.

c. On or before February 1, the International Secretary shall mail to the secretary of each chartered club a copy of the audit report for the previous fiscal year, together with a summary of events and developments that took place during that year.

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

PROCEDURE 113 AMENDED -- COUNSELORS TO DISTRICTS

RESOLVED, That Procedure 113 Counselors to Districts be and hereby is amended to add a new Section c which reads as follows:

Procedure 113 - Counselors to Districts

c. The Counselor shall make no additional visits to the district. If a request for an extraordinary visit is received from a district governor, it shall be approved or disapproved by the International President. If a second visit is approved, the Counselor's expenses shall be borne by Kiwanis International. The Counselor's wife may accompany him, at his own expense.

A motion was duly made, seconded and carried that:

PROPOSED AMENDMENTS TO CONSTITUTION AND BYLAWS TO BE PRESENTED IN TORONTO

WHEREAS certain proposed amendments to the Constitution and Bylaws of Kiwanis International have been proposed by various clubs and districts for presentation to the convention at Toronto,

WHEREAS the International Board desires to go on record and state their position in regard to each,

THEREFORE, BE IT RESOLVED That the Board opposes the proposed amendment submitted by the Andean and Central America district. This amendment, consisting of three parts, proposes to amend the Constitution and Bylaws of Kiwanis International to provide for one specified representative on the Board of Trustees from the Andean and Central America district, effective October 1, 1985. (See "Exhibit 14.")

BE IT FURTHER RESOLVED That the Board opposes the amendment submitted by the Kiwanis Club of Auckland, New Zealand. This amendment proposes to amend the Constitution of Kiwanis International to fix a rate of exchange at which non-U.S. clubs pay their membership dues for the next two years. (See "Exhibit 14.")

BE IT FURTHER RESOLVED That the Board opposes the proposed amendment submitted by the Kiwanis Club of Mankato, Minnesota. This amendment, consisting of two parts, proposes to amend the Constitution and Bylaws of Kiwanis International to afford local Kiwanis clubs the option of receiving female persons into membership. (See "Exhibit 14.")

AND BE IT FURTHER RESOLVED That the Board opposes the proposed amendment submitted by the Kiwanis Club of Audubon, Baton Rouge, Louisiana. This amendment proposes to amend the Bylaws of Kiwanis International to provide that the cost of sponsorship of Circle K International and Key Club International be for Kiwanis International's account. (See "Exhibit 14.")

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

PROCEDURE 170 ADDED -- USE OF SERVICE MARKS AND COLLECTIVE MEMBERSHIP MARKS

RESOLVED, That the Board hereby adopts a new Procedure 170 Use of Service Marks and Collective Membership Marks, as follows:

170 - Use of Service Marks and Collective Membership Marks

170.1 - Except as provided in Section 206 and Section 312, no corporation or unincorporated association shall use the words "Kiwanis" or "Kiwanis International" in its name, nor shall it use in any way the registered service marks or collective membership marks owned by Kiwanis International, including but not limited to "KIWANIS," "K IN CIRCLE," "CIRCLE K," "K (INTERNATIONAL) IN CIRCLE," "KIWANIS INTERNATIONAL," "K IN GLOBE (KIWANIS INTERNATIONAL)," and "KEY CLUB AND K IN CIRCLE" hereinafter referred to as Kiwanis Marks, unless the express written consent of the Board of Trustees is first obtained.

170.2 - Consent shall not be given where the proposed use of the Kiwanis Marks would be by a corporation or unincorporated association which regularly carries on a trade or business including, but not limited to, nursing homes, retirement homes, and hospitals.

170.3 - No licensing agreement for the use of Kiwanis Marks shall be entered into on behalf of Kiwanis International without the express written consent of the Board of Trustees.

170.4 - No corporation or unincorporated association shall represent or hold out to the public that it is endorsed or supported by Kiwanis International or any of its districts or federations, or by any chartered club, without the express written consent of the Board of Trustees of Kiwanis International.

170.5 - The Secretary of Kiwanis International shall inform applicants for the use of Kiwanis Marks of any action taken by the Board of Trustees.

170.6 - Nothing in this Section shall be construed as forbidding the incorporation or re-incorporation of a chartered club in good standing.

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

NOMINATING AND SECONDING PROCEDURE FOR INTERNATIONAL OFFICE IN TORONTO

RESOLVED, That the Board recommend to the Council for the nominations and seconds for candidates for International office in Toronto the following:

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.

This completed the action on the recommendations of the Board Committee on Administration and International Extension.

The meeting was adjourned at 5:58 p.m. until 9:00 a.m. on Tuesday, May 7, 1985.

The meeting was reconvened at 9:28 a.m. on Tuesday, May 7, 1985.

SPECIAL COMMITTEE ON FINANCIAL PROCEDURES

The Special Committee on Financial procedures, Frank J. DiNoto, Chairman, presented its report. (See "Exhibit 15.")

It was moved by Treasurer DiNoto, supported by Trustee Lough, and duly carried as follows:

PROCEDURE 310 AMENDED -- FINANCIAL DELINQUENCIES

RESOLVED, That Procedure 310 Financial Delinquencies is amended to add a last sentence. Procedure 310 shall now read as follows:

Procedure 310 - Financial Delinquencies

When a club is delinquent in the payment of dues or supplies items for a period of 120 days or more, no additional services from Kiwanis International will be provided the club until such debt is paid in full. The International Secretary at the end of a 120-day period, shall request of the district governor of the district of which the club is a part, a report on the club's actual status to be submitted within thirty days, a copy of which will be sent to the lieutenant governor. If the club is actually in a not-meeting status, or if the status report is not forthcoming in 30 days, the International Secretary shall inform the district governor, governor-elect, district secretary and lieutenant governor that the club has been declared to be not meeting. The Board counselor shall also be notified when the delinquency is $100 or more.

TREASURER'S REPORT

Frank J. DiNoto, Treasurer of Kiwanis International, presented his report. (See "Exhibit 16.") The report was received.

CHART OF EXPENSES PAID TO INTERNATIONAL CONVENTION, COUNCIL, AND OTHER ASSIGNED MEETINGS

A chart showing the treatment of expenses for certain individuals to International Conventions, International Council, and other assigned meetings as of May 6, 1985, was prepared by staff and presented to the Board. The President directed that it be made a part of these minutes. (See "Exhibit 17.")

The Board Committee on Finance, Noris A. Lusche, Chairman, presented its report. The report is attached as "Exhibit 18."

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

TRANSFER OF FUNDS FROM YOUTH SERVICES TO PROGRAM SERVICES AND CONVENTION DEPARTMENT INTRA-DEPARTMENT TRANSFER

RESOLVED, (1) That $30,392 be transferred from Department 30 (Youth Services) to Department 13 (Program Services) and allocated to the appropriate accounts in the latter department; and (2) that $2,791 be transferred from Account No. 12-102-01 (Temporary Help - International Convention) to Account No. 11-100-01 (Salaries - Meetings and Conventions).

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

INCREASE MAGAZINE ADVERTISING REVENUES AND COMMISSION EXPENSE

RESOLVED, That we increase Magazine advertising revenues by the amount of $33,000 and commission expense by the amount of $6,600.

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

APPROVAL OF CAPITAL EXPENDITURES

RESOLVED, That this Board approves the following capital expenditures:

IBM Dual Tape Drive	**$3,252**
Coda 1080 B 100 Lb Shipping Scale; UPS Manifest Reporting Software, Printer, USPS Rates and International UPS Format Label Printer	**$5,715**

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

WOLF & CO. MIDWEST AUDITORS FOR 1984-85

RESOLVED, That Wolf & Company Midwest be engaged as the auditors for Kiwanis International for the 1984-85 fiscal year.

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

PROCEDURE 807.3 AMENDED -- COMPREHENSIVE LIABILITY INSURANCE

RESOLVED, That the last phrase of Procedure 807.3 be amended to read as follows:

Procedure 807.3 - Comprehensive Liability Insurance

". . . any funds in excess of actual cost as herein defined shall be reserved and allocated solely to the reduction of the premium in the succeeding years."

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

EFFECTIVE 10/1/85, $1.60 TO BE CHARGED EACH MEMBER IN NORTH AMERICA FOR INSURANCE

RESOLVED, That each member of Kiwanis International in North America be charged the sum of $1.60 to cover the anticipated premiums for the comprehensive liability insurance and the limited blanket accident medical premiums, effective October 1, 1985.

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

PROCEDURE 310 IMPLEMENTED

RESOLVED, That Procedure 310 be implemented and applied.

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

CLUBS DELINQUENT OVER 120 DAYS AS OF 4/30/85 TO BE INFORMED OF PROCEDURE 310

RESOLVED, That any clubs delinquent over 120 days as of April 30, 1985, be informed of Procedure 310 and be given at least 60 days to pay their arrears. Failing that, Procedure 310 will be implemented.

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

STAFF TO ADHERE TO PROCEDURE 308 AND BYLAWS ARTICLE IV, SECTION 3

RESOLVED, that the Board instructs staff to adhere to Procedure 308 and Bylaws Article IV, Section 3, from this point forward.

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

PROPOSED AMENDMENT FOR TORONTO TO ARTICLE XVII, FINANCE AND ACCOUNTING

RESOLVED, That the Board propose to the House of Delegates at Toronto an amendment to Article XVII Finance and Accounting of the Bylaws of Kiwanis International for the purpose of defining the amount of subsidy to Key Club International and Circle K International to assure zero-based budgeting by both organizations and to provide proper internal control over financial matters, by adding new Sections 8 and 9 to read as follows:

ARTICLE XVII - Finance and Accounting

Section 8 - Key Club

A. Kiwanis International shall subsidize Key Club International for the following costs:

1) The salaries of the employees of the Key Club Department and their related personnel employee benefit costs.

2) General Offical building occupancy expenses.

3) Accounting costs to maintain financial records.

B. All other costs incurred by or on behalf of the operation of Key Club International shall be its responsibility, unless assumed by specific action by the Kiwanis International Board of Trustees.

C. Key Club International shall maintain separate accounting records and shall have the privilege of maintaining reserve funds for the purpose of sustaining its operations in future years.

Section 9 - Circle K

A. Kiwanis International shall subsidize Circle K International for the following costs:

1) The salaries of the employees of the Circle K Department and their related personnel employee benefit costs.

2) General Office building occupancy expenses.

3) Accounting costs to maintain financial records.

B. All other costs incurred by or on behalf of the operation of Circle K International shall be its responsibility, unless assumed by specific action by the Kiwanis International Board of Trustees.

C. Circle K International shall maintain separate accounting records and shall have the privilege of maintaining reserve funds for the purpose of sustaining its operations in future years.

This completed the action on the recommendations of the Board Committee on Finance.

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

ORDER OF AMENDMENTS FOR TORONTO

RESOLVED, That the order in which the amendments will appear at the Toronto convention are as follows:

1. The amendment proposed by this Board in regard to finance and accounting for Key Club and Circle K, proposed by the Kiwanis International Board of Trustees.

2. The amendment in regard to the exchange rate proposed by the Kiwanis Club of Auckland, New Zealand.

3. The amendment in regard to specified representation on the Board of Trustees for the Andean and Central America district, proposed by that district.

4. The amendment proposing to permit women in Kiwanis at local option, proposed by the Kiwanis Club of Mankato, Minnesota.

5. The amendment on finance and accounting for Key Club and Circle K proposed by the Audubon, Baton Rouge, Louisiana, club.

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

APPRECIATION TO GENERAL OFFICE STAFF

RESOLVED, That the Board expresses its thanks to the General Office staff for a job well done.

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

RECONSIDERATIO OF PREVIOUS RESOLUTION CREATING CARIB BEAN DISTRICT KEY CLUB

RESOLVED, That this Board now reconsider its previous resolution approving the creation of a Caribbean district of Key Club International. (See Minutes of May 2, 1984, page 16.)

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

ACTION RES-CINDED CREATIN CARIBBEAN DIS-TRICT OF KEY CLUB

RESOLVED, That this Board hereby rescinds the action taken at its meeting of May 2, 1984, creating a Caribbean district of Key Club International. (See Minutes of May 2, 1984, page 16.)

The Board Meeting was adjourned sine die at 12:45 p.m.

Respectfully submitted,

G. H. "Gil" Zitzelsberger
International Secretary

EXHIBIT #1

REPORT OF THE INTERNATIONAL COMMITTEE ON RESOLUTIONS

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 3, 1985

Dates of Committee Meeting: May 1-3, 1985

Place of Committee Meeting: International Office, Indianapolis, Indiana

Present: Members: Harold W. Graafmeyer; Dr. Joe L. Griffeth; Stewart L. Rosen, D.C.; William C. Spataro; Albert J. Tully; Robert Wales

Ex-Officio Member: Donald E. Williams

Chairman: Robert L. McCurley, Jr.

Staff: Christopher J. Rice

Others: Anton J. Kaiser; Raymond W. Lansford

1. It was moved and seconded that the Committee recommend to the Board of Trustees that the following resolutions be placed on the agenda for the House of Delegates and that the International Secretary provide them to the clubs as required by the Bylaws of Kiwanis International.

Resolution #1 - Walk with a Child	(Exhibit A)
Resolution #2 - Child-Safety Restraints in Motor Vehicles	(Exhibit B)
Resolution #3 - Drug-Related Highway Accidents	(Exhibit C)
Resolution #4 - Protecting the Environment	(Exhibit D)

(Carried)

2. It was moved and seconded that the Committee recommend to the Board of Trustees that the following resolution be placed on the agenda for the House of Delegates without pre-publication.

Resolution #5 - 1985 International Convention Appreciation (Exhibit E)

(Carried)

3. It was moved and seconded that the Introduction (Exhibit F) and Preamble (Exhibit G) be made a part of the materials presented to the House of Delegates and form a part of these minutes.

(Carried)

4. It was moved and seconded that the following proposed resolutions are not appropriate subjects for the House of Delegates at the International Convention and that they be referred to the International Board of Trustees.

A. Accomodations at Kiwanis Sponsored Events (Exhibit H)

B. Support from Dues for the Kiwanis International Foundation (Exhibit I)

(Carried)

5. It was moved and seconded that, in response to discussion with President Ray Lansford, the committee would not propose a resolution on the Kiwanis World Service Medal or its recipient.

(Carried)

6. It was moved and seconded that the following proposed resolution is not an appropriate subject for the House of Delegates at the International Convention and that it be referred to the General Office staff so that the misapprehension that led to the resolution can be resolved.

C. Qualifying Mileage for Interclubs (Exhibit J)

(Carried)

7. It was moved and seconded that the following proposed resolutions be referred to the General Office staff since staff is working in both of these areas and, in the opinion of the Committee, staff will find more effective means to achieve the proposed goals.

D. Support International Friendship by Personal Visits (Exhibit K)

E. Commemorative Postage Stamp (Exhibit L)

(Carried)

8. It was moved and seconded that the following proposed resolution be referred to the Kiwanis International Foundation since it outlines a fund-raising activity that supports the Foundation.

F. Proposal for an International Project Designed to Promote Harmony Among Kiwanis Families and Worldwide Goodwill for Kiwanis International (Exhibit M)

(Carried)

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

G. Every Child a Swimmer (Exhibit N)
H. Peace and Individual Freedom (Exhibit O)

(Carried)

10. The Committee noted that Kiwanis International Board Procedure, under 147.2--Types of Resolutions, states that:

b. . . . . There shall be no resolutions of appreciation for hospitality provided or resolutions of a like nature.

This appears contrary to a long-standing tradition of resolutions in appreciation to those responsible for an International Convention. This tradition has been supported by the Committee (see number 2 above). If there is, indeed, a contradiction between the Procedure and tradition, the Board may desire to resolve it.

11. It was moved and seconded that the Committee authorize the International Board of Trustees to make such changes or corrections as necessary in this Committee report.

(Carried)

12. The Chairman expressed his thanks to the Committee, to Christopher J. Rice and to others who assisted.

13. It was moved and seconded that the committee meeting be adjourned.

(Carried)

Respectfully submitted,

Robert L. McCurley Jr.

Harold W. Graafmeyer
Dr. Joe L. Griffeth
Stewart L. Rosen, D.C.
William C. Spataro
Albert J. Tully
Robert Wales
Robert L. McCurley, Jr., Chairman

EXHIBIT A

WALK WITH A CHILD

Through the years, Kiwanis International has maintained a strong commitment to children. In the early decades of Kiwanis, a great emphasis was placed on the materially underprivileged child. Later, the service emphasis was focused on other types of needs, including those of physically or mentally handicapped children.

Kiwanis' service activity for underprivileged children was further adopted as "a major and permanent Kiwanis concern" at the 1982 International Convention. As a result, clubs have explored new ways to serve underprivileged children in every category of need: physical, social, emotional, intellectual, and material.

The basic needs of children, such as food, clothing, and housing, must be met if the children are to grow, learn, and become contributing citizens of the world. Children who are materially underprivileged live in every area of the world, challenging each local club to vigorously pursue service projects that meet basic needs.

THEREFORE, BE IT RESOLVED That:

1. Every Kiwanis club conduct a survey to learn the needs of materially underprivileged children in its community; and

2. Every Kiwanis club assist materially underprivileged children in the community by:

(A.) Establishing or supporting a community food bank or other local food distribution program;

(B.) Helping to clothe needy children;

(C.) Finding appropriate housing for families who need shelter;

(D.) Developing a toy library program; or

(E.) Implementing other programs in response to the community survey.

AND BE IT FURTHER RESOLVED That:

Each Kiwanian become personally involved with the individual children, giving guidance and support, thus demonstrating his concern for each individual child rather than only funding projects to alleviate hunger or poverty. In short, that every Kiwanian Walk with a Child.

EXHIBIT B

CHILD-SAFETY RESTRAINTS IN MOTOR VEHICLES

Motor vehicle accidents are a major cause of death and injury among children in certain areas of the world.

Most children age five and under who ride in motor vehicles are unprotected by child-safety restraints.

The proper use of child-safety restraints will prevent the majority of deaths and injuries sustained by young children in vehicular accidents.

Despite the availability and proven effectiveness of child-safety restraints, many parents and other responsible adults have not yet recognized the desirability of obtaining and consistently using them.

Recognizing the need for greater public education and programs to make child-safety restraints available to all segments of the population, a number of governmental agencies, community service organizations, and political bodies have joined together to promote programs which will increase the use of child-safety restraints.

THEREFORE, BE IT RESOLVED That:

Kiwanis clubs make a special effort to support the use of child-safety restraints, including educational projects, loaner programs, and other endeavors to help protect our children in motor vehicles.

EXHIBIT C

DRUG-RELATED HIGHWAY ACCIDENTS

Highway accidents caused by the use of alcohol or other drugs have reached epidemic proportions, and have resulted in untold grief and hardship for the victims and their families.

Many states and nations have dealt with this problem by meaningful penalties, deterrents, treatments, and rehabilitation programs, thereby avoiding thousands of highway accidents, injuries, and deaths.

In spite of these efforts, the problem remains, with society calling for greater efforts to eliminate these unnecessary tragedies.

THEREFORE, BE IT RESOLVED That:

Kiwanians and Kiwanis clubs pursue actions and cooperate with community efforts to remove from our highways drivers operating vehicles while under the influence of alcohol or other drugs.

EXHIBIT D

PROTECTING THE ENVIRONMENT

All life on the earth depends on air, water, and vegetation. The contamination of any of these poses a serious problem.

THEREFORE, BE IT RESOLVED That:

Each Kiwanis club help protect the environment by supporting educational programs and laws that will provide for cleaner air, cleaner water, and proper conservation of land, water, and vegetation.

EXHIBIT E

IN APPRECIATION

A Kiwanis convention is a culmination of planning and performance by those who manage the convention, those who appear on the program, and those whose tireless efforts behind the scenes are essential to the success of the total convention experience.

As we now approach the close of this 70th Annual Convention of Kiwanis International, it is fitting that we acknowledge the contributions of the hundreds of men and women who have helped to make our Toronto Convention so great an experience for us and our families.

THEREFORE, BE IT RESOLVED That:

The delegates to the 70th Annual Convention of Kiwanis International express, on behalf of all in attendance, our deepest appreciation to General Host Chairman L. Ross Franklin, to our Kiwanis hosts in the Toronto area, to the musicians and performers who entertained us, to the speakers who enlightened us, to the public officials of the City of Toronto, to the Toronto news media, to the Kiwanis International staff, and to the countless others who contributed to the success of this memorable convention.

EXHIBIT F

INTRODUCTION

Your Committee on Resolutions proposes the following resolutions to be acted upon by the House of Delegates on Wednesday morning, July 3, 1985, at the 70th Annual Convention of Kiwanis International in Toronto, Ontario, Canada.

These are a product of proposed resolutions received from clubs and districts, as well as the Committee's drafting of additional resolutions at the time of its meeting in Indianapolis, May 1-3, 1985.

Your Committee wishes to express its thanks and appreciation to all clubs and districts that submitted proposed resolutions and to all who submitted other material for its consideration. The Committee regrets that it was unable to use all of the ideas expressed, but urges individual clubs and districts to pursue, on their own, those projects that they believe merit support and attention.

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

EXHIBIT G

PREAMBLE

The principles that appear in these resolutions must permeate the entire foundation of Kiwanis and grow into the superstructure of Kiwanis services.

The needs and opportunities are greater than ever. Our programs of service must be kept vigorous and forceful. There should be in each some element of the eternal. These, in turn, become the ideals and the objectives of intelligent, earnest, and sincere men.

Through these resolutions we express to all, and to ourselves, our collective conscience. Through them we voice our ideals, our concerns, our convictions, and our pledges. Our resolutions say what we believe we should do for our fellow men. They are our agenda for action.

EXHIBIT H

PACIFIC NORTHWEST DISTRICT OF KIWANIS INTERNATIONAL

RESOLUTION FOR ACCOMMODATIONS AT KIWANIS SPONSORED EVENTS

Whereas the assembled delegates to the Annual Convention in Phoenix on June 27, 1984, reaffirmed unequivocally our belief that the six Objects of Kiwanis International serve as guiding principles for Kiwanis endeavors. The spirit and intent embodied in the Objects to Kiwanis give direction to the thoughts and deeds of Kiwanians everywhere; and whereas the delegates acknowledged that there still exist in this world wrongs to be corrected and suffering to be alleviated.

And whereas pornography is such a wrong which creates suffering; and whereas Kiwanis conventions and functions should create and promote a healthy family atmosphere; open display of pornographic materials for sale and the free availability of sexually explicit programing on television, are not conducive to a healthy family atmosphere. At a minimum, magazines should be wrapped or taped and sexually explicit programing should be available only on request.

THEREFORE, BE IT RESOLVED THAT:

Kiwanis conventions and functions be held only at locations that are conducive to a healthy family atmosphere.

(SUPPORT FROM DUES FOR THE KIWANIS INTERNATIONAL FOUNDATION) EXHIBIT I

APR 17 1985

RESOLUTION
FOR KIWANIS INTERNATIONAL
TORONTO, ONTARIO
CANADA
1985

WHEREAS, Kiwanis International has on-going commitments to 'Uplifting Underprivileged Children' and helping the elderly, and

WHEREAS, the objects of Kiwanis are carried out daily on the International, District, Division, and Club levels, and

WHEREAS, many programs of Kiwanis International transcend the normal activities of the Club, Division, and District, and

WHEREAS, these programs are currently funded through the Kiwanis International Foundation through a great deal of effort and expense, and

WHEREAS, the Delegates to the Kiwanis International Convention in Minneapolis in 1982 voted to increase Kiwanis International dues by $5 for one year to allow financial problems at that time to be resolved, and

WHEREAS, that Kiwanis International dues increase has not been rescended.

NOW, THEREFORE BE IT RESOLVED that $3 of the last Kiwanis International dues increase by designated for the Kiwanis International Foundation. Approval of this Resolution does not preclude individual Kiwanian or Kiwanis Club contribution.

This Resolution has been approved by the Nevada (MO.) Kiwanis Club by action of their Board of Directors on 8 4 1985 and a copy has been directed to the Kiwanis International office, 3636 Woodview Trace, Indianapolis, Indiana 46268 for consideration by the Kiwanis International Convention to be held in Toronto, Ontario, Canada June 29 through July 3, 1985.

Arthur L Stubbs
President

Secretary

ATTEST

John T. Kretzer, Jr.
Lt. Governor, Division 7
Missouri-Arkansas District

(QUALIFYING MILEAGE FOR INTERCLUBS) EXHIBIT J

RESOLUTION

WHEREAS KIWANIS CLUBS IN JAMAICA ARE FAR APART, AND WHEREAS THE COST OF PETROL AND OTHER GOODS AND SERVICES HAS INCREASED CONSIDERABLY, THEREBY RESTRICTING THE TRAVEL ABILITY OF KIWANIANS, AND WHEREAS THE RULE SPECIFIES THAT THREE KIWANIANS MUST DO ONE HUNDRED MILES ONE-WAY TO QUALIFY FOR INTERCLUB POINTS, BE IT RESOLVED THAT:

'THE QUALIFYING MILEAGE FOR THREE INTER-CLUBING KIWANIANS BE REDUCED TO SIXTY MILES ONE-WAY.'

GEORGE BROWN
PRESIDENT - KIWANIS CLUB OF SANTA CRUZ

ALFRED FARQUHARSON
SECRETARY - KIWANIS CLUB OF SANTA CRUZ

EXHIBIT K

SUPPORT INTERNATIONAL FRIENDSHIP BY PERSONAL VISITS

Kiwanis supports and builds international goodwill and friendship. One way, and perhaps the best way to overcome the differences in culture, languages and philosophies would be to have exchange programmes between Kiwanians of all countries.

With the availability of jet travel, visitation to distant lands is within our grasp and can be a vehicle to lessen our differences and enhance friendship throughout the world.

It is incumbent upon every Kiwanian to do his best to bridge the differences and improve understanding with his global neighbours.

THEREFORE - BE IT RESOLVED THAT the concept of exchange of hospitality among Kiwanians be recognized in support of the objectives of the resolution No.3 (1) & (2) passed at the annual convention of Kiwanis International in June 1984, and the Secretariat of Kiwanis International Organization be requested to develop appropriate information and procedures to co-ordinate exchange visits amony participating Kiwanians.

THE FOREGOING RESOLUTION PASSED AT A REGULAR MEETING OF THE DIRECTORS OF THE KIWANIS CLUB OF BARRIE, GOLDEN K HELD ON 26 day of March 1985.

Secretary

(COMMEMORATIVE POSTAGE STAMP) EXHIBIT L

THE ESCANABA-BAYSHORE KIWANIS CLUB

RESOLUTION

. . . . WHEREAS Kiwanis International was founded in Detroit, Michigan, in 1915, and

. . . . WHEREAS the Kiwanis International is a non-sectarian, civic and service organization with the following objectives:

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

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

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

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

. . . . TO provide, through Kiwanis Clubs, a practical means to form enduring friendships, to render altruistic services, and to build better communities.

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

. . . . WHEREAS Kiwanis International has grown across the globe and is carrying forth and achieving the stated objectives in over 79 countries around the world, and

. . . . WHEREAS the Diamond Jubilee of Kiwanis International shall take place in the year 1990, and

. . . . WHEREAS it is customary for nations to grant recognition to such memorable occasions and worthwhile organizations through the release of Commemorate Postage Stamps, and

. . . . THEREFORE, BE IT RESOLVED that the Board of Directors of the Escanaba-Bayshore Kiwanis Club heartily wishes to initiate or join a movement that will result in the release of Commemorative Postage Stamps, honoring the Diamond Jubilee of Kiwanis International, by the United States of

America, and by other nations of the world wherein the spirit and presence of Kiwanis International Clubs reside.

. . . . IT IS FURTHER RESOLVED that such Postage Stamps be issued in the year 1990 on or near the date of the Diamond Jubilee, and the First Day of Issue of those stamps released by the United States of America take place in Detroit, Michigan, the birthplace of the Kiwanis International movement.

. . . . THIS RESOLUTION shall take effect on the 6th Day of March, 1985, upon action of the Board of Directors of the Kiwanis Club of Escanaba-Bayshore, Escanaba, Michigan.

SIGNED on the 6th Day of March, 1985, in Escanaba, MI., by Escanaba-Bayshore Kiwanis Club.

William E Gilbert, President

3-14-85 Date

ATTESTED TO BY

C L H J E Olson Secretary

3-14-85 Date

EXHIBIT M

TO: Kiwanis International's president Raymond W. Lansford, president-elect Donald E. Williams and immediate past-president Aubrey E. Irby, plus other officers, and members of the Board of Trustees.

FROM: The Kiwanis Club of Hattiesburg, Mississippi.

RE: Proposal for an international project designed to promote harmony among Kiwanis families and worldwide good will for Kiwanis International.

This proposal concerns a worldwide Kiwanis International "Family Walk For Fun and Fellowship." Simply a two-mile walk with no time clocks and offering no rich prizes for those reaching the finish line first.

It would be a walk for everyone for just what the name says--Fun and Fellowship. And to some extent to take our minds off the "High-Tech Revolution" we are now engrossed in and return us to the "Low-Key" of once-familiar strolls to Grandma's house to feast on cookies and buttermilk.

"Pride in one's family" was prominently mentioned by President Lansford in his recent Anniversary Message. Visualize, if you will, all of the 312,000 Kiwanis families in 8,200 clubs in 79 nations walking together at a given time in all time zones worldwide. What a great boost internationally for Kiwanis International !

Several methods of increasing numbers have been mentioned. One member of the fostering Hattiesburg club proposed that each Kiwanis family invite one non-Kiwanis family to participate.

Another wondered if Kiwanis International might wish to invite other civic club organizations to join in. There was also a mention that the Walk for Fun and Fellowship, proposed as an annual happening, might be scheduled as a feature attraction of future K-Family Weekends in Februarys but argument prevailed that one event might detract from the other.

There was strong support for imposing a minimal entry fee (no more than two dollars per family member) for the dual purpose of (1) giving the event more of an "official" bearing and (2) making it a fundraising tool for community events. All monies derived would be retained by the local club for such purposes.

While the fostering group wished to remain positive about the Walk being staged on a non-competitive plan, some support was given to offering incentives for both the elderly and young in participating families. For example, there was discussion that a "Presidential Doubloon," might be promoted as an inducement for those 70 years of age and up. While several thought the idea far-fetched, the majority believed Mr. Reagan would readily endorse a plan of this nature and immensity. Costs of the doubloons, or something similar from another easily-financed but attractive variety, would be borne by local clubs.

Other points discussed included:

- The possibility of attracting the interest of and coverage by USA Today;

(over)

- The possibility of having films from various areas of Kiwanisland indexed and offered to a nationwide cable network (i.e., Ted Turner's concern in Atlanta);
- Having athletes and former athletes who are Kiwanians offer public endorsements of the Walk;
- Having individual club Public Relations Committee seek local publicity on the walk.

Gentlemen, the Kiwanis Club of Hattiesburg respectfully requests your consideration of this proposal to make the "Family Walk for Fun and Fellowship" an international project.

We wholeheartedly believe it would promote harmony among Kiwanis families everywhere while promoting much good will for Kiwanis International.

EXHIBIT N

RESOLUTION

Every Child a Swimmer is a multipurpose, long-range learn-to-swim program, especially designed for one or more grades of elementary schools as a part (only) of its permanent physical education curriculum. It is, of course, adaptable to any age group. It is a health and body building fun project that gives the student a sport he or she may enjoy for life, even when too feeble to walk; and it saves lives. It is described in Youth Service Bulletin No. 28, available at the Kiwanis International office. It was developed and refined initially as the solution to the problem of drowning that exists wherever swimming is practiced, including all the countries where Kiwanis International is established. It is an international problem that must be solved locally. The K Family is both international and local. The solution evolved because of the following hard, indisputable facts:

Thousands of human beings drown annually, solely because non-swimmers enter deep waters unintentionally, and swimmers violate the standard rules of water safety, thoughtlessly or ignorantly. No sane person intends to drown. Standard methods of teaching swimming - one pupil for one instructor - does not keep pace with population growth and the ever-expanding exposure of the public to the danger. The solution has to lie in finding an affordable method of multiplying the effectiveness of available instructors and facilities.

Every Child a Swimmer does that. It supplements the skill of the swim coach with the services of multiple trained lay persons as volunteers, in this case with the members (not just a committee) of Circle K and Key Club, both of which have already adopted the plan at their International Convention. They enter the water with the student and carry out the instructor's directions from poolside.

The project also gives happiness, satisfaction and leadership training to the amateur volunteers who assist the instrustors. It is an assembly line process called the Station Method, whereby personalized teaching is practiced, depending on the competence of the teach and pupil, and the size of the pool. The elementary school is the only corridor through which everyone eventually passes. The program works.

It is, therefore, resolved that said Every Child a Swimmer project be and it is hereby adopted by Kiwanis International at its 70th Annual Convention in Toronto, Canada; and it is hereby declared to be for major emphasis as an elementary school project by all member clubs, in cooperation with the School Administration in the respective local areas, forthwith, and continuously thereafter.

We hereby certify that at a regularly scheduled meeting of the Kiwanis Club of Fort Lauderdale, Florida, on March 5, 1985, a motion was made, seconded and unanimously carried that the foregoing Resolution be proposed to Kiwanis International for adoption at its next convention.

President

Secretary

1/13/84

(PEACE AND INDIVIDUAL FREEDOM) EXHIBIT O

ITHACA KIWANIS CLUB

WHEREAS,

The desire for peace and individual freedom ~~is common~~ to all human beings, and

WHEREAS,

A nuclear war could destroy all human life,

THEREFORE BE IT RESOLVED THAT,

KIWANIS INTERNATIONAL adopt special projects:

a. To encourage a wide variety of educational and cultural exchanges between countries of the East and West; and,

b. To encourage our national leaders to take appropriate steps in international deplomacy to reduce and ultimately eliminate the risk of nuclear war.

It is urged that KIWANIS INTERNATIONAL work with other international service, humanitarian and religious organizations for the broadest possible implementation of these projects.

EXHIBIT #2

MESSAGE OF THE PRESIDENT

to the

International Board of Trustees

May 3, 1985

World leaders have faith and respect for the Kiwanis emblem and its motto--"We Build." The people with whom I have communicated need and request our support and leadership. The media around the world are now asking how they can support the organization, what they can tell, and what they can report in a story that will build a better community.

And we show that we care!

Our work in the community is our evidence, so the leaders know us by our deeds.

If we look only at numbers, there are many, many more projects in the world than there are people to work on them, yet, everywhere we travel, Kiwanians are taking the tasks. In doing so, they are helping to make communities in all parts of the world a better place to live.

The uplifting of underprivileged children is a challenge to Kiwanis and all communities. This challenge is being accepted, whether it be in Africa, Central or South America or yes, even in many areas of the United States. The K-family sticks to service with determination and success.

Still more needs to be done. The complex problems related to youth call for our service; these problems never seem to get enough attention. This Board must accept its responsibility--exercise its authority, promote plans to augment, to evaluate, and to formulate direction and leadership toward 1990, and staff must be encouraged to communicate and to project time, place, and quality action based upon direction from this Board.

Service club movement is more united today for community development than ever before. Thus, the image of what we are, where we want to go, and who we want to be is depending upon leadership or our vacillation, the choice is yours.

To accomplish effective leadership in service education for the volunteer is necessary, and evidence is available to show that the leadership conferences which have been held are a success. Thanks should go to those who volunteered their time and effort and provided quality answers for all Kiwanians in attendance.

The responsibility for education surely must be shifted from yearly office holders and become a challenge and an opportunity for greater service by all members of clubs who want to build better communities.

I am requesting each of you to communicate with your assigned districts to determine their desire for educational leadership from the home office, the field coordinators, and this Board. A time has also come for realistic self-assessment.

How many adds or deletes have occurred in your assigned districts this year? How many clubs were represented at your training conference? What have you done to increase the value of Kiwanis education in your assigned district?

This is a crucial decade for Kiwanis International--perhaps more to the point--this is a crucial year. This Board must lead, must promote activities, must project qualities for the world to judge, to approve.

"We Build"--together or as a family--and carry into each community the acts and ideals which will assure our future as a necessary part of that world.

This Board must then accept the responsibilities and challenges on all fronts and assure the future of this organization, other like groups, and most importantly those whom we serve.

If we accept our appointed role as leaders, we accept the work that goes with the position from club through Board. We must search, inquire, improve, develop and act. Then will we make sure of the future of Kiwanis International; then will we be proud of our works and those who serve. Keeping our motto, "We Build," above all else on the idea that each person is building together in that community the type of image which you are projecting from the office which you hold. The future of this organization is in the hands of this Board now. Your projection of ideas and ideals must be fulfilling in order for the public to understand, to appreciate, and to develop behind the quality leadership which you are projecting for the future. If we accept our role as a leader, then we challenge those who are working with us from the club level to the International Board to improve by inquiring and by developing the future philosophy and activity that will give us the understanding and satisfaction which we believe our organization so richly deserves.

Respectfully submitted,

Raymond W. Lansford
President

MESSAGE OF THE PRESIDENT-ELECT

to the

International Board of Trustees

May 3, 1985

With seven months of the 1984-85 administrative year completed, all indications are that we will have another banner year in Kiwanis. There are, however, two areas to which we need to direct our attention.

The first is the continuing and increasing threat to our God-given and constitutionally guaranteed right to decide for ourselves whom we choose to associate with. Gil Zitzelsberger, Larry Horney, and I have just returned from a meeting of CONPOR in Washington, D.C. where the threats at the local, state, and federal levels were discussed, as well as those steming from industry and other organized groups, such as the judiciary. Awareness as well as positive action is vitally necessary. Some specific recommendations are in the developmental stage.

Another area that requires our attention is that of international extension. Growth in the extension areas has been both steady and positive. Many of the guidelines that we are using were established as far back as the early 1960's and may not be applicable to conditions as they exist today. I think it is time to assess the entire situation based on our past experience and current conditions and needs. We have drifted too long. We need a more enlightened and positive approach.

The training conference for the 1985-86 governors has been completed and appeared to be successful. As plans for the 1985-86 administrative year go forward, we will not lose sight of our obligation and pledge to do everything we can to assure that President Ray's plans for this year come to fruition.

Respectfully submitted,

Donald E. Williams
President-elect

EXHIBIT #4

REPORT OF THE SECRETARY

to the

International Board of Trustees

May 3, 1985

Since our last meeting President-elect Don Williams and I attended the KI-E Board meeting where I explained the necessity of resolving the constitutional ambiguities which exist between KI and KI-E. I stressed the need to align the two groups because all Kiwanians are bound by the Kiwanis International Constitution and Bylaws. The treasurer, Hannes Payrich, agreed to review the budget proposals of KI-E operations and project them on an exchange rate of 2.6 to 1, but with the understanding that the actual rate would be governed by KI Board procedure.

I hope these discussions will promote action which would help solve operational differences between KI and KI-E.

Another area requiring action is in taking the initiative to defend the rights of private organizations to remain private, to decide as one voice the right of association--to begin a cooperative promotional campaign which would protect those constitutional rights.

I met with Valerie F. Levitan, Executive Director of Zonta International, who agreed to join us in a proposal that would combine the efforts of private associations and clubs in such a campaign. We are agreed that the courts are the worst places to solve problems. President-elect Don Williams, Assistant Secretary of Communications Larry Horney, and I met with members of the Conference of Private Organizations where we proposed a plan that would combine the forces of our groups to launch a PR program which gives our view. They agreed to support the proposal, and we now plan to invite representatives of Rotary, Zonta, Altrusa, Optimists, and Lions to meet with us and a CONPOR delegate. If there is interest and agreement among members of this group, we will prepare a formal proposal for our respective boards.

We are distressed to see the Oregon Lions decision. The judge in that case followed the hard line taken earlier against the Jaycees and also seemed to go out of his way to strike at the Lions as a public accommodation. This is especially sad and frustrating since the Duarte Rotary case was decided strongly in favor of Rotary by the trial court. Thus, we hope that a joint effort to clarify through the media the constitutional rights of private associations will be an assertive, positive action whereby we regain a moral high ground.

However, all of our work has not been out of house. We have worked hard throughout the last months to develop a cleaner, tighter budget,

working with staff through seminars and individual conferences. From senior staff to their department managers, we have increased the understanding of the entire budget process. We are presenting, then, what we think is a carefully developed and fiscally sound budget.

Also in-house, we have conducted a seminar designed to instruct at all levels of staff in the process of developing agenda points. Another is planned to discuss the writing of grant proposals for foundations. The participation from staff--the discussions and comments have encouraged me to continue this program.

In addition, we have started a series of luncheons, titled "Know Your City." I host a cross-section of staff at a luncheon featuring a guest speaker from Indianapolis who explains the function of a particular organization. Again, the reported results are good. I shall continue these group efforts which are designed to inform and involve the entire staff.

Kiwanis International and Key Club International have joined together in filing a Brief as Amici Curiae (friends of the court) in the United States Supreme Court. The case entitled Michael Bender, et al., vs. Williamsport Area School District, et al. will be heard during the Court's upcoming fall session. Key Club International could be directly affected by the resolution of this case since the Court of Appeals relied upon the presence of Key Club and in a dictum determined it to be not directly related to a particular curricular offering. Briefly stated, our position is that it is the local school board which should determine what is or is not curriculum related, and it is not a matter to be decided by the courts. An adverse ruling by the Supreme Court could damage Key Clubs posture in the Equal Access issue.

While the Equal Access statute is NOT at issue in this case, the effect upon school boards should the Supreme Court repeat the dictum is extremely dangerous to the very existence of Key Club as we know it.

We have just this week received word that the Pulaski County Special School District, which encompasses the Little Rock, Arkansas area, has determined that Key Club will not be allowed to meet next year within the high schools of the district. Five existing Key Clubs are directly affected by this ruling, and it is feared that the rest of the school districts in Arkansas will possibly follow this example since this is the largest school district in the state and has the largest number of high schools and students. We shall address this problem using our prepared release on Equal Access which is intended to assist local Kiwanians in preparing a response to the school board action.

Respectfully submitted,

G. H. "Gil" Zitzelsberger
Secretary

EXHIBIT #5

GENERAL OFFICE ADMINISTRATIVE ACTION

MAY 3-7, 1985

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

CLUBS BY DISTRICT	KEY#	NT. MTG. DATE	# MEMBERS	DIV.	OUTSTANDING ACCOUNTS RECEIVABLE
CALIFORNIA-NEVADA-HAWAII					
Baker, CA	11178	03-01-85	28	28	$ 579.60
CAPITAL					
Baileys Crossroads, Fall Church, VA	10794	09-30-84	6	20	454.70
EASTERN CANADA & THE CARIBBEAN					
Cedros, Trinidad & Tobago	10736	01-21-85	11	28	652.50
Sherbrooke, Quebec, Canada	03184	02-11-85	13	15	239.10
Siparia, Trinidad & Tobago	10735	01-21-85	25	28	1,035.00
Spaldings, Jamaica	07551	09-16-84	9	24	274.15
FLORIDA					
Dundee	07474	11-30-84	15	10	289.80
West Nassau, Callahan	11251	10-10-84	25	4	360.00
GEORGIA					
ilmer County	10801	09-30-84	7	11	213.00
ILLINOIS-EASTERN IOWA					
Chicago Breakfast, IL	09493	02-27-85	10	1	107.50
Lawrence & Cumberland-Chicago, IL	10094	10-01-84	8	2	87.60
Northtown, Chicago, IL	01645	12-01-84	16	1	164.25
INDIANA					
Indianapolis-Worldwide	10665	04-13-85	25	9	612.50
MINNESOTA-DAKOTAS					
Burnside, Minnesota Valley, MN	10299	02-01-85	19	4	-0-
MISSOURI-ARKANSAS					
Little Rock-Hilltop, AR	07152	02-23-85	4	21	35.11
Van Buren, AR	10858	02-23-85	29	20	1,200.60
MONTANA					
Plentywood	08953	09-30-84	8	5	10.95-
NEBRASKA-IOWA					
Sanborn, IA	08844	02-11-85	13	3	142.35
NEW ENGLAND					
Guilford-Madison, CT	07037	04-08-85	7	4	68.25
toneham, MA	05791	04-03-85	9	15	92.75
ethersfield, CT	03933	03-23-85	22	3	874.40

CLUBS BY DISTRICT	KEY#	NT. MTG. DATE	# MEMBERS	DIV.	OUTSTANDING ACCOUNTS RECEIVABLE
NEW JERSEY					
Bordentown	02839	01-03-85	13	5	$ 395.85
Farmingdale-Howell	02662	09-26-84	12	6	227.70
Long Branch	03046	01-03-85	9	7	78.00
Nutley	05020	01-03-85	12	13	248.40
NEW YORK					
Fresh Meadows, New York City	03262	02-22-85	10	21	177.00
Brookdale Golden K, Far Rockaway	11261	02-22-85	25	14	581.00
Mill Basin, Georgetown, Carnarsie Brooklyn	10016	02-22-85	14	3	415.35
NEW ZEALAND					
Ngongotaha	09231	06-25-84	10	9	190.00
OHIO					
Maple Heights	03379	03-01-85	14	23	269.10
PACIFIC NORTHWEST					
Klamath Sunrisers, OR	10594	01-31-85	10	84	522.65
Greater Hillsboro, OR	09059	11-01-84	10	10	78.00
Rock Creek, Portland, OR	09284	04-01-85	9	64	87.75
Uptown Seattle, WA	04267	03-07-85	18	24	153.00
PENNSYLVANIA					
Elkins Park-Oaklane	03725	01-19-85	16	20	621.00
PHILIPPINE SOUTH					
Baybay, Leyte	11054	11-10-84	17	1B	403.16
Estancia, Iloilo	11117	11-10-84	29	2B	445.14
Kalibo	09680	11-10-84	23	2B	552.50
Naval, Biliran, Subprovince	08793	11-10-84	10	1C	225.00
TEXAS-OKLAHOMA					
Amarillo Western, TX	11208	12-15-84	3	6	39.25
Bellaire	03743	12-15-84	15	3	403.80
Dallas International, TX	10115	12-15-84	14	2	421.75
Keller Golden Triangle, TX	11101	12-15-84	30	1	621.00
Northside Oklahoma City, OK	02246	12-15-84	21	19	399.00
Purcell, OK	09366	04-03-85	17	30	310.50
Quad County, Frankston, TX	10947	12-15-84	11	34	222.70
Sallisaw, OK	06687	12-15-84	11	31	227.70
San Marcos Evening, TX	10947	12-15-84	22	38	869.40
Seagoville, TX	09031	12-15-84	10	2	68.25
Stinnett, TX	02407	12-15-84	3	6	144.90
Van Area, TX	11110	12-15-84	24	34	496.80
UTAH-IDAHO					
Park City/Deer Valley, UT	11008	04-03-85	26	8	253.50
WESTERN CANADA					
Trancona, Manitoba	04999	12-01-84	8	2	-0-

CLUBS BY DISTRICT	KEY#	NT. MTG. DATE	# MEMBERS	DIV.	OUTSTANDING ACCOUNTS RECEIVABLE
CONSIN-UPPER MICHIGAN					
Lomonee Falls Hi-Noon, WI	10507	05-01-84	15	5N	310.50
NON DISTRICTED					
Buenos Aires, Argentina	06439	03-13-85	10	-	202.50

TOTAL: 55

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

CLUB	COMPLETION DATE	MEMBERSHIP
Valley Center, California	01-04-85	26
Prosperidad, Agusan, Del Sur, Philippines	12-09-84	33
Silicon Valley-Sunnyvale, California	01-09-85	26
Sylvania, Ohio	01-10-85	28
Corvallis Sunrisers, Oregon	01-10-85	25
Marulas, Valenzuela, Metro Manila, Philippines	01-11-85	24
Beaufort County Golden K, Washington, NC	01-16-85	29
River City Savannah, Tennessee	01-17-85	25
Evergreen, Taiwan, Republic of China	11-20-84	20
North Jeffco, Arvada, Colorado	01-15-85	25
Georgia Avenue, Washington D.C.	01-24-85	26
Kalakhang Maynila, Quezon City, Philippines	01-24-85	25
Rocky Mount Golden K, North Carolina	01-29-85	25
Belle Chasse, Louisiana	02-07-85	30
Ghent-Norfolk, Virginia	02-07-85	32
Queen Creek, Arizona	02-08-85	26
Napoli, Italy	02-05-85	25
Cainta North, Philippines	02-15-85	21
Detroit Northeast, Michigan	02-19-85	28
Woodbury-Plainview, New York	02-20-85	25
Meadowvale, Ontario, Canada	02-19-85	30
Booneville, Mississippi	02-19-85	32
Palo, Leyte, Philippines	02-09-85	20
Flamingo-Hialeah, Florida	02-21-85	53
Kaunlaran, Cabcaben, Philippines	02-27-85	27
Manila Romblonians, Malate, Philippines	03-01-85	26
Omaha Loveland Golden K, Nebraska	03-04-85	25
Bloomington Golden K, Illinois	03-04-85	26
Pasong Tamo, Philippines	03-05-85	28
Ibadan, Nigeria	02-17-85	20
Airdrie, Alberta, Canada	02-26-85	26
Sunnyslope, Arizona	03-07-85	25
Makati West, Philippines	03-08-85	24
Greater Sucat, Philippines	03-13-85	23
Zionsville Community, Indiana	03-14-85	26
Riviera Village-Redondo Beach, California	03-14-85	26
Western Communities-Wellington, Florida	03-14-85	29
Maracaibo, Venezuela	03-13-85	26
Alabang, Philippines	03-15-85	21

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

CLUB	COMPLETION DATE	MEMBERSHIP
Union Colony-Greeley, Colorado	03-20-85	36
Mayfair-Torresdale, Pennsylvania	03-19-85	25
Huttig, Arkansas	03-19-85	51
Poplar Bluff Morning, Missouri	03-19-85	25
New Sagay, Negros Occidental, Philippines	02-26-85	20
Makati East, Philippines	03-21-85	22
Palanyag, "Paranaque East", Philippines	03-21-85	24
Blois, France	02-25-85	20
Kassel-Wilhelmshoehe, Germany	03-05-85	20
Villach, Austria	02-11-85	20
Zwijndrecht, Netherlands	02-26-85	20
Perpignan "Pays Catalan", France	02-02-85	20
Carpentras Comtat Venaissin, France	02-26-85	20
Fontainebleau-Melun, France	02-26-85	20
Golden KW of Paris, Texas	03-28-85	29
West County-Ballwin, Missouri	03-28-85	40
Crowley, Texas	04-09-85	25
Morrisina, The Bronx, New York	04-09-85	25
Amazonas, Colombia	02-01-85	25
Fort Myers East, Florida	04-17-85	26
Central Anne Arundel, Maryland	04-17-85	63
Breaux Bridge, Louisiana	04-23-85	26
Lewistown Sunrise, Montana	04-22-85	26
Para Districts, Australia	04-23-85	20
Woodlawn-Dartmouth, Nova Scotia Golden K, Canada	04-25-85	31
Houston-Bear Creek, Texas	04-30-85	32

TOTAL: 65

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

CLUB	REACTIVATED DATE	MEMBERSHIP
Sta. Barbara, Pangasinan, Philippines	10-01-84	22
Scituate, Massachusetts	2-28-85	22
Williamsburg, Kentucky	6-14-84	12

TOTAL: 3

D. THESE CLUBS HAVE MERGED SINCE THE JANUARY MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

Central City, Jackson, Mississippi and University Center, Jackson, Mississippi
Merged to: University Center, Jackson, Mississippi Key# 10197

TOTAL: 1

E. **CLUB INCORPORATIONS COMPLETED:**

Allandale, Kingsport, Tennessee
Baraboo Golden K, Wisconsin
Brookings Golden K, South Dakota
Colonial-New Castle, Delaware
Des Moines, Golden K, Iowa
East Gentilly, New Orleans, Louisiana
Golden K of Cheyenne, Wyoming
Hibbing Range Golden K, Minnesota
Jetplex, Huntsville, Alabama
Kings-Hanford, California
Lakeside, Metairie, Louisiana
Longview Early Risers, Washington
Macon Golden K. Georgia
Malvern, Arkansas
Monticello Area, Charlottesville, Virginia
Montville Township, New Jersey
Newton Morning, Iowa
North Bethesda, Maryland
North Buffalo, New York
Northeast Minneapolis Golden K, Minnesota
Patrick Henry, Newport News, Virginia
Rosamond, California
Russell Sunrise, Kansas
Scottsboro, Alabama
Sioux Falls, Golden K, South Dakota
Somerset, Princess Anne, Maryland
Twin Cities, Chehalis, Washington
Tyler-Alpha, Texas
Victoria Golden K, British Columbia
Yerington, Nevada
York, Nebraska

F. **CLUB NAME CHANGES:**

NONE

G. **CANCELLED MEETINGS:**

NONE

H. **DISTRICT BYLAW AMENDMENTS:**

NONE

I. **CIRCLE K CLUBS COMPLETED SINCE JANUARY REPORT**

Circle K Clubs	Kiwanis Sponsor
University of Maryland Baltimore Co.	Cutonsville, MD
County College of Morris	Randolph Township, NJ
Valencia Community College	Central Orlando, FL
Southern Mississippi	Hub City, Hattiesburg, MS
Cbatis No. 11	Hermosillo, Mexico & Green Valley, Sondra, AZ
Itasca Community College	Grand Rapids, MN
Terra Technical College	Fremont, OH
G. C. Foster College of Phys. Ed. & Sports	Spanish Town, Jamaica, W. I.
Church Teachers College of Jamaica	Mandeville, Jamaica, W. I.
Triton College	Franklin Park-Evening, IL
Winona State University	Sunrisers of Winona, MN
Dutchess County Community College	Poughkeepsie, NY
College of Southern Idaho	Twin Falls, ID
Nebraska Christian College	Elkhorn Valley, NE
Oakwood College	S. Huntsville, Huntsville, AL

I. CIRCLE K CLUBS COMPLETED SINCE JANUARY REPORT (CONTINUED)

Circle K Clubs	Kiwanis Sponsor
Ashland College	Ashland, OH
Iowa Wesleyan College	Mt. Pleasant, IA
Concordia College	Vikingland, Moorhead, MN
Southwest Missouri State University	Downtown Springfield, MO
College of St. Elizabeth	Makison, NJ
Baker Jr. College-Owosso	Shiawassee and Owosso, Owosso, MI
Palomar Community College	San Marcos, CA
Cumberland University	Lebanon, TN
Catawba Valley Technical College	Western Catawba County, Hickory, NC
Miami Dade Community College (South)	Perrine-Cutler Ridge, FL
Sonoma State University	Rhonert Park, CA
University of South Florida-Bayboro	Sunshine City, St. Petersburg, FL
Bluefield College	Bluefield, VA
University of West Indies	Bridgetown, Barbados, W. I.

TOTAL 29

J. KEY CLUBS COMPLETED SINCE JANUARY REPORT

Key Clubs	Kiwanis Sponsor
Harris County High School	Pine Mountain, GA
Boerne High School	Boerne, TX
Fresno High School	North Fresno, CA
Barron Collier High School	Naples Northside, FL
Mountain View High School	Orem, UT
Anaheim High School	Greater Anaheim, CA
Plainview-Old Bethpage High School	Roslyn, NY
Susquehanna Township High School	Harrisburg, PA
Freeport Senior High School	Freeport Lincoln-Douglas, IL
Hamburg High School	Hamburg, IA
Saint Cyril Academy	Danville, PA
Tarlac National High School	Tarlac Movers, Philippines
Columbus West High School	Hilltop, Columbus, OH
St. Agnes Academy	Houston, TX
Bishop Sullivan High School	Baton Rouge Mid-City, LA
New Berlin High School	New Berlin, WI
San Dieguito High School	Del Mar, CA
University of San Diego High School	Clairemont Hills, San Diego, CA
Sarah J. Hale High School	Brooklyn, NY
Brooklyn Automotive High School	Williamsburg, Brooklyn, NY
John Foster Dulles High School	East Fort Bend County, TX
San Luis Obispo High School	San Luis Obispo, & San Luis Obispo de Tolosa, CA
Loveland High School	Loveland, CO
Rio Mesa High School	Camarillo, CA
Copley - Fairlawn High School	Copley, OH
Fishburne Military School	Waynesboro, VA

J. KEY CLUBS COMPLETED SINCE JANUARY REPORT (CONTINUED)

Key Clubs	Kiwanis Sponsor
Fairfax High School	Fairfax, VA
L.W. Higgins High School	Marreo - West, LA
Western Alamance High School	Burlington, NC
Green Co. Christian Academy	Tulsa, OK
Iaeger High School	War, WV
Duluth Central	Port of Duluth & Gitche Gumee, Duluth, MN
Beloit Memorial High School	Greater Beloit, WI
Kaufman High School	Kaufman, TX
Staples High School	Westport, CT
Edison High School	Fresno West, CA
Meade High School	Meade, KS
Summerville Intermediate High School	Summerville, SC
Mayme S. Waggener High School	St. Matthews, KY
South Haven High School	South Haven, MI
Alexandria Secondary School	Alexandria, Jamaica
Bishop Kearney High School	86th Street - Bath Beach, NY
Santa Ana Valley High School	Santa Ana & South Santa Ana, CA
East Bay High School	Sun City Center, FL
Willows High School	Willows, CA
East High School	Friendly Duluth, MN
Eagle Rock High School	Eagle Rock, CA
Holmdel High School	Holmdel, NJ
McKinley High School	Louisiana State Univ, Baton Rouge, LA
Mooresville High School	Mooresville, IN
Union High School	Monroe County, WV
Gresham Union High School	Gresham Earlyrisers, OR
La Mirada High School	La Mirada, CA
John Marshall High School	San Antonio, TX
Yakima Valley Skills Center	Apple Valley, Yakima, WA
Madison Public School	Madison, MN
Vincent Memorial High School	El Centro, CA
Issaquah High School	Issaquah, WA
Empire High School	Duncan, Chisholm Trail, OK
Bethany Christian High School	Goshen, IN
Schurr High School	Montebello, CA
Patrick Henry High School	Roanoke, VA
Wildwood High School	Wildwood, FL
Mary M. Knight High School	Mountain View, WA
Hoopa High School	Willow Creek, CA
Del Oro High School	South Placer, CA
Fergus Falls High School	Otter-Risers, Fergus Falls, MN
Granbury High School	Lake Granbury, TX
Mt. Carmel Christian High School	South DeKalb, GA
Martin Luther King High School	Detroit-Lafayette Park, MI
F.T. Wills High School	Smyrna, GA
Delaware Valley Regional High School	North Hunterdon, Clinton, NJ
Paradise Valley High School	Paradise Valley, AZ
Century High School	Bismarck, ND
Preston Hilton Albury High School	South Eleuthera, Bahamas

TOTAL: 77

K. INCORPORATION OF KIWANIS CLUB FOUNDATIONS

Name of Foundation	Location
Florence Kiwanis Foundation	Florence, Oregon
Metro-West Kiwanis Charitable Foundation	Cleveland, Ohio
Kiwanis Club of Northridge Foundation	Northridge, California
Desert Kiwanis Club Foundation	Tucson, Arizona
Port Charlotte Kiwanis Foundation	Port Charlotte, Florida

EXHIBIT #6

4/30/85

1985-86 INTERNATIONAL COMMITTEE APPOINTMENTS*

ACHIEVEMENT

Chairman:	Glenn E. Muggelberg, Creston Star Route, Charolais Rd, Paso Robles, California 93446
Members:	J.F. (Joe) DeSort, 1362 Vivian Street, Golden, Colorado 80401
	W. Leonard Fant, Hutcheson Memorial Tri-County Hospital, 100 Gros Crescent, Ft. Oglethorpe, Georgia 30742
	Leonard W. Gordon, 1806 Sandhill Road, Mason, Michigan 48854
	Thomas G. Halford, 4 Devlin Place, Aurora, Ontario L4G 2E1 (Toronto Club)
Past President Counselor:	Maurice Gladman, 12331 Alray Place, Tustin CA 92680 (Santa Ana Club)

BUILDERS CLUBS

Chairman:	W.B. (Bill) Watts, 102-8741 Montcalm Street, Vancouver, British Columbia V6P 4R1 Canada (West Vancouver Club)
Members:	Earl H. Arnold, P.O. Box 383, Appleton, Wisconsin 54912 (Greater Appleton Club)
	Albert S. Justus, 5605 Birkdale Ct., Columbus, Ohio 43232
	Anthony J. Palangi, 26 Wincrest Drive, Glens Falls, New York 12801
	Harry M. Rowe, Jr., 18900 Vista Lane, PIoneer, California 95666 (Amador Country Club)
Past President Counselor:	Ted R. Osborn, 2055 Old Frankfort Pike, Lexington, KY 40510 (Blue Grass-Lexington Club)

CIRCLE K CLUBS

Chairman:	F. Larry Rittgarn, 3005 Edgewood Drive, Fargo, North Dakota 58102 (Fargo Rough Riders Club)
Members:	Myral C. Coatney, D.O., 6235 Truman Road, Kansas City, Missouri 64126 (Blue Valley, Kansas City Club)
	Charles W. Edwards, Jr., 255 W. Vermont, Villa Park, Illinois 60181 (Elmhurst Club)
	Roy T. Hardy, P.O. Box 558, Dade City, Florida 34297-0558
	William H. Lamberg, 3112 Stokes Lane, Manitowoc, Wisconsin 54220
Past President Counselor:	John T. Roberts, 6636 Sheffield Avenue, Baton Rouge, LA 70806 (Audubon, Baton Rouge Club)

*Members with an asterisk in front of their names have not as yet been confirmed.

COMMUNITY SERVICES

Chairman: James W. Jackson, P.O. Box 15, Boone, North Carolina 28607

Members: Gerald D. Bloom, P.O. Box 148, Logan, Iowa 51546

R.H. (Buff) Hultman, North Star Route 23, Drummond, Montana 59832

Jon K. Olafsson, Sudurgata 12, 245 Sandgerdi, Iceland (Reykjavik-Hekla Club)

Val Urlich, P.O. Box Tokerau Beach, Kiataia, New Zealand

Dean K. Wetzler, Jr., 320 Main Street, Mill Hall, Pennsylvania 17751

Charles G. Williamson, Jr., 1325 DeLong Road, Lexington, Kentucky 40515

Past President Counselors: Wes H. Bartlett, P.O. Box 473, Algona, IA 50511 (Algona Club)
Reed C. Culp, 133 Virginia St., Salt Lake City, UT 84103 (Salt Lake City Club)

INTERNATIONAL RELATIONS

Chairman: Richard B. Domingos, 246 Corbin Avenue, Macon, Georgia 31204

Members: Jene M. Ambrose, 755 E. Vista Drive, Ogden, Utah 84403 (Golden Spike Empire, Ogden Club)

Eladio Aviola, 14-C Anda Jt., 9501 Davao City, Philippines

Richard E. Bell, P.O. Box 1673, Wenatchee, Washington 98801-0014

James Carroll, 916 W. Spring Street, Lewistown, Montana 59457

W. Donald Goodfellow, Q.C., #300 Notre Dame Place, 255-17th Ave. S.W., Calgary, Alberta T2S 2T8

Dr. Carol Wolf, Kalchgruben 24, Axams, Austria 6094

Past President Counselor: E.B. McKitrick, 8103 144th St., Edmonton, AB T5R 0R3 Canada, (Edmonton-Oil Capital Club)

KEY CLUBS

Chairman: Fr. Charles E. (Chuck) McCallister, 1300 Byron Street, Wheeling, West Virginia 26003

Members: T. Donald Cairns, 46 Adams Street, Clifton, New Jersey 07011

Lindley H. (Dig) DeGarmo, 3801 Millender Mill Road, Upperco, Maryland 21155

Stuart K. (Stu) Jacobs, 795 Lakeview Drive, Miami Beach, Florida 33140

Marvin W. Sapaugh, P.O. Box 2545, Fort Worth, Texas 76113

KEY CLUBS

Past President Counselor: William M. Eagles, M.D., 4608 Sylvan Rd., Richmond, VA 23225 (Chesterfield Club)

MAJOR EMPHASIS PROGRAM

Chairman: David K. Holderman, 80 Greenway Drive, Goshen, Indiana 46526

Members: Robert H. Andrew, Gladstone High Rocks Ctr., 46-82nd Drive Gladstone, Oregon 97027 (Oregon City Club)

Josef Dietziker, St. Gallerstrasse 67, CH-8853 Lachen, Switzerland

Dr. Carlos Martinez, P.O. Box 783, Bucaramanga, Colombia

Richard L. Sanders, 6310 W. 93rd Terrace, Overland Park, Kansas 66212

Richard K. Schwartz, P.O. Box 973, Carefree, AZ 85377

Robert E. Wales, 7732 Goodwood Boulevard, Baton Rouge, Louisiana 70806 (Capital City, Baton Rouge Club)

Past President Counselors: Roy W. Davis, 1341 Idlewild Ln., Homewood, IL 60430
I.R. (Whitey) Witthuhn, 8205 N. Santa Monica Blvd., Milwaukee, WI 53217

MEMBERSHIP GROWTH

Chairman: Paul E. Tomshany, 1971 N. Parker, Dexter Michigan 48130 (Dexter Club)

Members: William L. Martin, 91 Chestnut Street, Oneonta, New York 13820

Robert L. McCurley, Jr., P.O. Box 1287, University, Alabama 35486 (Greater Tuscaloosa Club)

Willy Ostholt, Bjerregaardsgate 9, Oslo 1 Norway

Geoffrey F. Peirce, 23 Jenkins Avenue, Rostrevor, 5073 S.A. Australia (Rostrevor-Campbelltown Club)

Charles J. Ridenour, 832 Beechwood Drive, Sellersburg, Indiana 47172 (Silver Creek Township Club)

Roy F. Schutz, 1434 Robinwood Avenue, Lakewood, Ohio 44107 (Edgewater, Cleveland Club)

Past President Counselors: Stanley E. Schneider, P.O. Box 189, Crestline, OH 44827
Charles A. Swain, Box 181, Cape May, NJ 08240

NEW CLUB BUILDING

Chairman: Les Mace, 2516 S. Sheridan, Springfield, Missouri 65804 (Springfield South Club)

Members: Alan R. Anderson, 3604 Sherrie Ln, Racine, WI 53405

Anthony B. Chang, P.O. Box 44-90, Taipei, Taiwan

Jacques Fonteyne, Begoniastraat 68, B-8800 Roeselare, Belgium

Marc Lefebvre, 75 Chatham St., Brantford, ON N3T 4N9

Thomas M. Seale, Jr., 7180 Baker Street, Millington, Tennessee 38053

Arthur D. Swanberg, P.O. Box 18141, Dallas, Texas 75218 (White Rock, Dallas Club)

Rolf Welti, Postfach 230, CH-8008 Zurich, Switzerland (Zurich-Manesse Club)

Past President Counselors: Edward C. Keefe, 1107 Huntington Drive, Oklahoma City, OK 73116
Hilmar L. Solberg, 3 Westwood Ct, Appleton, WI 54911
Aubrey E. Irby, P.O. Box 6681, Tyler, TX 75711

PAST INTERNATIONAL PRESIDENTS

Chairman: John T. Roberts, 6636 Sheffield Ave, Baton Rouge, LA 70806 (Audubon, Baton Rouge Club)

Members: All Past Presidents and Secretary Emeritus O. E. Peterson

PUBLIC RELATIONS

Chairman: Raymond A. Wallander, 1035 Vondel Park Drive, Colorado Springs, Colorado 80907

Members: Howard Carraway, P.O. Box 1776, Tallahassee, FL 32302

Robert E. Lynch, 2041 S. Durkee Road, Grafton, Ohio 44044

Michael Pratt, P.O. Box 1665, Cottonwood, Arizona 86326 (Clarkdale-Verde District Club)

Raymond Wolfson, 180 Allen Avenue, Newton, Massachusetts 02168 (Roxbury Club)

Past President Counselor: Merle H. Tucker, 10337 Hendrix, NE, Albuquerque, NM 87111 (Albuquerque Club)

RESOLUTIONS

Chairman: Harold W. Graafmeyer, 28050 Gilchrist Drive, Euclid, Ohio 44132

Members: Marvin M. Andersen, 401 W. 29th Street, South Sioux City, Nebraska 68776

Richard H. Gruninger, 287 Lackawanna Avenue, West Paterson New Jersey 07424 (Passaic Valley Club)

Jean Ed. Friedrich, Tilleuls 14, CH-2300 La Chaux-de-Fonds, Switzerland (La Chaux-de-Fonds-Le Locle Club)

Ralph F. Patterson, Sr., P.O. Box 125, Clinton, South Carolina 29325

Robert F. Weber, 992 Lake Shore Road, Grosse Pointe Shores, Michigan 48236 (Detroit No. 1 Club)

Ray A. Williams, 1305 Spadina Crescent E., Saskatoon, Saskatchewan S7K 3J2 (Riversdale Club)

RETENTION & EDUCATION

Chairman: J.J. (Jay) Johnston, Jr., 467 Fielding Drive, Pittsburgh, Pennsylvania 15235 (Penn Hills-Twilite Club)

Members: Thomas J. Deen, Jr., P.O. Box 154, Istachatta, Florida 33536 (Brooksville Club)

Harry L. Hunsley, P.O. Box 295, Russell, Kansas 67665

James A. Levesque, 41 Harvest Drive, Duxbury, Massachusetts 02332

Stewart L. Rosen, 660 Main Street, Placerville, California 95667

*Dr. Juan Torres, Santo Tomas University Hospital, Ste. 203, Espana, Manila, Philippines

Past President Counselors: Mark A. Smith, Jr, P.O. Box 10026, Atlanta, GA 30319
Albert J. Tully, Commerce Bldg, Ste. 701, Mobile, AL 36601

SUPPORT OF SPIRITUAL AIMS

Chairman: Jack K. Frost, 4309 Tamarisk Drive, Oklahoma City, Oklahoma 73120 (Midwest City Club)

Members: Kenneth P. Akers, 120 Blakely Place, Charles Town, West Virginia 25414 (Charles Town Club)

Howard L. Bauder, 2260 W. 42nd Street, Casper, Wyoming 82604

Fred M. Green, P.O. Box 39, Forest Park, Georgia 30050 (Fayette County Club)

Dr. Hyun Soo Kim, 303-30, 2 Ka, Kwang Hee Dong, Choong Ku, 100 Seoul, Korea

SUPPORT OF SPIRITUAL AIMS

Past President Counselors: Merald T. Enstad, Security State Bank, 128 Washington Ave, E, Fergus Falls, MN 56537 (Fergus Falls Club)
Donald T. Forsythe, 502 Locust St, Carthage, IL 62321

YOUTH SERVICES

Chairman: Howard D. Brown, Sr, 1753 E. Blvd, Petersburg, VA 23805

Members: Andrew A. Chaffin, P.O. Box 264, Gadsden, Alabama 35902

Roberto Genna, Via Principe de Villafranca 46, 90141 Palermo, Italy

W.B. (Bill) Hopkins, Courage Ctr., 3915 Golden Valley Road, Minneapolis, Minnesota 55422 (Southwest Minneapolis Club)

*Kazuo Iwata, 1-1-6 Uchisaiwaicho, Chiyoda-ku, Tokyo 100, Japan

Eugene P. Price, 636 Love Street, Erwin, Tennessee 37650

John A. (Jack) Sundberg, 1980 Sweetbriar Lane, Rockford, Illinois 61107

Past President Counselors: James M. Moler, Box 90, Charles Towns, WV 25414
Walter J.L. Ray, 31140 Huntley Sq. W, Apt. 411 Birmingham, MI 48009

EXHIBIT #7

REPORT OF BOARD COMMITTEE ON COMMUNICATIONS AND EDUCATION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 6 and 7, 1985

Date of Committee Meetings: May 4 and 5, 1985

Place of Committee Meetings: General Office

Present: Members - Morton O. Alper, D.D.S. and Wilbur J. "Wil" Blechman, M.D.
Chairman - Gene R. Overholt
Staff - Blair Austin, Steven W. Baker, David L. Blackmer, Patrick A. Hatcher, Larry J. Horney, Raymond G. Jeanes, Charles M. Jonak, Christopher J. Rice, A. G. Terry Shaffer, David B. Williams, and Charlene M. Young
Other - Vic Shaul

1. 1990 Convention Site

The Committee discussed the proposed sites for the 1990 Kiwanis International Convention. Some of the criteria considered by the Committee were:

A. Availability of the preferred dates (June 24-27)

B. Appropriate Convention facilities

C. Number of available hotel rooms in the downtown area

D. Length of time since the last Kiwanis International Convention was held in the area

E. Support pledged by local Kiwanians

After thoroughly discussing each proposed location under the selection criteria, the Committee recommends the city of St. Louis, Missouri, as the site of the 1990 International Convention.

Recommendation #1:

The Committee recommends that the 1990 Kiwanis International Convention be held in St. Louis, Missouri.

I move that recommendation 1 be adopted.

2. Toronto Convention Program

The Toronto Convention program was reviewed and approved by the Committee after minor changes in the scheduling of ladies' and men's forums. See attached Exhibit A for assigned locations, capacity, and assigned panelists for the Convention forums.

3. Raffle at International Convention

The Committee discussed the option of having a club-sponsored project in which an automobile would be raffled off at the International Convention. Even though the cause was a worthy service project, it is the wish of the Committee to follow established practice of not allowing individuals, clubs, groups of clubs, divisions, or districts to conduct fund-raising efforts at Kiwanis International Conventions. The Committee therefore declines to approve the request to hold a raffle at the Toronto Convention.

4. Leadership Education

An Advisory Committee on leadership education met with representatives of P. M. Haeger and Associates, Inc. subsequent to the Board's January meeting. The Committee--composed of current and past club and district officers, staff, and Trustee Wil Blechman--provided the firm's representative with suggestions for tailoring the content of the leadership education program to the needs of club presidents.

P. M. Haeger and Associates recently completed the program, which has been reviewed by members of staff and the Board committee. The program will be presented in three locations: May 18-19, Tampa, Florida; June 1-2, McPherson, Kansas; and June 8-9, Boston, Massachusetts.

The enthusiastic support of the Florida, Kansas, and New England districts has been of great help in the planning of the three programs, and the assistance of the governors-elect in encouraging attendance has been very gratifying.

In addition to the comments of participants and staff, the evaluation of each program will be aided by the participation of district officers and officers-elect, as well as the attendance of Trustees John Morton and Wil Blechman in New England and Mark Arthur in Kansas. Evaluation of the program's effectiveness will continue throughout 1985-86.

5. Kiwanis Education

The Committee sees a need to coordinate at the International level the educational programs for Kiwanis leaders. Different individuals on staff work on various aspects of education. Materials used in education have been developed over a period of time and are not necessarily updated to meet present needs. Those performing in an educational role do these activities as only a part of their overall staff responsibilities.

Education is such an important part of the proper functioning of Kiwanis at all levels that this should be under the supervision of a qualified educator.

The Committee therefore requests staff to bring to the next Board meeting information regarding the qualifications for such a position and the approximate salary range necessary to fill the position.

6. Sunday Morning Council Program at Toronto Convention

The Committee finalized the program for the Council Meeting to be held on Sunday morning, June 30, 7:45 a.m., in the Upper Canada Room of the Royal York Hotel. It was noted that Associate Secretary Emeritus L. A. "Larry" Hapgood will present the devotional message.

7. October 4-6, 1985, Council Program

The Board Committee reviewed Council as it was run in January, 1985. Modifications of the program and expenses associated with them were discussed, and an overall program for the October 4-6 Council Meeting, to be held at the Radisson Plaza Hotel, Indianapolis, was approved. The program provides for additional training of 1985-86 governors, a Friday luncheon for governors, and three motivational/inspirational speakers.

Certificates of Election will be presented to each governor and his wife by President Don Williams and Sally at Saturday evening's formal banquet, which will also feature top-flite entertainment and a carefully planned "On To Houston!" short presentation. The Committee feels that emphasis should be placed upon program content, including carefully chosen speakers, and professional entertainment. No orchestra for dancing will be scheduled this year.

The Committee requests a total of $1,300 be added to the 1985-86 budget, for a total of $79,463. This figure does not include travel costs of those attending the International Council from outside North America. This new figure, and associated line item changes, have been brought to the Finance Committee to include in the 1985-86 budget.

During 1984-85 the Board approved a total of four faculty members to aid the Committee at the January, 1985 Council. President-elect Williams indicates a need for three such faculty members for the October, 1985 Council. This has been included in the 1985-86 budget, so no additional funds are being requested for this purpose.

Recommendation #2:

The Committee recommends approval for three (3) faculty members to have expenses paid by Kiwanis International, for the October 4-6, 1985, Council Meeting.

I move that recommendation 2 be adopted.

The matter of reimbursement for Council attendees was carefully studied, and it was the conclusion of the Committee that a similar plan for reimbursement that was utilized for the January Council should be followed for the October Council and should, in fact, be a part of Procedures. That plan was as follows:

> Kiwanis International will pay the transportation costs to the first Council Meeting for the members of Council, the Circle K and Key Club Presidents, the President of Kiwanis International-Europe, the International Secretaries Emeriti, and three faculty members as designated by the International President.
>
> Further, Kiwanis International will assume the cost of housing and the programmed meal functions for members of Council and their wives, plus the previously designated attendees and their wives.
>
> The programmed meal costs for District Secretaries shall be paid by Kiwanis International and a set fee shall be charged for wives of District Secretaries to defray meal and other Council expenses.
>
> All other Council invitees shall attend at their own, district or Kiwanis International Foundation expense.

The Committee recognizes that in order for this plan to be implemented for future Councils that certain changes and additions to current Procedures must be adopted. Accordingly, the following recommendations are presented.

Recommendation #3:

> The Committee recommends that Procedure 820.1(a) be amended to read as follows:
>
> (3) Per diem shall be as follows:
>
> $25 per day for Trustees, Treasurer, Vice-Presidents, Immediate Past President, and President-elect
> $35 per day for President or President-designate
> $60 per day for President or President-designate --wife present
>
> Past Presidents shall not be reimbursed for per diem expenses; however, the cost of programmed meal functions at International Convention and Council meetings shall be borne by Kiwanis International.
>
> I move that recommendation 3 be adopted.

Recommendation #4:

The Committee recommends that Procedure 820.1(c) be amended to read as follows:

820.1(c) The cost of programmed meal functions for members of the Board of Trustees and Past International Presidents shall be paid by Kiwanis International at the International Convention and at the first meeting of the International Council.

I move that recommendation 4 be adopted.

Recommendation #5:

The Committee recommends that Procedure 820.1(1)(1) be amended to read as follows:

1. Wives of Board Members, Secretary, and Past Presidents

(1) Provision shall be made for the payment of travel expenses and programmed meal functions for the wives of Past Presidents to the International Convention; and for the wives of Board Members and Secretary attending the International Convention and to assigned district conventions and International Council.

I move that recommendation 5 be adopted.

Recommendation #6:

The Committee recommends that the following Procedure be added immediately after Procedure 820.1(p):

820.1(q) Transportation, housing, and programmed meal function costs to the first Council meeting shall be paid by Kiwanis International for the following:

1. Circle K and Key Club International Presidents
2. President of Kiwanis International-Europe

820.1(r) Kiwanis International will assume the programmed meal costs to the first Council meeting for District Secretaries and their wives.

I move that recommendation 6 be adopted.

Recommendation #7:

The Committee recommends that a new Procedure 820.1 L (2) be adopted which reads as follows:

820.1 L (2) Provision shall be made for the payment of programmed meal functions for wives of Board Members and Past Presidents at the first Council Meeting

and that existing Procedure 820.1 L (2) be renumbered 820.1 L (3).

I move that recommendation 7 be adopted.

8. Kiwanis Magazine

Editorial

The Committee reviewed highlights of the magazine's editorial content. Recent articles of special interest include "China's New Revolution" in the April issue and the May issue's cover story, "Behind-the-Wheel Behavior," and pre-convention feature, "Toronto Side Trips." Highlights of future issues include: a feature report on the 1985 International Convention in August, a special feature on "Kiwanians in Government" in September, and an in-depth profile of President-elect Don Williams in October. Also discussed was the increased emphasis on international news and features.

The Committee noted that the magazine's "Letters" department has been receiving an increasing number of submissions, which is another strong indication that the magazine is widely read by the membership.

In addition, the Committee discussed plans for a magazine subscription campaign that is intended to increase the magazine's circulation base, particularly through the promotion of magazine subscriptions as an ideal gift and service project for clubs.

Art and Production

The Committee discussed plans to print the youth publications--Keynoter and Circle K magazines--on coated-stock paper during the 1985-86 publication cycle, which will enhance their quality.

The Committee also reviewed developments in the production of collateral materials, including work on critical path and convention materials.

Advertising

The Committee reviewed 1984-85 sales to date. Significant increases in advertising in the March through June/July issues already have resulted in revenue that is higher than 1983-84 totals. Year-end totals now are expected to meet or exceed the original revenue goal of $368,000. This growth directly contrasts with general declines in advertising revenue in the civic/fraternal magazine field.

The magazine's Reader Service Program, which was initiated this past administrative year, was reviewed, and expanded usage of this advertising sales tool was discussed. Details about the program, for example, will be offered at the magazine booth at the International Convention in Toronto.

In addition, the Committee discussed the promotion potential of the proposed word-processing system for the Communications Department, as well as the revitalized sales organization.

9. Word Processors for Communications Department

The Committee reviewed staff research into the proposed purchase of a word-processing system for the Communications Department. Electronic word-processing--with terminals "networked" for communication through a central processing unit (CPU)--would improve overall efficiency of editorial operation, particularly in the areas of writing, editing, and proofreading.

Considering the high volume of word processing performed by the Communications Department, the Committee noted that a dramatic decrease in paper use would expedite the procedures necessary to complete projects. In addition, the proposed system would allow for telecommunications with the vendors who typeset editorial material. Cost savings resulting from the purchase of word-processing equipment are estimated at $30,000 per year.

At the request of the Committee, staff has determined that a word-processing system that will be sufficient to meet the needs of the Communications Department will cost approximately $50,000. The Committee requests that staff present at the next Board meeting a recommendation on the selected vendor and the exact cost of the proposed word-processing system.

10. Public Relations

The Committee is pleased to report that Dr. Giuseppe Maggi, the first recipient of the new Kiwanis World Service Medal, has agreed to travel from Africa for the presentation. The International Committee on Resolutions drafted a resolution for consideration by the delegates, and the proposed design for the medal was approved by the Committee. (See Exhibit B.)

The Kiwanis--Nancy Reagan radio series on school-age drug abuse won a Golden Trumpet Award from the Publicity Club of Chicago in the category of public-service broadcasting. In addition, the judges selected this entry for a special Golden Trumpet Award as the public-relations program that contributed the most to the quality of life in 1984. This 14-week radio series will be made available via satellite again this summer.

On April 24, Mrs. Reagan hosted a special conference on drug abuse for 17 other first ladies from around the world. As a result of Kiwanis' support for Mrs. Reagan's anti-drug campaign in the United States, our Director of Public Relations was invited to speak at the conference and explain how voluntary service groups can assist with similar campaigns in other nations. Kiwanis was the only service club included in the conference program. (See Exhibit C.)

All Kiwanis public-service spots and ads are receiving excellent use. The Nancy Reagan spot has now been accepted and broadcast by all three television networks. Since the January Board meeting, 691 clubs have borrowed master tapes for placement on their local television and radio stations. Tapes were sent directly to 250 television stations, and to date 75 have confirmed that they are broadcasting Kiwanis public-service spots. A new set of print ads are now appearing in regional editions of Time, Newsweek, and other major magazines.

Regarding Toronto public relations activities, the Convention PR chairman is working to achieve a special convention supplement in the Toronto Sun. Radio interviews with district governors are again being arranged for their hometown and region stations.

A request for a US commemorative stamp to mark Kiwanis' 75th anniversary has been submitted to the Citizens Stamp Advisory Committee, and each US Senator has been asked to endorse this request. By working this far in advance, we hope to increase our chance of achieving a Kiwanis postage stamp.

11. World Magazine

The Committee discussed extensively a proposal to publish a world magazine that would be produced in addition to Kiwanis magazine. The basis intent of the world magazine would be to serve as a vehicle for uniform and consistent communication to help bind

our international organization together. The Committee concluded that the complex factors involved in publishing such a magazine--i.e. high cost of production and staffing, insufficient advertising base in a given geographic region, and language translation problems--preclude action at this time. However, the potential benefits of publishing a world magazine may well deserve future consideration.

Respectfully submitted,

MORTON O. ALPER, D.D.S.
WILBUR J. BLECHMAN, M.D.
GENE R. OVERHOLT, Chairman

FORUMS: MONDAY, JULY 1, 1985

TITLE	ROOM	CAPACITY	STAFF	PANELISTS	MODERATOR
PRESIDENT-ELECT DON WANTS YOU! For club presidents-elect	106	1,546	B. Brown	Jack Frost, Ralph Davis, Robert Lynch, Leonard W. Gordon	Don Williams
THE BIG PUSH - THE LAST 90 DAYS For current club presidents	105	1,166	S. Baker	F. Keith McGruer, Lowell Amundson, Jim Jackson	Tony Kaiser
APPLAUSE! APPLAUSE! Planning entertaining and educational club-meeting programs	206A-D	623	B. Saieg	Jack Frost*, Richard B Domingos*, Dale Hudson*, Charles Kemper, Jr.*	Mark Arthur
UPDATE FOR SECRETARIES For current and incoming secretaries	206E-F	284	S. Berry	Ernest Newbern, Dan Borba, Jack Crockett, Ed Hecht	Art DeLorenzo
SPREAD THE WORD--KIWANIS Public relations in your community	202A-D	500	D. Blackmer B. Urian	Robert Bomboy, Joe Griffeth, Barb Urian	Mort Alper
JOIN SHERLOCK HOLMES Finding service projects through Community Analysis and other methods	203A-D	485	K. Ayers	C.A. Dillon and club presidents with success stories	Al Lough
AMENDMENTS AND RESOLUTIONS Review of proposals delegates will vote on	205A-D	400	T. Nelson C. Rice	Bob McCurley and other members of the Resolutions Committee	Bob Sinn
POUR LES CLUBS FRANCOPHONES Discussions en francais	202B	152	C. Manfroy	Pierre Dragusseau, Yves Hoarau, Jacques Fonteyne, Maurice Morin	Jean Ed. Friedrich
PARA LOS CLUBES DE HABLA ESPANOL Session en espanol	202A	110	V. Andrade	Miguel Clare, Gustavo Gomez, Jorge Mantilla	Wil Blechman

* Not yet confirmed

EXHIBIT A, p. 1

FORUMS: TUESDAY, JULY 2, 1985

TITLE	ROOM	CAPACITY	STAFF	PANELISTS	MODERATOR
GIVE ME SOME MEN! Club membership growth	107	1,116	B. Saieg	B. Lieber, Paul Tomshany, W. Richard Smith*	Wil Blechman
HELPING THE ULTIMATE UNDERPRIVILEGED CHILD Bringing character education to your community	206A-D	623	S. Baker	Ray Erlandson, David Gentry, Barbara Overholt	Gene Overholt
EMPHASIS ON THE INTERNATIONAL Youth exchange, twinning, and other international service projects	201A-F	683	C. Rice	Stu Rosen, Paul Beatley, Roger Lucionni	Kurt Huber
GROW YOUNG WITH YOUTH Effective sponsorship of Key Clubs or Builders Clubs	203A-D	585	K. Ayers	Robert Wagner, Chris Likens, Charles McCallister	Frank DiNoto

* Not yet confirmed

EXHIBIT A, p. 2

FORUMS: WEDNESDAY, JULY 3, 1985

TITLE	ROOM	CAPACITY	STAFF	PANELISTS	MODERATOR
THE MORE THE MERRIER New club building	206A-D	623	S. Berry	Speegle Berry, Ernest Sturch, Bill Thacher, Larry Moore	Ray Allen
CLUB BULLETINS AND CLUB SPIRIT How to maintain club spirit and recognize individuals	104A-B	490	D. Blackmer B. Urian	Jim Patterson and bulletin editors	Aubrey Irby
LOOKING AT THE BOTTOM LINE The how-tos of budgeting and fund raising	107	1,166	L. Smolecki	Jack Crockett*, Bob Andrews*	Noris Lusche
SNEAK PREVIEW The 1985-86 Major Emphasis Program	104C-D	511	C. Rice	David Holderman, Chris Rice, Kenneth Smith	Don Jackson
CIRCLE K IS THE WAY Rewards of sponsoring a Circle K Club	201E-F	208	K. Ayers	Larry Rittgarn, Howard Hendrick, Sue McClernon	John Morton
KEEPING MEMBERS ACTIVE Activities inside the club and service projects to keep involvement high	201A-D	475	B. Saieg	Bill Spataro, Art Swanberg*, J.J. Johnston*	Beling Tanjuakio
BUILD FROM A GOOD FOUNDATION The work of the Kiwanis Int'l. Foundation and how to set up a foundation	202A-B	262	M. Frady	Members of the KIF Board	Maury Gladman

* Not yet confirmed

EXHIBIT B

EXHIBIT C

NEWS from Kiwanis

WASHINGTON, DC -- David L. Blackmer, public relations director for Kiwanis International, will describe how US Kiwanis clubs have assisted First Lady Nancy Reagan's campaign against school-age drug and alcohol abuse at an unusual White House conference on Wednesday, April 24.

The conference, hosted by Mrs. Reagan, will be attended by the First Ladies of 18 other nations. Mrs. Reagan will invite them to join her in a worldwide effort to save young people from the tragic consequences of chemical dependency.

Mrs. Reagan has devoted a considerable portion of her personal time to the problem of school-age drug and alcohol abuse since moving to 1600 Pennsylvania Avenue. America's 7,000 Kiwanis clubs have sponsored or supported thousands of community-based prevention and treatment programs since the service organization launched Operation Drug Alert in 1969.

The First Lady and Kiwanis found each other during the two-part Public Television special, "The Chemical People," which Mrs. Reagan hosted in November 1983. The unique Chemical People program included meetings of citizen task forces in some 11,000 communities, and Kiwanis was one of the most active organizers of these volunteer groups.

"After the success of the Chemical People broadcasts, Kiwanis wanted to maintain the momentum and keep the school-age drug abuse issue in the public eye," says Blackmer. "We therefore decided to continue support for Mrs. Reagan's efforts with a major public-service campaign to broaden public awareness and encourage family, neighborhood, and community action."

Since January 1984, the Kiwanis public-service campaign has expanded step by step to include all forms of print and broadcast media. Member companies of the Outdoor Advertising Association pledged 2,000 free billboard spaces, and local Kiwanis clubs have funded the posters for more than 1,000 of these billboards to date.

A full-page message is appearing in regional editions of Time, Newsweek, US News & World Report, Sports Illustrated, and other major periodicals.

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

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

Last summer, Kiwanis produced a 14-week series of 2-minute radio messages hosted by Mrs. Reagan. The series--the first regular radio broadcast by a First Lady--was aired by more than 500 stations nationwide. As a result of this success, the series will be repeated this summer.

A 30-second public-service spot featuring Mrs. Reagan has also been accepted for broadcast by all three national television networks. The spot has aired during CBS's "60 Minutes" and ABC's "Sunday Night Movie," delivering the First Lady's drug-abuse message to the prime-time audience. Videotapes have also been provided to 250 stations for their local public-service schedule.

"Mrs. Reagan's personal participation in this campaign has assured high visibility for our messages," says Blackmer. "It should be noted, however, that the entire campaign has been initiated and conducted by Kiwanis without White House or government resources."

"School-age drug and alcohol abuse isn't pretty," Blackmer adds, "and some public figures shy away from association with such an unappealing topic. Mrs. Reagan's willingness to deal with the issue has made a tremendous contribution to public education and inspired thousands of others to get personally involved at the community level. Kiwanis believes that Mrs. Reagan's forthright involvement deserves the widest possible support, and this is a major reason for the creation of our public-service campaign."

Blackmer will tell the visiting First Ladies how the Kiwanis campaign was developed and will offer the support of Kiwanis clubs in 80 other nations for similar efforts.

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United States Information Agency

Washington, D.C. 20547

USIA

April 18,1985

David Blackmer
Kiwanis International Vice Pres. of Pub. Affairs
Indianapolis, Indiana

Dear Mr.Blackmer,

Below are the names/titles of the husbands of the wives attending the First Ladies Drug Conference. I was told that since some of them are wives of Prime Ministers as well as Presidents that they are not all considered to be "first lady's" in their country. If their husband is a Prime Minister, then they are just wives of Prime Ministers and not "first lady's".

Argentina
Senora Maria Lorenza Barreneche de Alfonsin
President Raul Alfonsin

Bolivia
Senora Teresa Ormachea de Siles
President Hernan Siles Zuazo (South Americans use the middle name as the prime surname)

Canada
Mrs. Mila Mulroney
Prime Minister Brian Mulroney

Colombia
Mrs. Rosa Helena Alvarez de Betancur
President Belisario Betancur Cuartas

Ecuador
Senora Eugenia Cordovez de Febres Cordero
President Leon Febres-Cordero Ribadeneyra

Federal Republic of Germany
Mrs. Marianne von Weizsaecker
President Richard von Weizsaecker

Ireland
Mrs. Joan Fitzgerald
Prime Minister Dr. Garret Fitzgerald

Italy
Mrs. Anna Maria Craxi
Prime Minister Bettino Craxi

Jamaica
Mrs. Mitsy Seaga
Prime Minister Edward Philip George Seaga

United States Information Agency

Washington, D.C. 20547

USIA

Japan
Mrs. Tsutako Nakasone
Prime Minister Yasuhiro Nakasone

Malaysia
Dr. Siti Hasmah
Prime Minister Dr. Dato' Seri Mahathir Mohamad

Mauritius
Mrs. Sarojini Devi Jugnauth
Prime Minister Aneerood Jugnauth

Mexico
Mrs. Paloma Cordero de la Madrid
President Miguel de la Madrid Hurtado

Norway
Mrs. Anne Marie Willoch
Prime Minister Kare Willoch

Pakistan
Begum Shafiq Zia
President General Mohammad Zia ul-haq

Panama
Senora Maria Consuelo Rivera de Ardito Barletta
President Nicolas Ardito Barletta Vallarino

Portugal
Mrs. Maria Manuela Eanes
Prime Minister General Antonio dos Santos Ramalho Eanes

United States
Mrs. Nancy Reagan
President Ronald W. Reagan

I hope this is some help to you. We look forward to seeing you on Tuesday, April 23 at your hotel lobby, 830am. Until then, I remain

202/376-7735
703/777-7055 (Home)

Sincerely yours,

George A. Santulli
TV Project Officer

THE WHITE HOUSE

April 25, 1985

Dear David:

Thank you for taking part in the First Ladies Conference on Drug Abuse at the White House. I appreciate your taking the time to share with us the activities of the Kiwanis International. Your presentation was excellent.

As I listened to the information and the questions which resulted, I felt good about what has been accomplished in the United States. We know that there is more to be done to win the battle against drugs, but should be proud of all that we're able to share with other countries.

Commitment is essential if we are to continue to succeed. My heartfelt thanks for your personal commitment and that of the Kiwanis. With warmest best wishes,

Sincerely,

Nancy Reagan

Mr. David L. Blackmer
Vice President of
Public Relations
Kiwanis International
3636 Woodview Trace
Indianapolis, Indiana 46268

TOGETHER WE CAN WIN AGAINST SCHOOL-AGE DRUG ABUSE

Speech by David L. Blackmer, Kiwanis International
First Ladies Conference on Drug Awareness
The White House
April 24, 1985

GOOD AFTERNOON! YES, WE CAN INDEED WIN AGAINST SCHOOL-AGE DRUG ABUSE WITH AN EFFECTIVE AWARENESS PROGRAM.

KIWANIS INTERNATIONAL, A COMMUNITY-SERVICE ORGANIZATION WITH 8,200 CLUBS AND 315,000 MEMBERS IN 79 NATIONS AND GEOGRAPHIC AREAS, PROVED THIS POINT THROUGH OUR PARTNERSHIP IN THE UNITED STATES WITH FIRST LADY NANCY REAGAN.

KIWANIS HAS A LONG TRADITION OF SERVICE TO CHILDREN. AS COMMUNITY LEADERS WHO HAVE BATTLED SCHOOL-AGE DRUG ABUSE SINCE 1969, WE SALUTE MRS. REAGAN'S DEDICATION TO THIS CAUSE AND APPLAUD HER SUCCESSFUL EFFORTS TO INSPIRE COMMUNITY ACTION THROUGH VOLUNTARISM.

ONE YEAR BEFORE THE PUBLIC BROADCASTING SERVICE PROGRAM, "THE CHEMICAL PEOPLE," WAS AIRED ON NOVEMBER 2 AND 9, 1983, KIWANIS INTERNATIONAL WAS INVITED TO JOIN WITH OTHER COMMUNITY-BASED GROUPS IN ORGANIZING MEETINGS ACROSS THE COUNTRY TO VIEW AND DISCUSS THE TELECASTS IN SCHOOLS, CHURCHES, AND COMMUNITY CENTERS.

KIWANIS CLUBS, AND THEIR TWO SPONSORED YOUTH ORGANIZATIONS, KEY CLUB IN HIGH SCHOOLS AND CIRCLE K CLUBS ON COLLEGE CAMPUSES, ROSE TO THE OCCASION--HELPING TO ORGANIZE MORE THAN 11,000 CHEMICAL PEOPLE MEETINGS.

IN SOME CASES, OUR VOLUNTEERS SERVED AS ASSISTANTS TO LOCAL PUBLIC BROADCASTING STATIONS. IN OTHER CASES, WHERE KIWANIS CLUBS SPONSORED A KEY CLUB OR CIRCLE K CLUB, THE CHALLENGE WAS MET RIGHT IN THE SCHOOLS.

IN THE END, MANY THOUSANDS OF KIWANIANS, KEY CLUBBERS IN HIGH SCHOOLS, AND CIRCLE K MEMBERS IN UNIVERSITIES JOINED IN THE FIGHT AGAINST SCHOOL-AGE DRUG AND ALCOHOL ABUSE.

FOLLOWING THE CHEMICAL PEOPLE BROADCASTS, LLOYD KAISER, PRESIDENT OF STATION WQED, WHICH PRODUCED THE PROGRAMS, WROTE TO THE PRESIDENT OF KIWANIS INTERNATIONAL TO REPORT THAT KIWANIS WAS "ONE OF THE SUPPORT ORGANIZATIONS WHICH HAD DEMONSTRATED STRONGEST LEADERSHIP LOCALLY.

HOWEVER, KIWANIANS ARE NOT THE KIND OF PEOPLE TO SIT BACK AND REST ON THEIR ACCOMPLISHMENTS. KIWANIS INTERNATIONAL DECIDED TO SPONSOR A PUBLIC RELATIONS PROGRAM TO INCREASE PUBLIC AWARENESS OF THE SCHOOL-AGE DRUG PROBLEM AND TO MAINTAIN THE MOMENTUM BEGUN BY THE CHEMICAL PEOPLE BROADCASTS.

THIS CAMPAIGN BEGAN WITH ONE OF THE LARGEST BILLBOARD PROGRAMS IN HISTORY, AS KIWANIS CLUBS BEGAN POSTING 3,000 BILLBOARDS DURING THE SUMMER MONTHS TO ACHIEVE MAXIMUM TRAFFIC EXPOSURE WHEN CHILDREN ARE OUT OF SCHOOL.

THE BILLBOARD FEATURES A PICTURE OF MRS. REAGAN AND THE MESSAGE, "TOGETHER WE CAN WIN AGAINST SCHOOL-AGE DRUG ABUSE."

THESE COLORFUL BILLBOARDS WERE POSTED IN COOPERATION WITH THE OUTDOOR ADVERTISING ASSOCIATION. OUTDOOR ADVERTISING COMPANIES VOLUNTEERED TO PROVIDE FREE BILLBOARD SPACE, AND KIWANIS CLUBS PAID FOR THE BILLBOARD PAPERS AND THE COST OF LABOR AS A SERVICE ACTIVITY IN THEIR COMMUNITIES. SO FAR, THESE BILLBOARDS HAVE PRODUCED AN ESTIMATED ONE BILLION IMPRESSIONS ON PASSING MOTORISTS AND REPRESENT AN ADVERTISING VALUE OF NEARLY $1 MILLION.

THE SECOND PART OF KIWANIS' PUBLIC AWARENESS CAMPAIGN WAS A 14-WEEK SERIES OF 2-MINUTE RADIO MESSAGES BY MRS. REAGAN. THE PROGRAMS WERE BEAMED BY SATELLITE TO 3,400 RADIO STATIONS OF THE ASSOCIATED PRESS, UNITED PRESS INTERNATIONAL, AND MUTUAL RADIO NETWORKS. TAPES WERE ALSO MADE AVAILABLE TO REGIONAL RADIO NETWORKS AND TO KIWANIS CLUBS. THE ESTIMATED LISTENING AUDIENCE FOR EACH OF THE 14 WEEKLY MESSAGES WAS MORE THAN 20 MILLION.

SCRIPT: RADIO PROGRAM ONE OF FOURTEEN

OPEN: KIWANIS INTERNATIONAL--WITH OVER 315,000 MEMBERS IN 79 NATIONS AND GEOGRAPHIC AREAS--PRESENTS, "NANCY REAGAN BATTLES DRUG ABUSE," A PROGRAM THAT MAY SAVE YOUR LIFE OR THAT OF A FRIEND.

LOOKING BACK TO THE SIXTIES WHEN THIS WHOLE DRUG PROBLEM SEEMED TO START, YOU REALIZE HOW ILL-PREPARED WE WERE. WE WERE AS MUCH BABES IN THE WOODS AS OUR CHILDREN, PERHAPS MORE SO. PARENTS WERE EMBARRASSED AND SELF-CONSCIOUS IF THEY FOUND THEIR CHILD ON DRUGS. THEY THOUGHT THEIR CHILD WAS THE ONLY ONE AFFECTED, NOT KNOWING THERE WERE MANY OTHER PARENTS GOING THROUGH THE VERY SAME EMOTIONS AND WITH THE SAME GUILT.

MOST PARENTS DIDN'T KNOW ENOUGH ABOUT DRUGS TO RECOGNIZE THE WARNING SIGNS. OR THEY WERE TOO ABSORBED IN THEIR OWN LIVES. AS DRUGS SPREAD INTO EVERY SEGMENT OF SOCIETY, PEOPLE FINALLY BEGAN TO WAKE UP TO THE ENORMITY OF THE PROBLEM AND THE VERY REAL DANGERS IT PRESENTED TO OUR YOUNG PEOPLE. AND THE VICTIMS KEPT GETTING YOUNGER ALL THE TIME. NOW, NO ONE CAN ASSUME ANY LONGER THAT IT IS ALWAYS SOMEONE ELSE'S CHILD WHO IS ON DRUGS.

I HAVE A FAVORITE SAYING--A WOMAN IS LIKE A TEA BAG--YOU NEVER KNOW HER STRENGTH UNTIL SHE IS IN HOT WATER.

SUDDENLY, IN THE EARLY 1980S, A LOT OF MOTHERS--AND FATHERS--RECOGNIZED THEY WERE IN HOT WATER. AS WERE THEIR CHILDREN. THAT DOESN'T MEAN WE GIVE UP. INSTEAD WE HAVE TO FIND OUT WHAT DRUGS ARE ALL ABOUT, OR AT LEAST ENOUGH SO THAT WE WON'T SOUND MISINFORMED WHEN WE TALK TO OUR CHILDREN ABOUT THEM. NEXT WEEK, I'LL GIVE YOU SOME SUGGESTIONS ON WHERE TO GET SOLID INFORMATION YOU CAN USE.

CLOSE: THANK YOU, MRS. REAGAN. KIWANIS INTERNATIONAL HAS BEEN COMBATTING DRUG AND ALCOHOL ABUSE SINCE 1969. GET INVOLVED TODAY BY JOINING YOUR LOCAL CHEMICAL PEOPLE TASK FORCE. "NANCY REAGAN BATTLES DRUG ABUSE" IS PRESENTED AS A PUBLIC SERVICE BY YOUR LOCAL KIWANIS CLUB.

NEWS RELEASES WERE DISSEMINATED TO PUBLICIZE THE RADIO SERIES TO MORE THAN 3,300 DAILY AND WEEKLY NEWSPAPERS WITH A READERSHIP OF MORE THAN 100 MILLION.

THE BROADCAST OF THIS RADIO SERIES LAST YEAR WAS SO SUCCESSFUL THAT KIWANIS INTERNATIONAL HAS DECIDED TO DISTRIBUTE IT AGAIN THIS YEAR.

I'D LIKE TO TAKE A FEW MINUTES NOW TO PRESENT A SAMPLE PROGRAM IN WHICH MRS. REAGAN OUTLINES THE DIMENSIONS OF THE SCHOOL-AGE DRUG PROBLEM AND ADVISES PARENTS ON HOW TO RECOGNIZE AND COPE WITH CHEMICAL ABUSE. THE SHOW DESCRIBES THE SUCCESSFUL COMMUNITY PREVENTION AND TREATMENT PROGRAMS SHE HAS VISITED.

THE NEXT STEP IN OUR CAMPAIGN WAS THE PRODUCTION OF A PUBLIC-SERVICE PRINT AD AND A TELEVISION AND RADIO PUBLIC-SERVICE ANNOUNCEMENT. A 30-SECOND MESSAGE FOR TELEVISION AND RADIO WAS TAPED DURING MRS. REAGAN'S VISIT TO A SCHOOL IN INDIANAPOLIS, INDIANA--HOME OF THE KIWANIS INTERNATIONAL HEADQUARTERS AND ALSO OF THE LARGEST KIWANIS CLUB IN THE WORLD.

THE 30-SECOND TELEVISION MESSAGE IS CURRENTLY BEING BROADCAST AS A FREE PUBLIC-SERVICE ANNOUNCEMENT ON THE CBS, ABC, AND NBC TELEVISION NETWORKS. IT HAS ALSO BEEN TRANSMITTED BY SATELLITE TO MORE THAN 1,000 INDIVIDUAL STATIONS, AND VIDEOTAPES HAVE BEEN DISTRIBUTED TO 250 STATIONS.

NANCY REAGAN TV/RADIO PSA

30-seconds

Announcer: FIRST LADY NANCY REAGAN FOR KIWANIS INTERNATIONAL

SCHOOL-AGE DRUG ABUSE IS ONE OF OUR MOST PRESSING PROBLEMS. THE HEALTH OF OUR NEXT GENERATION IS AT STAKE. EACH YOUNG VICTIM NEEDS THE KIND OF LOVE AND CONCERN THAT ONLY COME FROM THE FAMILY, THE NEIGHBORHOOD, THE COMMUNITY.

PLEASE TAKE THE TIME TO LEARN THE FACTS ABOUT DRUG ABUSE. THEN JOIN ME IN COMBATING THIS PROBLEM BY GETTING INVOLVED IN ONE OF THE 4,000 GROUPS OF VOLUNTEERS DEALING WITH THIS PROBLEM AT THE COMMUNITY LEVEL.

TOGETHER, WE CAN WIN AGAINST SCHOOL-AGE DRUG ABUSE.

Voice over logo: A PUBLIC SERVICE MESSAGE BY KIWANIS INTERNATIONAL

A RADIO VERSION OF THIS PUBLIC-SERVICE ANNOUNCEMENT HAS BEEN SENT VIA SATELLITE TO 3,400 RADIO STATIONS. KIWANIS CLUBS ARE ALSO PROVIDING INDIVIDUAL TAPES TO RADIO STATIONS IN THEIR COMMUNITIES.

AFTER MRS. REAGAN'S APPEARANCE IN INDIANAPOLIS, KIWANIS INTERNATIONAL ALSO PRODUCED A PUBLIC-SERVICE PRINT ADVERTISEMENT. THIS FEATURES A PICTURE OF MRS. REAGAN AND A YOUNG GIRL WITH THE HEADLINE, "HELP SAVE A GENERATION OF CHILDREN."

TO DATE, THIS AD HAS APPEARED AS A FREE PUBLIC-SERVICE MESSAGE IN SUCH PRESTIGIOUS MAGAZINES AS TIME, NEWSWEEK, SPORTS ILLUSTRATED, US NEWS & WORLD REPORT, AND MANY OTHERS. THE POTENTIAL READERSHIP OF THIS AD WILL BE MORE THAN 24 MILLION.

NO STONE WAS LEFT UNTURNED IN KIWANIS INTERNATIONAL'S CAMPAIGN TO HELP MRS. REAGAN FIGHT SCHOOL-AGE DRUG ABUSE. OUR PARTNERSHIP HELPED TO CREATE A STRONGER PUBLIC AWARENESS AT THE GRASSROOTS LEVEL FROM SMALL TOWNS TO GIANT METROPOLISES LIKE NEW YORK CITY.

THIS COMPREHENSIVE, EFFECTIVE PUBLIC RELATIONS PROGRAM INCLUDED NEWSPAPERS, MAGAZINES, BILLBOARDS, RADIO, AND TELEVISION. EACH LINK IN THE CHAIN COMPLEMENTS THE OTHERS IN CREATING AWARENESS OF THIS MOST URGENT PROBLEM.

THE FUTURE STRENGTH OF EVERY NATION MUST BE FOUND IN THAT NATION'S YOUNG PEOPLE. THE URGENT PROBLEM OF SCHOOL-AGE DRUG AND ALCOHOL DEPENDENCY CAN BE SOLVED ONLY BY ENLISTING THE HELP OF CONCERNED CITIZENS IN EVERY NEIGHBORHOOD AND COMMUNITY, AS MRS. REAGAN IS DOING IN THE UNITED STATES.

YOU CAN BUILD THIS NEEDED COMMUNITY SUPPORT BY CREATING A PARTNERSHIP WITH YOUR LOCAL KIWANIS CLUBS AND OTHER COMMUNITY-BASED ORGANIZATIONS. KIWANIS CLUBS ARE ACTIVE IN MOST NATIONS.

IN SUMMARY--TO POINT TO THE EFFECTIVENESS OF THIS PROGRAM, I'D LIKE TO SHARE A MOMENT THAT HAPPENED WHEN MRS. REAGAN WAS LEAVING ONE OF HER SPEAKING ENGAGEMENTS. A WOMAN CRIED OUT TO HER, "OUR CHILDREN NEED YOUR SUPPORT, MRS. REAGAN. GOOD LUCK--AND GOD BLESS YOU!"

IF WE AT KIWANIS CAN BE OF ASSISTANCE TO YOU, PLEASE DO NOT HESITATE TO CALL. YOU, TOO, CAN MAKE A DIFFERENCE. AND KIWANIS IS READY TO HELP. THANK YOU.

Kiwanis International – T.V. PSA spot

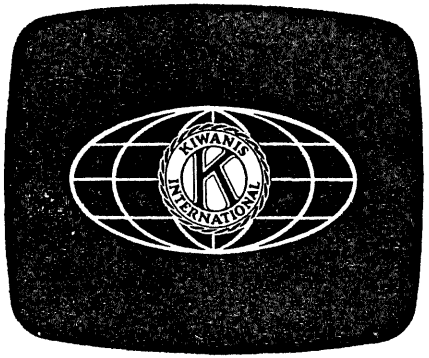
First Lady Nancy Reagan/School Age-Drug Abuse

Announcer: FIRST LADY NANCY REAGAN

SCHOOL-AGE DRUG ABUSE IS ONE OF OUR MOST PRESSING PROBLEMS. THE HEALTH OF OUR NEXT GENERATION IS AT STAKE. EACH YOUNG VICTIM

NEEDS THE KIND OF LOVE AND CONCERN THAT ONLY COMES FROM THE FAMILY AND THE NEIGHBORHOOD.

JOIN ME BY GETTING INVOLVED IN ONE OF THE 4,000 GROUPS OF VOLUNTEERS WHO ARE



DEALING WITH THIS PROBLEM.

TOGETHER, WE CAN WIN AGAINST SCHOOL-AGE DRUG ABUSE.

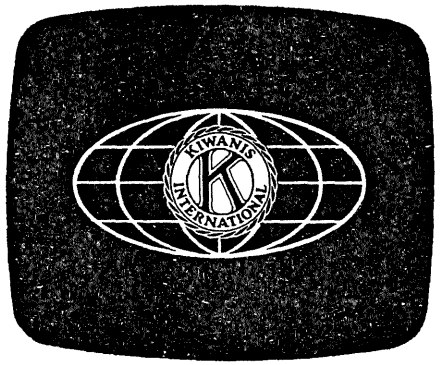
Voice over logo: A PUBLIC SERVICE MESSAGE BY KIWANIS INTERNATIONAL

Kiwanis International Public Relations Department
3636 Woodview Trace • Indianapolis, IN 46268 • 317-875-8755

Now Available...Order Today!

Kiwanis International – T.V. PSA spot

First Lady Nancy Reagan/School Age-Drug Abuse



Announcer: FIRST LADY NANCY REAGAN

SCHOOL-AGE DRUG ABUSE IS ONE OF OUR MOST PRESSING PROBLEMS. THE HEALTH OF OUR NEXT GENERATION IS AT STAKE. EACH YOUNG VICTIM NEEDS THE KIND OF LOVE AND CONCERN THAT ONLY COMES FROM THE FAMILY AND THE NEIGHBORHOOD.

JOIN ME BY GETTING INVOLVED IN ONE OF THE 4,000 GROUPS OF VOLUNTEERS WHO ARE DEALING WITH THIS PROBLEM.

TOGETHER, WE CAN WIN AGAINST SCHOOL-AGE DRUG ABUSE.

Voice over logo: A PUBLIC SERVICE MESSAGE BY KIWANIS INTERNATIONAL

Kiwanis International Public Relations Department
3636 Woodview Trace • Indianapolis, IN 46268 • 317-875-8755

Name _____ Title _____

Station _____

Address _____

City _____ State _____ Zip Code _____

EXHIBIT #8

REPORT OF THE COMMITTEE ON PROGRAM SERVICES

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 3-7, 1985

Dates of Committee Meeting: May 4-5, 1985

Place of Committee Meeting: General Office, Indianapolis, Indiana

Present: Members: John D. Morton, Sr.
A. F. Al Lough

Chairman: J. Donovan Jackson

Staff: Kenneth M. Ayers, Steven W. Baker, George F. Langguth, Christopher J. Rice, Carolyn J. Seymour, A. G. Terry Shaffer, James P. Tinsley.

KEY CLUB

Restructure of the Eastern Canada and the Caribbean Key Club District

The Committee reviewed a request from the Eastern Canada and Caribbean Kiwanis District for approval of the creation of three separate Key Club districts within the geographical boundaries of the EC & C Kiwanis District. At the request of the Committee, Trustees Bob Sinn and Ray Allen offered their input on this matter since both were in attendance at the January 19-20, 1985 EC & C Kiwanis District Board Meeting where the proposal was made. Having thoroughly considered the many issues related to this matter, the Committee decided that the request before them is acceptable and therefore makes the following recommendation.

Recommendation #1

> The Committee recommends the approval of the establishment of a Jamaican Key Club District, a Bahamas Key Club District, an Eastern Canada Key Club District and the attachment of the remainder of the Caribbean countries to the Eastern Canada Key Club District. All three Key Club districts will remain under the sponsorship of the Eastern Canada and the Caribbean District of Kiwanis.
>
> I move that recommendation 1 be adopted.

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

The Committee reviewed two amendments proposed by the Key Club International Board to be brought before the House of Delegates at the 42nd Annual Key Club International Convention. The Committee found the proposed amendments to be acceptable.

Review of Key Club International Board Travel

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

1985-86 Key Club (Non-Subsidized) Budget

The Committee reviewed the proposed 1985-86 Key Club (non-subsidized) budget (attached as Exhibit A). This proposed budget had previously been approved by the Key Club International Board. Following a detailed review, the Committee found it acceptable.

Recommendation #2

The Committee recommends that the 1985-86 Key Club (non-subsidized) budget be approved.

I move that Recommendation 2 be adopted.

Mailings to Sponsoring Kiwanis Clubs

The Committee then discussed the type of information that is sent to Kiwanis clubs relative to the sponsorship of Key Club. The Committee was apprised that the sponsoring Kiwanis clubs only receive two mailings during the year (October and April). The Committee feels that in order for a Kiwanis club to adequately sponsor a Key Club that it (the Kiwanis club) must receive more information to assist them in their continuing responsibilities of training and development. Currently the minimal information being sent to the sponsoring Kiwanis clubs has not provided adequate support.

The Committee proposes that the Chairman of the Key Club Committee of each sponsoring Kiwanis club receive a copy of the seven issues of Keynoter magazine during the year. By receiving this additional information, the committee chairman will be informed about Key Club programs and developments to better guide and counsel the local Key Club.

Further, the Committee feels that one additional mailing should be sent (in January) to the local Key Club Chairman. This mailing would include information on Key Club International contests, Key Club district conventions, international convention, and program information such as the Major Emphasis Program, K-Family Weekend, International Service Day, scholarship information, etc.

The total estimated cost of this one additional mailing and the printing and mailing of seven issues of Keynoter magazine would be approximately $7,700.

Recommendation #3:

The Committee recommends that one additional mailing (to be mailed in January) and the seven issues of Keynoter magazine be mailed to all Kiwanis clubs that sponsor a Key Club and that such mailings begin October 1, 1985. Further, that the costs for such mailings be added to account #30-300-02 (cost of sponsorship).

I move that Recommendation 3 be adopted.

Update on Equal Access

The Committee was then updated on the latest developments regarding the Equal Access Act and its effect on the Key Club organization. The Committee reviewed printed information (attached as Exhibit B) which has been disseminated to all Key Clubs, Key Club district officers, faculty advisors, and district administrators. This material was also given to each Kiwanis Governor-elect during the recent training conference. The information is intended to inform Key Clubs, Kiwanis clubs and other interested parties, of the possible effects of the Act. All concerned are urged to immediately inform the International office if they are affected. Staff will continue to research and develop additional support materials that will illustrate how Key Club programs and activities are related to the school curriculum.

The Committee was also advised that the Amicus Brief to be filed with the United States Supreme Court on a related matter would be ready for distribution to the entire board prior to the conclusion of this board meeting. Additional information regarding Equal Access was also included in the Report of the International Secretary.

Approval of Proposed Changes to Key Club International Board Policies

The Committee reviewed four proposed changes to the Key Club International Board Policies which were passed by the Key Club International Board at its February Board Meeting (See Exhibit C). The Committee considers the proposed changes to be acceptable, and therefore makes the following recommendation.

Recommendation #4:

> The Committee recommends the approval of the proposed changes to the Key Club International Board Policies, as shown in Exhibit C except 7.7.
>
> I move that Recommendation 4 be adopted.

CIRCLE K

Review of the 1985-86 Circle K International Budget

The Committee reviewed the 1985-86 Circle K International Budget as submitted by the Circle K International Board which projects a surplus of $3,104. The budget was found to be in order. (See Exhibit D).

Recommendation #5:

> The Committee recommends the Circle K International Budget for 1985-86 be approved.
>
> I move that recommendation 5 be adopted.

Standard Form for Club Bylaws

The Committee reviewed the Standard Form for Club Bylaws as approved by the Circle K International Board which brings the document into harmony with the newly revised and adopted Circle K International Constitution and Bylaws. The document was found to be acceptable. (See Exhibit E).

Recommendation #6:

The Committee recommends the Circle K International Standard Form for Club Bylaws be accepted.

I move that recommendation 6 be adopted.

Standard Form for District Bylaws

The Committee reviewed the Standard Form for District Bylaws as approved by the Circle K International Board which brings the document into harmony with the newly revised and adopted Circle K International Constitution and Bylaws. The document was found to be acceptable. (See Exhibit F).

Recommendation #7:

The Committee recommends the Circle K International Standard Form for District Bylaws be accepted.

I move that recommendation 7 be adopted.

Circle K International Policy and Procedure Code

The Committee reviewed the proposed Circle K International Policy and Procedure Code. The diligence with which the document was prepared by the Circle K International Board is applauded. The Committee also agreed with the Board of Trustees of Circle K International that such a Code is both desired and needed.

However, the Committee concluded that the procedures and policies needed to be further defined and that the procedures should be separated from the policies. The Committee requested staff to work with the 1984-85 and 1985-86 Circle K International Board of Trustees for further revision.

PROGRAM DEVELOPMENT

Youth Exchange Program

The Committee continued its discussion on the potential of a youth exchange program in terms of service, international communication, and public relations. The educational opportunities for the students and host families, as well as

the cultural enrichment for the community, are highly desirable outcomes of this type of service program. Greater international understanding is a benefit to all people, and increased communication among clubs in different nations can strengthen Kiwanis International. Finally, the public relations benefits of the program would include increased awareness of--and goodwill toward--Kiwanis, perhaps enhancing membership recruitment activity.

With the information on exchange programs presently sponsored by Kiwanians, as well as materials from other organizations, an exchange program can be developed that will involve minimal staff time. The minimal funding necessary for developing the program would be covered within the current budget. However, the development of a Kiwanis exchange program will involve procedures covering legal liability, insurance, and district and international entities. Ultimately, a youth exchange program would call for a manpower commitment on the part of Kiwanians and funding by families and clubs.

Recommendation #8:

> The Committee recommends that the Board approve the concept of a Kiwanis youth exchange program and request staff to develop an outline to present at the next Board meeting.
>
> I move that Recommendation 8 be adopted.

Review of New Materials

The Committee reviewed and commended the staff on the materials for the 1985-86 Major Emphasis Program, a new edition of Kiwanis in Action, and a booklet on retirement planning titled Getting Ready for the Good Life. Each board member has received a copy of the MEP materials and Kiwanis in Action.

The new Theme folder, fact brochure, and project guide will be part of the MEP packet to be sent to clubs. The packet will also include: a banner patch award application, an order form for Theme folders and fact brochures, and three items being developed by the Public Relations Department (a sheet of public-service announcements ready for use by newspapers, a press release with fill-in-the-blank areas for the local club, and a script of radio spot announcements ready for use by radio stations).

The 1985 edition of Kiwanis in Action is the first to be printed since 1975. It is similar in content and format. The aim of Kiwanis in Action is threefold: to serve as a resource for project ideas, to develop pride in service accomplishments, and to educate present and potential members about Kiwanis.

Getting Ready for the Good Life: A Financial Guide to Retirement Planning is a booklet developed and printed for Kiwanis International by the American Council of Life Insurance (ACLI). A copy of the booklet, a service bulletin explaining how to use the booklet in holding a retirement-planning seminar, a postcard for ordering additional booklets, and a cover letter signed by the Presidents of Kiwanis International and the ACLI will be sent to each club in the United States. The costs of this mailing and the printing of the service bulletin will be paid for by the ACLI. The service bulletin directs the clubs wishing to hold a retirement-planning seminar to request additional copies of Getting Ready for the Good Life from the ACLI.

Discussions with Other Organizations

The Committee received a brief summary of projects proposed to Kiwanis International,

including three referred from the Kiwanis International Foundation. Further discussions are necessary between staff and the various organizations before a Kiwanis service project can be developed.

Respectfully submitted,

A. F. LOUGH
JOHN D. MORTON, SR.
J. DONOVAN JACKSON, Chairman

1985-86 PROPOSED BUDGET
KEY CLUB INTERNATIONAL

		1984-85 Current Budget	1984-85 Projected Annual	1985-86 Proposed Budget	
103	Stationery and Supplies				
01	Member Cards	$ 5300.00	5300.00	5300.00	
02	Members Forms	3855.00	3855.00	4085.00	
03	Officers Stationery	1060.00	1060.00	1125.00	
04	Offset Paper	1220.00	1220.00	1220.00	
05	Officer Information Cards	325.00	325.00	350.00	
06	Mailing Labels	1200.00	-0-	-0-	Now included in Office Supply Allocation (#90)
07	Mailing Envelopes	3720.00	3720.00	3720.00	
08	Letter Envelopes	340.00	340.00	340.00	
09	Paper	-0-	-0-	-0-	
10	Business Cards-President	50.00	50.00	55.00	
11	Printing-Board Newsletters	-0-	-0-	1800.00	
90	Office Supply Allocation	1730.00	2930.00	3075.00	
	Account Totals	18,800.00	18,800.00	21,070.00	

Exhibit A P. 1

		1984-85		1985-86
		Current Budget	Projected Annual	Proposed Budget
104	Postage and Express			
01	Board Postage Reimbursement	$ 5145.00	4300.00	5145.00
02	General Mailing	23,100.00	23,100.00	25,754.00
03	Publication Postage	19,600.00	19,600.00	20,580.00
04	Express	400.00	400.00	450.00
90	Postage Allocation	-0-	-0-	-0-
	Account Totals	48,245.00	47,400.00	51,929.00
105	Telephone and Telegraph			
01	Long Distance	115.00	115.00	120.00
02	Telegraph	180.00	180.00	190.00
03	Board Reimbursement	3000.00	1500.00	3000.00
90	Telephone Basic Service Alloc.	2770.00	2940.00	3087.00
91	Telephone Long Distance Alloc	4980.00	3000.00	3150.00
	Account Totals	11,045.00	7735.00	9547.00

EXHIBIT A P. 2

		1984-85 Current Budget	1984-85 Projected Annual	1985-86 Proposed Budget	
106	Miscellaneous Office				
02	Photo, Film, Proc Products	$ 1640.00	2000.00	2650.00	
03	Education Materials	175.00	175.00	-0-	Now included in #04
04	Misc Office Supplies	1735.00	2000.00	2285.00	
05	Special Awards/Promo Materials	2815.00	2815.00	4805.00	
06	Promotional Materials	1750.00	1750.00	-0-	Now included in #05
07	Key Club Emblem, Theme Logo	525.00	525.00	-0-	Now included in #02
	Account Totals	8640.00	9265.00	9740.00	
108	Literature				
01	Bklt-K.C. Bld 1 in Your Commun	1225.00	1225.00	-0-	
02	Info Interest 2nd Schl Princ	670.00	670.00	-0-	
03	Constitution & Bylaws	1395.00	1086.00	-0-	
04	Standard Form Club Bylaws	130.00	130.00	-0-	
05	Youth Serves	3180.00	3180.00	-0-	
06	Theme Book	13,050.00	13,050.00	-0-	
07	Resolutions	265.00	265.00	-0-	

		1984-85 Current Budget	1984-85 Projected Annual	1985-86 Proposed Budget
108	Literature			
08	Key Club Manual	2400.00	2270.00	-0-
09	Year End Reports	890.00	890.00	-0-
10	Lt. Gov. Manual	2225.00	2225.00	-0-
11	ECAS Booklets	1000.00	1000.00	-0-
12	Manuals & Brochures	-0-	-0-	34,605.00
	Account Totals	26,430.00	25,991.00	34,605.00
110	Travel			
01	Local	795.00	795.00	835.00
02	District Conv (Admin)	1060.00	1060.00	1115.00
03	Conv Survey-Curr Yr-Asst Adm	350.00	350.00	370.00
04	Editor Cover Convention	485.00	485.00	500.00
05	K-Family Conferences-Staff	970.00	970.00	970.00
06	Bd Mtg, Staff to Valley Forge	1525.00	1525.00	1600.00
07	Regional Conf, Staff & Pres	3070.00	3070.00	2500.00
08	K-Family Conferences-Pres	950.00	950.00	950.00

		1984-85		1985-86
		Current Budget	Projected Annual	Proposed Budget
110	Travel			
09	District Conv (Pres)	2000.00	2000.00	2100.00
10	Other Travels (Pres)	700.00	700.00	735.00
11	Dist Conv, Board	6600.00	6600.00	6600.00
12	Bd Mtg-Intl Convention	5820.00	5820.00	6100.00
13	Conference-Valley Forge	5865.00	5865.00	6160.00
14	Exec Comm Mtg-December	2055.00	2055.00	1700.00
15	Board Meeting-February	5105.00	5105.00	5360.00
16	Admin Convention Survey	1635.00	1635.00	1635.00
17	Dist Bd Mtg, Board	6755.00	6755.00	6755.00
18	Dist Conv (Asst Admin)	800.00	800.00	840.00
19	Travel-Board	575.00	575.00	600.00
20	Other Travels-Staff	1400.00	1400.00	1400.00
21	Board Mtg-October	5105.00	5105.00	5360.00
22	Board Training Conf	5750.00	5750.00	5750.00
	Account Totals	59,370.00	60,370.00	59,935.00

Exhibit A P. 5

		1984-85 Current Budget	1984-85 Projected Annual	1985-86 Proposed Budget
111	Auditing			
	01 Annual Audit	1000.00	1000.00	1000.00
119	Board Meetings			
	01 Board Meeting Expenses-Board	1300.00	1300.00	1365.00
	02 Board Meeting Expenses-Staff	275.00	275.00	290.00
	03 Housing (Board & Staff)	10,190.00	9180.00	9420.00
	04 Meals (Board & Staff)	4965.00	4380.00	4965.00
	05 Board Meeting Supplies	245.00	245.00	260.00
	16 Bd Reg Fees (Intl Conv)	865.00	865.00	880.00
	Account Totals	17,840.00	16,245.00	17,180.00

		1984-85		1985-86
		Current Budget	Projected Annual	Proposed Budget
176	Magazine Mailing Envelopes			
	01 Bulk Mail Envs-Keynoter	5515.00	4977.00	5275.00
177	Typesetting			
	01 Typesetting-Keynoter	4900.00	4900.00	5145.00
178	Equipment Rental & Service			
	90 Printing & Photocopy Alloc	40,000.00	25,000.00	30,000.00

		1984-85 Current Budget	1984-85 Projected Annual	1985-86 Proposed Budget	
180	Editorial				
01	Purchase Articles-Keynoter	5200.00	5200.00	5200.00	
02	Purchase-Photos	1000.00	1000.00	1000.00	
	Account Totals	6200.00	6200.00	6200.00	
181	Art				
01	Purchase Original Art	7875.00	7875.00	6720.00	
182	Manufacturing				
01	Keynoter Paper (85-86 Budget -Paper & Printing)	42,625.00	42,625.00	99,000.00	
02	Print Keynoter	41,100.00	38,226.00	-0-	Now included in #01
	Account Totals	82,725.00	84,027.00	99,000.00	
199	Employee Education				
02	Employee Seminar Fees	700.00	700.00	735.00	
GRAND TOTALS - EXPENSE		340,235.00	320,485.00	358,081.00	

Exhibit A P. 8

		1984-85		1985-86
		Current Budget	Projected Annual	Proposed Budget
926	Income - Key Club			
02	Magazine Advertising	2940.00CR	2940.00CR	1500.00CR
03	Magazine Subscriptions	100.00CR	150.00CR	100.00CR
04	Literature Sales	1168.00CR	1168.00CR	1200.00CR
05	Member Dues	360150.00CR	366150.00CR	367500.00CR
06	Reimb-Cost of Sponsorship	22034.00CR	22034.00CR	23136.00CR
07	Interest	11000.00CR	23000.00CR	23000.00CR
	Account Totals	397392.00CR	415442.00CR	416436.00CR

EXHIBIT A P. 9

Your help in disseminating the following information to all Kiwanis clubs throughout your district will help assure Key Club's future:

Equal Access Act

A Brief Description...

In August 1984, President Ronald Reagan signed into law the Equal Access Act. The Act places several restrictions on secondary schools which receive federal funding. Briefly, the Act calls for schools to determine whether they wish to permit a *"limited open forum"* whereby students may meet to discuss in non-curriculum related activities or if they wish to restrict the school's organizational policy to a *"closed forum"* wherein only curriculum related activities may be conducted.

Key Club's Position...

We do not wish to argue the merits of the legislation. It is merely our intention to make you aware of the Equal Access Act because it could affect Key Club if local authorities aren't totally versed on the Key Club program.

The Equal Access Act gives full authority to the local school district to determine whether or not a club or meeting is "curriculum-related." The Key Club International Board believes that school districts not only have the authority but that they have the responsibility to determine that Key Club falls within the definition of "curriculum-related" activities and clubs.

The California Education Code prescribes the duty of teachers concerning the instruction of pupils in morals, manners and citizenship as follows:
"Each teacher shall endeavor to impress upon the minds of the pupils the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship... and to instruct them in the manners and morals and the principles of a free government."

This section closely parallels the objects of Key Club, and although the description of the duties may vary from state to state the underlying educational philosophy is universal. Therefore, school boards, when considering the Equal Access Act, should consider Key Clubs as curriculum related, citing the leadership training, patriotism, civics, social studies and the humanities classes, and also citing that Key Clubs exist to prepare students for useful citizenship, to promote academic excellence, and to increase justice among the members.

Further...

Key Club has existed for 60 years on high school campuses throughout 9 countries. It was originally founded by educators wishing to enhance a student's leadership and vocational opportunities. The National Association of Secondary School Principals continues to recognize Key Club on its list of approved activities and contests. Today, educators everywhere continue to support their local Key Club and recognize its significant contribution to the school.

What You Can Do...

Everyone involved in the Key Club program must take an active part when the local school board considers the Equal Access Act. It is our responsibility to be certain that school board members understand the purposes and objects of Key Club — a curriculum related organization developing leadership among our youth. If your local school board's interpretation of the Equal Access Act is adversely affecting your Key Club's right to meet within the school, please inform the International Office.

EXHIBIT C

This is now Exhibit #9 of these minutes.

1985-86 PROPOSED BUDGET
CIRCLE K INTERNATIONAL

		1984-85 Current Budget	1984-85 Projected Annual	1985-86 Proposed Budget
103	STATIONERY AND SUPPLIES			
01	Board Stationery	1,000.00	952.00	1,100.00
02	Membership Cards	0	0	0
03	Petition for Charters	0	0	0
04	Miscellaneous Office Supplies	950.00	950.00	1,000.00
05	Circle K Photo Library	300.00	300.00	200.00
06	Circle K Office Stationery	1,175.00	1,140.00	1,200.00
07	Circle K Charters	0	0	0
90	Office Supply Allocation	1,100.00	1,100.00	1,150.00
	Account Totals	4,525.00	4,442.00	4,650.00
104	POSTAGE AND EXPRESS			
01	Board Postage Reimbursement	2,750.00	2,750.00	1,980.00
02	Office Mail	0	0	0
03	General Mailings	10,200.00	10,200.00	11,000.00
04	Pres. and Sec. Reimbursement	0	0	1,045.00
05	Express	0	0	350.00
90	Postage Allocation	0	0	0
	Account Totals	12,950.00	12,950.00	14,375.00
	TELEPHONE AND TELEGRAPH			
01	Board Reimbursement	6,600.00	6,600.00	6,900.00
02	President Reimbursement	2,000.00	2,000.00	2,100.00
03	Telephone and Telegraph	100.00	100.00	100.00
04	Teleconferencing	0	0	200.00
90	Telephone Basic Service Allocation	1,500.00	1,300.00	1,575.00
91	Telephone Long Distance Allocation	4,600.00	4,600.00	4,830.00
	Account Totals	14,800.00	14,600.00	15,705.00
106	MISCELLANEOUS OFFICE			
01	Board Reimbursement-Newsletter	1,650.00	1,200.00	1,705.00
02	Board Reimbursement-Photocopies	2,640.00	2,000.00	2,640.00
	Account Totals	4,290.00	3,200.00	4,345.00
108	LITERATURE			
01	Theme and Emphasis	3,300.00	3,300.00	1,500.00
02	Graphics	500.00	500.00	500.00
03	Service/Program Literature	3,000.00	3,000.00	6,500.00
04	Membership Services	4,000.00	4,000.00	2,550.00
05	Leadership Development	2,000.00	2,000.00	2,000.00
06	Project Development	0	0	1,000.00
07	Program Reserve	2,000.00	2,000.00	1,000.00
08	Membership Materials	5,600.00	5,600.00	3,000.00
09	Report/Administrative Forms	500.00	500.00	1,000.00
10	Constitution and By-Laws	2,500.00	2,500.00	2,500.00
	Account Totals	23,400.00	23,400.00	21,550.00

		1984-85 Current Budget	1984-85 Projected Annual	1985-86 Proposed Budget
110	TRAVEL			
01	President District Visits	0	0	2,800.00
04	Board-Board Meetings	15,500.00	15,500.00	15,000.00
05	Board-District Counselling	18,000.00	18,000.00	19,500.00
06	Staff-Regional Training Conference	1,200.00	1,200.00	1,200.00
07	Magazine Editor	600.00	600.00	630.00
08	Staff-District Conventions	1,000.00	1,000.00	1,050.00
09	Administrator	3,000.00	3,000.00	3,150.00
10	President	5,000.00	5,000.00	2,000.00
11	Local	300.00	300.00	315.00
	Account Totals	44,600.00	44,600.00	45,645.00
111	AUDITING			
01	Annual Audit	1,000.00	1,000.00	1,000.00
	Account Totals	1,000.00	1,000.00	1,000.00
119	BOARD MEETINGS			
01	Staff Expenses	900.00	900.00	1,020.00
02	Board Housing	6,400.00	6,400.00	8,490.00
03	Meal Functions	5,300.00	5,300.00	5,775.00
04	Board Meeting Materials	600.00	600.00	630.00
	Account Totals	13,200.00	13,200.00	15,915.
140	AWARDS			
01	Special Awards-Convention	2,500.00	2,500.00	3,000.00
02	Entry Forms	500.00	300.00	300.00
03	President Awards	500.00	500.00	500.00
	Account Totals	3,500.00	3,300.00	3,800.00
144	PUBLICATION POSTAGE			
01	Mail Circle K Magazine	2,200.00	2,200.00	2,420.00
	Account Totals	2,200.00	2,200.00	2,420.00
150	REGIONAL TRAINING CONFERENCE			
01	Housing and Meals-Participants	6,000.00	6,000.00	0
02	Training Materials and Equipment	500.00	500.00	0
	Account Totals	6,500.00	6,500.00	0
155	PHOTOS AND GRAPHICS			
01	Photo and Graphic	0	0	0
	Account Total	0	0	0
161	LEADERSHIP TRAINING			
01	Housing/Meals Participants	0	0	
02	Training Materials and Equipment	0	0	0
	Account Totals	0	0	0

		1984-85 Current Budget	1984-85 Projected Annual	1985-86 Proposed Budget
173	TRAVEL EDITORIAL COVERAGE			
01	Editorial Coverage	0	0	0
	Account Totals	0	0	0
176	MAGAZINE MAILING ENVELOPES			
01	Envelopes-Bulk Mail	0	0	2,100.00
	Account Totals	0	0	2,100.00
177	TYPESETTING			
01	Typeset-Circle K Magazine	4,000.00	4,000.00	4,200.00
	Account Totals	4,000.00	4,000.00	4,200.00
178	EQUIPMENT RENTAL AND SERVICE			
90	Printing and Photocopy Allocation	10,000.00	10,000.00	10,500.00
	Account Totals	10,000.00	10,000.00	10,500.00
180	EDITORIAL			
01	Purchase Articles	2,500.00	2,500.00	2,500.00
02	Purchase Photographs	825.00	825.00	866.00
	Account Totals	3.325.00	3,325.00	3,366.00
181	ART			
01	Purchase Original Art	3,500.00	3,500.00	3,675.00
	Account Totals	3,500.00	3,500.00	3,675.00
182	MANUFACTURING			
01	Printing	10,000.00	9,000.00	7,500.00
02	Paper	3,500.00	3,500.00	4,750.00
	Account Totals	13,500.00	12,500.00	12,250.00
184	EDITORIAL SERVICES			
01	Editorial Allocation from K.I.	0	0	0
02	Standard Rate and Data	0	0	0
	Account Totals	0	0	0
196	PROGRAM DEVELOPMENT			
01	Future Programs	1,000.00	1,000.00	0
	Account Totals	1,000.00	1,000.00	0
199	EMPLOYEE EDUCATION			
02	Employee Seminar Fees	500.00	500.00	500.00
	Account Totals	500.00	500.00	500.00

		1984-85		1985-86
		Current Budget	Projected Annual	Proposed Budget
927	ALLOCATION TO BALANCE SHEET			
14	Closeout - Expense Circle K	166,790.00CR	162,217.00CR	165,996.00CR
930	GRANT EXPENSE			
01	Leadership Training Conference	12,000.00	12,000.00	12,000.00
02	Regional Training Conference	10,000.00	10,000.00	10,000.00
03	Sponsorship Awards	0	0	0
04	Membership Development	19,500.00	19,500.00	6,500.00
05	Public Relations Film	0	0	0
	Account Totals	41,500.00	41,500.00	28,500.00
	Total Expense	208,290.00	203,717.00	194,496.00
925	INCOME			
01	Sponsor Fees	87,000.00CR	87,000.00CR	87,000.00CR
02	Magazine Advertising	4,000.00CR	4,000.00CR	4,000.00CR
03	Literature Sales	500.00CR	500.00CR	500.00CR
04	Member Dues	55,000.00CR	55,000.00CR	57,500.00CR
05	Reimb. Costs of Sponsorship	18,085.00CR	18,085.00CR	18,100.00CR
06	Convention	0	0	0
07	Interest	8,000.00CR	6,000.00CR	2,000.00CR
	Account Totals	172,585.00CR	170,585.00CR	169,100.00CR
928	INCOME - ALLOCATION TO BALANCE SHEET			
94	Closeout Income Circle K	172,585.00	170,585.00	169,100.00
930	GRANT INCOME			
01	Leadership Training Conference	12,000.00	12,000.00	12,000.00
02	Regional Training Conference	10,000.00	10,000.00	10,000.00
03	Sponsorship Awards	0	0	0
04	Membership Development	19,500.00	19,500.00	6,500.00
05	Public Relations Film			
	Account Totals	41,500.00	41,500.00	28,500.00
	Total Income	214,085.00	212,085.00	197,600.00
	Reserve	5,795.00	8,368.00	3,104.00

Exhibit E is now Exhibit #10 of these minutes.

Exhibit F is now Exhibit #11 of these minutes.

PROPOSED CHANGES
TO KEY CLUB INTERNATIONAL BOARD POLICY

You will note that in the column parallel to the proposed changes, the present wording is included. Where no policy previously existed the present column will read - no previous policy. Deletions are indicated by brackets [ ].

PRESENT	PROPOSED
7.6 No previous policy	7.6 A manhour constitutes any hour of service performed by an individual Key Clubber with the approval of his/her club's board of directors. The time expended in planning a project will not be counted as a reported manhour.
7.7 No previous policy	7.7 Administration of cash reserves shall be restricted by the following: A. Following the annual audit, the Key Club International Administrator will obtain from the Kiwanis International Department of Finance the current amount of cash reserve set aside for Key Club International. B. The Key Club International Board may use no more than 25% of cash reserves in any given year. C. Cash reserves can only be used if the current budget cannot accommodate the expenditure proposed. D. Prior to authorization of the expenditure of cash reserves, the proposal must be reviewed by the Executive Committee and Administrator. Following said review, the expenditure must be approved by a 2/3 vote of the International Board.
4.4 J. No previous policy	4.4 J. Smoking is prohibited at <u>all</u> general sessions, contests, workshops, forums, and caucuses. Adults who wish to smoke are asked to do so in hallways and corridors.
5.1 D. Conovact (Conference on Voluntary Action) Note: This is only open to those districts west of the Mississippi.	5.1 D. Other such conferences having approval of Kiwanis International which permit the attendance of eligible Key Club members.

5.1 E. The "K-Family Conference" Note: This is only open to those districts east of the Mississippi.	5.1 E. [ ]
5.1 F. The "Heartlight Conference"	5.1 F. [ ]
5.4 D-j	5.4 E-K Re-number to allow room for new policy.
5.4 D. No previous policy due to re-numbering.	5.4 D. Candidates having access to confidential information which will be unveiled at the International Convention shall not include this information on their campaign materials.

These policy revisions and additions may be re-numbered after the 30 day period to allow for restructuring of the current policies.

STANDARD FORM FOR CLUB BYLAWS
CIRCLE K INTERNATIONAL

Article I: NAME

Sec. 1. The name of this organization shall be the Circle K Club of _____(school). It shall be sponsored by the Kiwanis Club of _____ and shall be a member club of Circle K International and the _____ District therein.

Article II: OBJECTS

Sec. 1. The objects of this club shall be:

To emphasize the advantages of the democratic way of life;
To provide the opportunity for leadership development in service;
To serve on the campus and in the community;
To cooperate with the administrative officers of the educational institution of which this organization is 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 the 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 good will.

Sec.1. Each member in good standing with this club shall be entitled to wear the official emblem and insignia of Circle K International.

Sec.2. The name, emblem, and insignia of Circle K International shall be used for only such purposes as shall be authorized by the Circle K International Board of Officers, subject to the approval of the International Administrator. In no case shall they be used as a trade name or trademark, nor in a way or for a purpose that demeans or impugns the name of Circle K or Kiwanis.

Article IV: MOTTO

Sec.1. The motto of this club shall be "We Build", as is the motto of Circle K International.

Article V: MEMBERSHIP AND CLASSIFICATION

Sec.1. Membership this club shall be of two classes, active and honorary.

Active Membership

Sec. 2.(a) Any student of good character and of satisfactory scholastic standing, who is officially enrolled in _____(school) may be selected to active membership in this club. Active membership in this club shall extend over the fiscal year (October 1 through September 30). Further requirements for membership, not inconsistant with the Constitution and Bylaws of Circle K International, may by adopted by a majority vote of the membership of this club.

(b) Any person shall who holds membership (other than honorary) in any other Circle K Club, or other K-Family organization, shall not be eligible for active membership in this club.

(c) In no instance shall this 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.

(d) An active member of this club shall pay annual membership dues and shall be entitled to all privileges of this club. Members shall maintain regular attendance at club meetings and shall consistently participate in the activities of this club.

Honorary Membership

Sec. 3.(a) Any person who has performed some distinguished public service and who is not a member of this club may be elected an honorary member of this club for a period of one (1) year and thereafter may be re-elected from year to year.

(b) 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.

Selection and Discipline of Membership

Sec. 4. The selection and discipline of active and honorary members in this club shall be by majority vote of the entire active membership of this club, subject to the approval of our institutional authorities (where required) and our Kiwanis sponsor(s).

Termination of Membership

Sec.5 (a). Any member of this club may resign their membership provided that all indebtedness to this club, to the _____District, and to Circle K International has been paid in full. Such resignations shall be accepted in writing by the Secretary (or Secretary/Treasurer) and shall become effective when accepted by the Board of Officers.

(b) Membership in this club shall automatically cease at the close of the fiscal year in which a member graduates, or when a member fails to meet scholastic or character requirements.

Article VI. OFFICERS

Sec. 1. The officers of this 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 club and approved by the _____District Board of Officers. All officers shall be active members in good standing with this club.

Sec.2. Elections of officers shall be held at a regular meeting at least two (2) weeks prior to the District Convention. Newly elected officers shall assume office immediately upon their election and installation and shall serve for a term of one year, or until their successors are duly elected and qualified. The outgoing President and Secretary

(or Secretary/Treasurer) of this club shall promptly certify to the Secretary (or Secretary/Treasurer) of the _____ and to the International Administrator the names and addresses and telephone numbers of the newly elected officers.

Sec.3. The duties of the officers shall be as follows:
(a)The President shall be the executive officer of this club and shall preside over all meetings of the club and the Board of Officers. He shall appoint members, with Board of Officer approval, and be an ex-officio member of all standing and special committees. He shall present the views of the club to the district and perform a like function for the district in relation to the club. As the official representative of his club, he shall promote the growth of Circle K on his campus and within his community. He shall cooperate fully with his sponsoring Kiwanis Club and promote K-Family relations. He shall act as one of the delegates of the club to the District Convention, and it shall be his responsibility to have this club represented at both District and International Convention by two voting delegates. The outgoing President, in conjunction with the Kiwanis and Faculty Advisors, shall make provisions for the training of the new Board of Officers prior to their installation. He shall perform such other duties as usually pertain to the office of President.

(b) The Vice-President, in the absence of the President, shall preside at all meetings of this club and of the Board of Officers. He shall be directly responsible to the President for all committee activities, and shall chair the Steering Committee which shall be composed of all committee chairmen. He shall also perform such other duties as usually pertain to the office, or as may be assigned him by the President or the Board of Officers.

(c) The Secretary/Treasurer, (or Secretary and Treasurer), shall keep the records of the club and its Board of Officers; shall collect all dues or fees of this club and shall disburse all monies as directed by the Board of Officers; shall publish a club bulletin; shall submit such reports as may be required by the _____ District or Circle K International; shall perform such other duties as usually pertain to the office, or as may be assigned by the President or the Board of Officers.

Sec.4. In the event of a vacancy in the office of President, the Vice-President shall succeed to the office. If two or more Vice-Presidents hold office in this club, one of them shall be elected to fill the vacancy by a majority vote of the entire active membership of this club at the next regularly scheduled meeting. In the event of a vacancy in any other office, a majority vote of the active membership of this club present and voting at the next regularly scheduled meeting shall elect a member in good standing to serve for the remainder of the unexpired term.

Sec.5. An officer may be removed from office by a two-thirds (2/3) vote of the entire active membership of this club upon the recommendation of a majority vote of the Board of Officers. The Board of Officers shall make such recommendation only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the officer in question the opportunity to respond. In the event any officer should be removed from office, he shall be so notified in writing by the Secretary (or Secretary/ Treasurer).

Sec.6. No elected officer may hold a District office or an International office in addition to their club office.

Article VII. BOARD OF OFFICERS

Sec.1. The Board of Officers of this club shall consist of the elected officers, the faculty advisor, and the Kiwanis advisor. The faculty advisor and the Kiwanis advisor shall be non-voting, ex-officio members of the Board of Officers.

Sec.2. The faculty advisor shall be a member of the administrative or academic staff of _____(school). He shall be selected in consultation with the appropriate school officials, and approved by a majority vote of the entire active membership of this club present and voting at a meeting designated by the Board of Officers for this purpose. He shall serve as liaison between the club and the school administration and help to gain approval for club activities with the proper authorities when necessary. He shall participate as much as possible in club activities.

Sec.3. The Kiwanis advisor shall be the Chairman of the Circle K Committee of the sponsoring Kiwanis Club. He shall advise and counsel the club and be respon-

sible to the Kiwanis Club for all activities of this club. He shall participate as much as possible in club activities and encourage other Kiwanians to do the same.

Sec.4. The duties of the Board of Officers shall be to manage the business and to determine the policies of this club; to determine the nature and content of service activities in conjunction with input received from the active club membership; to plan and pursue membership recruitment and development; to maintain an operating budget and oversee disbursement of funds; to counsel all committees; to discipline members; and to perform such other duties as deemed necessary by the club, not inconsistant with the Constitution and Bylaws of Circle K International.

Sec.5. The Board of Officers of this club shall meet at least twice per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the President or a majority of its voting members deem necesary.

Article VIII. DISCIPLINE

Sec.1. Any active member who is thirty (30) days or more in arrears in the payment of dues and/or financial obligations, shall at the direction of a majority vote of the Board of Officers be suspended and so notified in writing by the Secretary (or Secretary/Treasurer). Any suspended member, upon payment of arrears and upon making application to the Board of Officers, may be reinstated by majority vote of the Board of Officers within thirty (30) days of aforesaid written notice. In the event the member is not reinstated within thirty (30) days of aforesaid written notice, the member may be removed from active membership as prescribed in Article VIII, Section 2.

Sec.2. Any suspended member may be removed from active membership of the club by a two-thirds (2/3) vote of the entire active membership of the club upon the recommendation of a majority vote of the Board of Officers. The Board of Officers shall make such recommendation only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the suspended member in question the opportunity to respond. In the event any suspended member should be removed from active membership, he shall be so notified in writing by the Secretary (or Secretary Treasurer). Thereafter, he may become an active member of the club only as provided for in Article V, Sec. 2 (a) of these Bylaws.

Sec.3. The Board of Officers shall periodically assess the personal involvement and meeting attendance of each active member. Any active member who, without excuse, shall fail to meet the standards of attendance and participation set forth by the Board of Officers shall, using procedures as prescribed in Article VIII, Section 2 of these Bylaws, be removed from the active membership of this club.

Sec.4. Any active member who falls below the minimum scholastic standard set forth by this club may be placed on probation by the Board of Officers for a term not to exceed one full college term, and/or be removed from active membership using procedures as prescribed in Article VIII, Section 2 of these Bylaws.

Sec.5. Any member charged with conduct unbecoming a Circle K member which may impugn or reflect unfavorably on the good name of Circle K International or Kiwanis International can be removed from active membership using procedures as prescribed in Article VIII, Section 2 of these Bylaws.

Sec.6. Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club, and the right to use the Circle K name, emblem, or other insignia.

ARTICLE IX. MEETINGS

Sec.1. During the school year, this club shall hold one meeting every week at such time and place as shall be determined by the Board of Officers. This club may hold such other meetings as the Board of Officers or the membership desires. In the event that unusual conditions prevent weekly meetings, the club may hold a minimum of two meetings per month, with the Board of Officers meeting on all other weeks.

Article X. COMMITTEES

Sec.1. Standing committees of this club shall include the following:

a) Membership Development and Education: This committee shall devise effective methods of recruiting and educating members to provide the necessary manpower for an effective program of service. The committee shall consider all proposals for membership and shall submit its recommendations to the Board of Officers.

b) K-Family Relations: This committee shall work with other committes in preparing inter-club activities with Kiwanis and Key Club, and shall see that the membership of this Circle K club and its sponsoring Kiwanis Club are cognizant of all areas of each organization thereof.

c) Projects: This committee shall plan projects and activities promoting and supporting the International theme and major emphasis programs as well as the major emphasis programs of the _____District during their administrative year.

d) Public Relations: This committee shall be responsible for informing the campus and local communities of the club's activities and goals through the use of articles, photographs, local and campus newspapers, radio, television, and through meetings with the administration of this school.

e) Social: This committee shall plan activities which will promote fellowship and strengthen friendships within the club and throughout the entire K-Family.

Sec.2. The President shall be empowered to appoint assistants, individuals, or special committees to help him with the administrative operation of this club. All appointments shall be approved by the Board of Officers in consultation with the Faculty Advisor and/or the Kiwanis Advisor. He shall clearly define the responsibilities of these appointments, and their terms shall expire at the end of the administrative year, or at such time during the year when the President determines that their responsibilities have been fulfilled.

Article XI. REVENUE

Sec.1. Each active member shall pay to this club an annual dues of $_____. The amount of these dues shall be determined by a two-thirds (2/3) vote of the entire active membership of this club present and voting at any regularly scheduled meeting.

Sec.2. This club shall pay to the _____District for every active member an annual dues of $_____, due on October 1 of each year and payable no later than thirty (30) days thereafter. In no case shall the district dues exceed seven ($7.00) per annum per active member.

Sec.3. This club shall pay to Circle K International for every active member an annual dues of five dollars ($5.00 U.S. or its equivalent in countries where the U.S. dollars are not available), due on October 1 of each year and payable no later than thirty (30) days thereafter. Clubs chartered or reactivated after February 1 shall pay to Circle K International for every active member a dues of two dollars and fifty cents ($2.50 U.S.) for International dues in order to place each member in good standing for the remainder of the administrative year.

Sec.4. In addition to the annual dues, this club shall submit the required membership forms to the_____ District and to Circle K International. This club shall also submit updated forms and the appropriate dues for each additional member that joins during the fiscal year.

Sec.5. Any club more than thirty (30) days in arrears for any indebtedness to its sponsoring Kiwanis club(s), its District, or to Circle K International, shall be considered not in good standing, and may have its charter suspended or revoked by action of the Circle K International Board of Officers provided written notification from the International Administrator has been sent to the President of the club in question.

Sec.6. Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The _____Circle K Club shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance in connection with any fund raising activity unless this club has received the prior approval of the Circle K District Board of Officers and the sponsoring Kiwanis District Board of Trustees. 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 fund raising activity is to be held. The club shall not directly or indirectly engage in any activity which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis.

Article XII. INCORPORATION

Sec.1. If permitted by state, provincial or national law, this club may incorporate as a non-profit entity under the name given on its Charter of Organization, such as the "Circle K Club of _____ University". This club shall agree, as a condition of corporation, that it will, as a corporate entity, abide by these Bylaws, the Bylaws of the _____District, and the Constitution and Bylaws of Circle K International then in force, or thereafter amended.

Article XIII.PARLIAMENTARY AUTHORITY

Sec.1. The latest edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically designated in these Bylaws, or in the Bylaws of the _____District, or in the Constitution and Bylaws of Circle K International.

Article XIV. AMENDMENTS

Sec.1. These Bylaws should be reviewed annually to maintain consistancy with the _____District Bylaws and the Constitution and Bylaws of Circle K International. Ammendment procedure requires a two-thirds (2/3) vote at any regular meeting of this club, providing that written notice of any proposed amendments shall have been distributed to the active membership at least two (2) weeks prior to the meeting at which the proposals are to be considered. All such amendments must be consistant with the Bylaws of the _____District and the Constitution and Bylaws of Circle K International, and shall become effective only upon their approval by the _____District Board of Officers and the Circle K International Board of Officers.

REVISED 01/17/85
Leadership/Laws, Awards and Regulations Committee

STANDARD FORM FOR DISTRICT BYLAWS
CIRCLE K INTERNATIONAL

Article I: NAME AND TERRITORIAL LIMITS

Sec. 1. The name of this organization shall be the _____ District of Circle K International.

Sec. 2. The boundaries within which the District shall function shall be coextensive with the boundaries of the _____ District of Kiwanis International and shall be divided into divisions as approved by the _____ Kiwanis District.

Article II: OBJECTS

Sec. 1. The objects of this District shall be:

To promote the Objects of Circle K International;
To coordinate the projects of member Circle K Clubs;
To strengthen and extend Circle K in the District;
To increase the fellowship and cooperative efforts of the clubs within the District;
To provide the goods and services necessary for the welfare of the clubs and individual members;
To promote participation of the Clubs within the District in the general objectives, programs, and policies of the District and of Circle K International; and,
To accept and promote the Constitutional Objects of Circle K International.

Article III: MOTTO

Sec. 1. The motto of this District shall be "We Build", as is the motto of Circle K International.

Article IV: MEMBERSHIP

Sec. 1. Each Kiwanis-sponsored Circle K Club in this District affiliated with Circle K International shall be a member of this District.

Sec. 2. Any member Club more than thirty (30) days in arrears for any indebtedness to this District, or to Circle K International, shall be considered not in good standing.

Sec. 3. Any member Club that fails for two (2) successive years to have present at least one (1) delegate at the annual District Convention, and does not furnish a satisfactory excuse for such failure to the Board of Officers within thirty (30) days after an official request therefor, shall be considered not in good standing.

Sec. 4. Any member Club must be in good standing with both Circle K International and this District to be considered in good standing with this District.

Sec. 5. If the Board of Officers rules that a Club is not in good standing, the Club and the Kiwanis Club which sponsors it shall be notified of this action and why it was taken.

Article V: OFFICERS

Sec. 1(a) The elected officers of the _____ District shall be a Governor, a Secretary/Treasurer (or a Secretary and a Treasurer), and a Lieutenant Governor for each established Division.

(b) The number of established Divisions shall be those which are deemed essential by the Board of Officers and the Kiwanis District Board of Trustees.The District may petition the Circle K International Board of Officers, providing they have the approval of the Kiwanis District Board of Trustees, to allow separation of the office of Secretary/Treasurer, or to add the office of Editor to the Board of Officers. Such petition shall define the duties for each officer and the reason for such a division or addition.

Sec. 2. The Governor, Secretary/Treasurer (or the Secretary and the Treasurer), and an Editor (if provided for in Article V, Section 1(b) of these Bylaws), shall be elected at the District Convention. Lieutenant Governors may be elected at the annual convention or at divisional caucuses held prior to convention. Each officer shall be an active member of a Circle K Club which is in good standing with the District and with Circle K International; and each Lieutenant Governor shall be a member of a Circle K Club in the Division from which each is elected. The basis for their eligibility for nomination and election shall be their demonstration of leadership ability.

Sec. 3. All officers shall begin their official duties immediately upon their induction at the conclusion of the annual district convention, and shall serve for one (1) year or until their successors are duly elected.

Sec. 4. The duties of the officers shall be as follows:

(a) The Governor shall have the duty of furthering the objectives of Circle K International and promoting the interests of Circle K Clubs within his District. He shall work closely with other International and District officers to strengthen and expand Circle K. He shall be

the chief executive officer of the District, shall appoint all standing and special District committees, serve as an ex-officio member of all committees with approval of Board of Officers, and shall preside at the District Convention and all meetings of the Board of Officers. He shall attend the International Convention and all meetings of the International Council. He shall be responsible for the leadership development of Club officers, for coodinating workshops 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. He shall develop and work within an established income and expense budget, and shall work closely with the District Administrator on all matters dealing with the operation of the district.

(b) The Lieutenant Governor shall assist the Governor in the work of the District. He shall represent the Governor and have full responsibility under the direction of the Governor in supervising the District executive work in their respective divisions. He shall be charged with increasing the number of service projects and the membership within the Division and shall know the condition of his clubs at all times. He shall also work with the Governor and District Administrator on the building of new Clubs and the rebuilding of inactive Clubs. He shall also perform such other duties as may be assigned by the Governor or the Board of Officers.

(c) The Secretary/Treasurer shall keep all records of the District Convention and of all meetings of the Board of Officers. He shall submit a report to the annual convention and at such other times as the Governor and Board of Officers may require. He shall submit to the proper officials and committees all communications received from Circle K International. He shall cooperate with the Governor in forwarding all official reports required by Circle K International. Under the supervision of the District Administrator, he shall receive all district dues, convention registration fees, and other District income. He shall disperse these funds in the manner authorized by the Board of Officers. The accounts shall at all times be open to inspection of the Governor, the Board of Officers, the District Administrator, and any authorized auditor. He shall submit a financial report at the annual convention and at such other times as the Governor, the Board of Officers, or the Kiwanis District Board of Trustees may require. He shall also perform other such duties as may be assigned by the Governor or the Board of Officers.

[Note- Where the position of Secretary/Treasurer is separated into the two offices of Secretary and

Treasurer, as provided for in Article V, Section 1 (b) of these Bylaws, the duties and responsibilities of each office shall be listed separately.]

(d) The Editor, if provided for, shall be responsible for the printing and distribution of the official District publication. The Editor shall send copies of the publication to the members of all clubs in good standing. The Editor shall attend all meetings of the Board of Officers as assigned by the Governor. The Editor shall perform other such duties as may be assigned by the Governor or the Board of Officers.

Sec. 5. A District officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the Board of Officers duly elected and serving at the time. Whenever there appears to be sufficient cause for such action, the Governor shall give said officer of the Board of Officers immediate notice of said scheduled meeting of the Board of Officers. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer 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 will be filled in accordance with the provisions for filling vacancies in office as contained in Article IX of these bylaws.

Sec. 6. No elected officer may hold an International office or club office in addition to their District office.

Article VI: BOARD OF OFFICERS

Sec. 1. The Board of Officers of the _____ District shall consist of the Governor, the Secretary/Treasurer (or the Secretary and the Treasurer), the Editor (if one is elected), the Lieutenant Governors and other elected officials as voting members. The International Counselor, the District Administrator and appointed administrative personnel shall serve as non-voting ex-officio members.

Sec. 2. The management and control of the affairs of the District not otherwise provided for in these Bylaws shall be vested in the Board of Officers, subject to the direction and approval of the Kiwanis District Board of Trustees, through the District Administrator, and the Circle K International Board of Officers.

Sec. 3. The Board of Officers may create suitable administrative Divisions with the approval of the Kiwanis District Board of Trustees. There shall be a Lieutenant Governor

for each Division who would also be a member of the Board of Officers.

Sec. 4. The _____ District Board of Officers shall hold a minimum of five (5) meetings annually, one of which to be held during the summer months.

Sec. 5. The Secretary or Secretary/Treasurer shall notify each member of the Board of Officers, the Kiwanis Governor, the District Administrator and his working committee, and the presidents of all Circle K Clubs in the _____ District, in writing, of the time, place (including directions), and date of all meetings of the Board of Officers not less than thirty (30) days prior to each meeting.

Sec. 6. The Secretary (or Secretary/Treasurer) shall be responsi- ble for sending a tentative agenda, as prepared and approved by the Governor, for these meetings to the persons listed in the previous section not less than two (2) weeks prior to each meeting.

Sec. 7. In the absence of the Governor from a meeting, the Board of Officers shall designate a member of the Board of Officers to act as Chairman for that meeting upon recommendation of the Governor and/or the District Administrator.

Sec. 8. A majority of the voting members of the Board of Officers shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these Bylaws.

Sec. 9. Within thirty (30) days after any special or regular meeting of the Board of Officers, the Secretary (or Secretary/Treasurer) shall make a report of the proceedings of the meeting, comprising a complete synopsis of all actions taken, and shall distribute said report to members of the Board of Officers, the International Administrator, the International Counselor, the Kiwanis District Governor, and the presidents of the Clubs in the District.

Article VII: COMMITTEES

Standing Committees

Sec. 1. Standing committees of the Board of Officers shall include the following:

(a) Membership Development and Education: This committee shall cooperate with all of the Clubs in this District

to assist them in the maintenance of an adequate membership of appropriate standards, in the proper education and induction of new members, in the utilization of all members, and in the promotion of the concept of regular attendance at Club meetings.

(b) K-Family Relations: This committee shall work to improve the relationship between all Kiwanis and Kiwanis-sponsored organizations. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.

(c) Laws and Regulations: This committee shall maintain these Bylaws in conformity with the Constitution and Bylaws of Circle K International and shall make recommendations to the Board of Officers for proposed amendments. It shall be responsible for the interpretation of these Bylaws for action by the Board of Officers and for all matters affecting Circle K on the District level. It shall also review all club bylaws submitted for District approval, make revision and approval recommendations to the Board of Officers, and forward approved Bylaws to the International Office for final approval by the International Board of Officers.

(d) Public Relations: This committee shall assist the clubs with the development of methods to inform the public of the ideals, objects, programs,and achievements of the Circle K organization.

Special Committees

Sec.2. The Governor shall be empowered to appoint assistants, individuals, or special committees to help him with the administrative operation of the District. All appointments shall be approved by the Board of Officers in consultation with the District Administrator. The Governor shall clearly define the responsibilities of these appointments, and their terms shall expire at the end of the administrative year, or at such time during the year when the Governor determines their responsibilities have been fulfilled.

Article VIII: CONVENTIONS

Sec. 1. A convention of the Circle K Clubs in the _____District shall be held prior to the first weekend in May, the exact time and place of which shall be agreed upon by the Board of Officers, the District Administrator, with approval of the Kiwanis District Board of Trustees. So far as it is practical, the International President shall designate a member of the International Board of Officers as the official representative to the annual convention. The dates and site of the convention shall

less than one-hundred twenty (120) days prior to the proposed convention dates. The International Administrator, acting for the International Board of Officers, shall approve the dates and site.

Sec. 2. The Secretary (or Secretary/Treasurer) shall mail to each Club and to the District Administrator, the International Administrator, the Kiwanis District Governor, and the Key Club District Governor, an official call to the annual convention not less than thirty (30) days prior to the dates of the convention.

Sec. 3. Before the official opening of the annual convention, the Board of Officers, with Kiwanis counsel, shall adopt and publicize rules of convention discipline. Convention rules shall be enforced by the Board of Officers, in consultation with the District Administrator. The Board of Officers shall have full supervision and management of all conventions, in consultation with the District Administrator. The District Administrator or his representative selected by the Kiwanis District Board of Trustees shall handle the Kiwanis planning necessary for the District Convention.

Sec. 4. The Governor shall appoint a Credentials Committee and an Elections Committee, and such other committees as may be deemed necessary to conduct the annual convention.

Sec. 5. Each member Club in good standing shall be entitled to two (2) delegates, one of which shall be the president (if in attendance), and two (2) alternates at the District Convention. The Governor and other elected District officers shall be delegates-at-large. International Officers shall not be considered delegates unless certified as representatives of their home Club.

Sec. 6. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Sec. 7. In the absence of the Governor from any convention of the District, the Board of Officers shall designate a member of the Board of Officers to act as presiding officer for the convention.

Sec. 8. A quorum for any convention of the District shall be the official delegates present and representing not less than one-half (1/2) of the total member Clubs in good standing with the District.

Sec. 9. Each District Convention program shall include the following:

(a) An address by the Governor of the sponsoring Kiwanis District or his representative;
(b) An address by the Governor of the Key Club District or his representative;
(c) An address by the International Officer in attendance;
(d) Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly-elected club officers, leadership development, increasing awareness of International theme and emphasis areas, and increasing service activities;
(e) Nomination and election of officers for the upcoming year;
(f) Installation and training of the newly-elected District Officers;
(g) New-Old Board of Officers Meeting including the exchange of files;
(h) A presentation promoting attendance at the upcoming International Convention;
(i) Presentation of Club and District Awards;

Sec. 10. Within ten (10) days of the completion of the annual convention, the Immediate-Past Secretary (or Secretary/Treasurer) shall submit the District Convention Report Form to the International Administrator and to their International Counselor. Within thirty (30) days of the completion of the annual convention, he shall cause a report containing all official action taken at the District convention to be sent to the International Administrator and to the International Counselor.

Article IX: VACANCIES IN OFFICE BETWEEN CONVENTIONS

Sec. 1. In the event of a vacancy in the office of Governor, a qualified member of a Club in good standing with the District and Circle K International, shall be elected by the Board of Officers to serve for the remainder of the unexpired term. In any year in which the District Convention is not held, the Board of Officers shall elect a qualified member of a Club in good standing to serve for the upcoming administrative year.

Sec. 2. In the event of a vacancy in the offices of Secretary/Treasurer (or Secretary and/or Treasurer), or Editor, the Governor shall, with approval of the Board of Officers, appoint a qualified member of a Club in good standing with the District and Circle K International to serve for the remainder of the unexpired term.

Sec. 3. In the event of a vacancy in the office of Lieutenant Governor, the Governor shall, with approval of the Board of Officers, appoint a qualified member of a Club in the

same Division to serve for the remainder of the unexpired term.

Sec. 4. Any officer elected to an International office must immediately resign his District office, as provided for in Article V, Section 6, of these Bylaws.

Sec. 5. The administrative year of the _____District shall begin and end with the close of the District Convention.

Article X: REVENUE

Sec. 1. Each member Club shall pay to the District for every active member an annual dues of $_____. The amount of the District dues shall be determined by a two-thirds (2/3) vote of all delegates at the District Convention. In no case shall the District dues exceed seven dollars ($7.00) per annum per member.

Sec 2. If approved by a two-thirds (2/3) vote of the delegates at the District Convention, District dues may be reduced for any Club chartered or reactivated after February 1st of a given administrative year.

Sec. 3. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending the District Convention, or by a two-thirds (2/3) vote of all Clubs in the _____ District between conventions.

Sec. 4. The Board of Officers shall determine the official depository for the _____ District.

Sec. 5. The Board of Officers shall designate the Circle K official(s), who shall sign checks. Each check should carry the signature of the approved Kiwanis District official and the signature of a member of the Board of Officers.

Sec.6.(a) Following his election, the Governor, in conjunction with the District Administrator and the Treasurer (or Secretary/Treasurer), shall develop a proposed income and expense budget and present the budget to the Board of Officers for approval. The budget shall then be presented to the sponsoring Kiwanis Board of Trustees for approval.

(b) The expenditures shall include provisions for District Officer expenses, District Committee expenses, District Convention overhead expenses, and other such items as deemed necessary or appropriate by the Board of Officers.

Sec. 7. At the beginning of each administrative year, the Governor, in cooperation with the Treasurer (or Secretary/Treasurer), shall notify all Clubs of the amount of established dues. These dues become payable October 1st, and shall be considered delinquent if not paid within thirty (30) days thereafter. Any Club which has not paid its District dues by November 1st shall be considered not in good standing in accordance with Article IV, Section 2 of these Bylaws.

Sec. 8. The fiscal year of the _____ District, the period of time during which membership is valid before dues must be paid again, shall extend from October 1 to September 30 of the following year.

Sec. 9. Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The District shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fund raising activity unless the District has received the prior approval of the sponsoring Kiwanis Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or by 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 fund raising activity is to be held. The District shall not directly or indirectly engage in any activity which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis.

Article XI: INCORPORATION

Sec. 1. If permitted by state, provincial or national law, this District may incorporate as a non-profit entity under the name given on its Charter of Organization, such as "The _____ District of Circle K International". This District shall agree, as a condition of incorporation, that it will, as a corporate entity, abide by these Bylaws and the Constitution and Bylaws of Circle K International then in force, or thereafter amended.

Article XII: PARLIAMENTARY AUTHORITY

Sec. 1. The latest edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically designated in these Bylaws or in the Constitution and Bylaws of Circle K International.

Article XIII: AMENDMENTS

Sec. 1. The Bylaws of this District may be amended by a vote of two-thirds (2/3) vote of the delegates present and voting at any annual convention of this District, provided that written notice of any proposed amendments shall have been distributed to each Club in this District at least thirty (30) days prior to the annual convention at which the proposals are to 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 the sponsoring Kiwanis Board of Trustees and the Circle K International Board of Officers.

EXHIBIT #12

REPORT OF THE BOARD COMMITTEE ON MEMBER SERVICE

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

MAY 3-7, 1985

Date of Committee Meetings: May 4, 5, 1985

Place of Committee Meetings: General Office

Present: Members - Avelino V. Tanjuakio, Kurt Konrad Huber, M.D.
Chairmen - Arthur J. DeLorenzo
Staff - Speegle Berry, William A. Brown, Robert Saieg, James L. Sheets

1. REVOCATION OF CHARTERS

A list of 45 clubs recommended for charter revocation by the various districts was presented. (Exhibit A).

Recommendation #1:

The Committee recommends that the charters of the 45 clubs listed in (Exhibit A) of this report be revoked.

I move that Recommendation #1 be adopted.

2. OPTIONS FOR FIELD SERVICE REPRESENTATION IN DISTRICTS

Currently a Field Service Representative is able to devote one week every two months to a particular district. The committee discussed several alternatives that could be established that would provide more service to a district and equally important more continuous service. The offer of choice between these two approaches also provides flexibility in meeting the special needs of each district.

The additional service and flexibility can be provided for basically what we are currently paying a Field Service Representative in salary and expenses. The approximately 25% in fringe benefits paid on a Field Service Representative's salary represents a reduction in current expenditure.

The recent resignation of Field Service Representive Bill Gephart offers an opportunity to test these alternative field service concepts in a number of districts. It will be extremely useful to have some actual performance data available before considering a decision that could affect new club building in all districts. Details of the two alternatives are attached as Exhibit B and Exhibit C.

Recommendation #2:

The Committee recommends that up to seven districts be authorized to select as part of a pilot program one of the following alternatives.

Alternative A

Contract a part-time man to serve as the Field Service Representative in the designated district. This Field Service Representative would work in the district in which he resides for a minimum average of eight (8) days per month and would be responsible to Kiwanis International.

Alternative B

Enter into a matching fund agreement with individual districts allowing them to share expenses of volunteers in building new clubs with Kiwanis International. The volunteers will be responsible to the districts. Such districts would not be assigned a regular field service representative, but training and back-up assistance would be provided by Kiwanis International.

I move that Recommendation #2 be adopted.

3. TRAINING OF GOVERNOR-ELECT FOR PROVISIONAL DISTRICTS

The Committee feels that the training of a governor-elect of a Provisional District is essential to enable the provisional district to be able to grow and maintain close ties with the Kiwanis International organization.

The Committee did not address the total provisional district concept, however, they met jointly with the Administration and International Extension Committee and recommended to them that clarification of the criteria for provisional district status be addressed as quickly as possible.

Recommendation #3:

The Committee recommends that a new Procedure be added as follows:

820.3 - Governor-elect Conference Travel

Kiwanis International shall pay the travel expenses of governors-elect to the Governors-elect Training Conference, including the governor-elect of the Provisional district of Korea.

I move Recommendation #3 be adopted.

4. **CLOSING OF COUNTRIES WITHOUT ACTIVE KIWANIS CLUBS**

The Committee discussed the several "Kiwanis Countries" that formerly had active clubs whose charters have now been revoked. Since no clubs are now existing and no known activity is in progress to organize a new club it is the Committees opinion that they are not in reality Kiwanis countries.

Recommendation #4:

The Committee recommends that the countries of Israel, Liberia and Northern Mariana Islands be removed as Kiwanis countries and that authorization of any future expansion must be with Board approval.

I move Recommendation #4 be adopted.

INFORMATIONAL ITEMS

The minutes of the meeting of the 1984-85 International Committee on Achievement held on March 8-10, 1985 are attached to this report as Exhibit D. The Committee commends the International Committee on Achievement for its excellent report.

New Club Building has a deficit of clubs organized compared to this same time one year ago. Prior to March we were running 18 clubs behind and in April fell 28 more clubs in arrears. The Committee is concerned over the loss of momentum in new club building and encourage the President and District Counselors to make this a priority item in their contacts with their districts.

We are equally concerned over the number of deletions in Kiwanis club membership. We ask that you encourage all of your districts to place special emphasis on retention throughout the remainder of this year.

Respectfully submitted,

Avelino V. Tanjuakio
Kurt Konrad Huber M.D.
Arthur J. DeLorenzo, Chairman

EXHIBIT A

THE FOLLOWING CHARTERS ARE RECOMMENDED FOR
REVOCATION AT THE INTERNATIONAL BOARD MEETING
MAY 3-7, 1985

CLUBS BY DISTRICT	KEY NO.	ORGANIZATION DATE	NOT MEETING DATE	OUTSTANDING ACCT'S RECEIVABLE
AUSTRALIA				
Essendon, Victoria	10444	09-03-81	10-29-83	$ 67.50
Wollongong	06625	04-13-70	04-23-83	82.50
CALIFORNIA-NEVADA-HAWAII				
Anaheim Hills, CA	08699	04-19-77	03-01-83	-0-
Castro Valley, CA	10785	09-22-82	01-31-84	393.30
Rosemead, Golden K, CA	09966	06-04-80	11-29-83	-0-
Scotia, CA	03756	12-06-51	11-14-83	361.35
CAPITAL				
Baileys Crossroads, VA	10794	09-21-82	09-30-84	454.70
Friendship Heights, Chevy Chase, MD	07104	11-07-72	09-30-84	208.05
CAROLINAS				
Lucama, NC	10463	09-17-81	04-01-84	269.10
North Mecklenburg, Cornelius, NC	11025	09-28-83	04-01-84	304.20
Red Springs, NC	08293	04-01-76	10-01-84	76.65
Taylorsville, NC	07236	06-06-73	09-06-84	97.50
FLORIDA				
Lutz-Land-O-Lake	10236	02-12-81	11-30-83	54.75
GEORGIA				
Lithonia-Fairington	10772	09-09-82	03-31-84	274.05
Mountain Shadow, Tucker	10330	05-14-81	03-31-84	269.10
North Atlanta	10830	11-30-82	03-31-84	107.25
INDIANA				
Argos	10357	06-10-81	08-19-83	164.25
Russiaville	10465	09-19-81	03-16-83	-0-
MICHIGAN				
Alpena, Thunder Bay	09052	02-02-78	03-31-84	-0-
Kentwood	10630	03-03-82	01-01-84	240.90
MISSOURI-ARKANSAS				
Ashdown, AR	10282	03-21-81	02-10-83	269.10
Ava, MO	03302	04-21-49	02-01-83	98.55
Greater West Memphis, AR	10935	05-18-83	09-27-84	-0-
Maumelle, AR	09552	04-23-79	09-27-84	-0-
Noel, MO	06020	05-14-65	12-22-82	414.00
Wellsville, MO	02174	08-27-37	09-28-83	-0-
NEW JERSEY				
Newfield	02719	04-18-46	05-12-84	253.20
NEW YORK				
Elmhurst	10526	10-01-81	06-20-84	164.25

CLUBS BY DISTRICT	KEY NO.	ORGANIZATION DATE	NOT MEETING DATE	OUTSTANDING ACCT'S RECEIVABLE
OHIO				
Ashland Breakfast	08239	02-16-76	12-21-83	$ 10.00-
PENNSYLVANIA				
Hampton Twp.	02708	04-03-46	01-21-84	98.55
Lower Burrell	05717	03-05-63	09-10-84	87.60
ROCKY MOUNTAIN				
Fountain, CO	06527	06-13-69	11-01-83	-0-
Meeker, CO	10266	03-19-81	11-01-83	87.60
Montbello, Denver, CO	10349	05-28-81	11-01-83	-0-
Wright, WY	09217	06-14-78	12-01-83	109.50
SOUTHWEST				
Foothills, Yuma, AZ	09460	02-03-79	11-01-83	76.65
Mesa-Roadrunners, AZ	09486	03-02-79	11-01-83	58.50
Phoenix-Saguaro, AZ	06220	03-03-67	03-01-84	68.25-
San Pedro, Sierra Vista, AZ	10713	06-09-82	09-01-83	295.65
WEST VIRGINIA				
Elk River	10280	03-26-81	12-10-83	109.50
Weston	10754	08-10-82	01-31-84	117.00
WISCONSIN-UPPER MICHIGAN				
Berlin Golden K, WI	10994	09-26-83	05-25-84	168.75
Germantown Richfield Nooners, WI	10426	08-20-81	03-01-84	146.25
Menomonee Falls Hi-Noon, WI	10507	09-30-81	05-01-84	310.50
Negaunee, MI	08815	08-16-77	05-27-84	117.00

TOTAL: 45

ALTERNATIVE (A)

CONTRACT FIELD SERVICE REPRESENTATIVE

1) The contract Field Service Representative will be available to a district in lieu of the district being assigned one of our current Field Service Representatives.

2) The contract Field Service Representative will be a proven new club builder.

3) The contract Field Service Representative will serve only in the district in which he resides.

4) The contract Field Service Representative will work a minimum of 8 days per month.

5) Kiwanis International will retain full control of a contract Field Service Representative's duties. He will report to the Director of Field Service.

6) The services of a contract representative will be compensated for the contract amount only. He will not participate in pension, insurance or other frings benefits and is not an employee of Kiwanis International or the district.

7) Compensation for a contract Field Service Representative will be limited to $300 per month plus an annual expense account of $7,200. To assure the funds will be available throughout the year, expense allowances will be limited to $1,800 per quarter plus any unexpended amount from previous quarters.

As an incentive, when the contract FSR serves a district whose 10 year average is less than 10 new clubs per year, he will receive $100 for each new club built over and above that districts 10 year new club building average. If he is serving in a district whose 10 year average is more than 10 new clubs per year, he will receive $100 for each club built over and above the 10 clubs regardless of what the district average may be.

ALTERNATIVE (B)

MEMORANDUM OF AGREEMENT

Matching Fund Agreement between a district and Kiwanis International will be available in lieu of being assigned one of Kiwanis International's Field Service Representatives.

The district will select its new club building team members. These volunteers will then be assigned responsibilities by the designated district officer. A copy of the volunteer weekly report will be forwarded to the Director of Field Service.

The actual expenses incurred by these volunteers in building new Kiwanis clubs will be reimbursed as mutually established by the respective district and Kiwanis International.

GUIDELINES FOR MATCHING FUND AGREEMENT
(Based on expenses not exceeding $600 per club)

# OF CLUBS	PAID MEMBERSHIP	KIWANIS %	DISTRICT %	PAID MEMBERSHIP	KIWANIS %	DISTRICT %
1 - 8	25 thru 34	50	50	35 or more	60	40
9 - 14	"	60	40	"	70	30
15 - 20	"	70	30	"	80	20
21 - 25	"	80	20	"	90	10
over 25	"	100	0	"	100	0

MINUTES OF THE MEETING OF THE 1984-85 INTERNATIONAL COMMITTEE ON ACHIEVEMENT INDIANAPOLIS, INDIANA March 8-10, 1985

The meeting of the 1984-85 International Committee on Achievement was attended by Chairman F. Keith McGruer and committee members K. Howard Bills, James T. Hebron, A. James Kauffman, and L. W. "Lou" Stepter. Also, in attendance were 1985-86 Achievement Committee Chairman Glenn Muggelberg and General Office staff personnel William A. Brown and Myra Kinnaman.

The first session of the meeting convened at 6:00 P.M. on Friday, March 8, at the Holiday Inn North, Indianapolis, Indiana. After introductions, the meeting agenda was reviewed.

The committee discussed the District Administrative Excellence Award Program---the grouping of districts according to size, computation of the points allocated to the seven areas of district administration, and the fact that these areas of administration duplicate somewhat the criteria for the "Distinguished Governor Award." It was the consensus of the committee that no changes to the Grading Plan for the District Administrative Excellence Award Program would be recommended at this time.

Prior to this meeting, the winning and honorable mention districts in the 1983-84 District Administrative Excellence Award Program had been determined in the General Office by the computation of points as delineated in the Grading Plan. The committee adopted the list of winners as presented. This list is attached as EXHIBIT D1

To accommodate dinner, the meeting was recessed at 7:00 P.M.

The meeting reconvened on March 9 in the General Office at 8:30 A.M. to determine the winners of the Annual Club Reports.

Chairman Keith McGruer led a group discussion concerning an appropriate procedure for handling winning Annual Club Reports submitted by a district beyond the published date for reports to be received in the General Office.

The committee concurred that clubs which have submitted their reports on a timely basis to the district should not be penalized because those responsible in the district failed to forward the reports to the General Office by the January 25th due date. It was generally agreed that the committee would accept for grading those reports which were forwarded to the General Office which had been posted on or within a few days after the due date. Based on the fact that the committee voted to not consider for grading the reports of one district which had been received very late, the committee requested staff to stress to district leadership the importance of seeing to it that those responsible within the district do forward winning district Annual Club Reports in time to be received in the General Office by January 25.

Chairman McGruer further inquired as to the individual grading attitudes of his committee members and it was generally agreed that lower scores were given to multiple service projects which were reported as "single service" and to reports of projects which were combined with fund raising in cooperation with other organizations, and that it was virtually impossible to eliminate personal points of view.

The method of determining Annual Club Report winners based upon the clubs which attained the six highest scores in each section---Diamond, Ruby, Emerald, and Coral---of both the Single and Multiple Service categories, and the format of alphabetically ranking the three highest scoring clubs as Honor Clubs and alphabetically ranking the next three highest as Honorable Mention, was explained by staff. This format would also be used in all General Office releases and at the time of the awards presentation in Toronto. The committee agreed to continue this practice.

The committee was advised of the fact that the Toronto Convention program included a special Awards Luncheon, scheduled for 12:30 to 2:30 P.M. on Monday, July 1, to which the recipients of the District Administrative Excellence, Annual Club Report, District and Club Bulletin, Sponsored Youth and KI Foundation awards would be invited.

The balance of the morning was devoted to tabulating the grading scores reported by each of the five committee members for each of the winning club reports submitted by the districts in the Single Service category.

Breaktime discussion focused on the type of projects being reported. The committee felt there were good service projects that were not being reported, or not reported well enough to come through as district winners, and suggested more emphasis on Annual Club Reporting at convention workshops, the display and promotion of a good report---perhaps with pictures---at the International Convention Achievement Booth, and perhaps a "big push" by the International President---the last 90 days of the administrative year---stressing the performance of service to the community and the resulting reporting of these projects on the Annual Club Report.

The tabulation of scores continued until the meeting was recessed for lunch at 12:00 noon. The meeting reconvened at 1:30 P.M. and the afternoon was devoted to tabulating the grading scores in the Multiple Service category.

Chairman McGruer brought to the attention of the committee that one of this year's district winners was also an International winner last year. He took the time to check this report against the "Best in Service" summary of last year's International winners to ascertain whether or not the club had resubmitted the same report.

Staff was requested to determine a method of checking district winning reports against the International winners of the previous year or two in an attempt to determine whether or not a club has duplicated a previously submitted winning report and, if so, to identify such clubs to the members of the International Committee at the time the reports are forwarded to the committee for grading. This is not to discourage the grader from grading the report, but to encourage him to "take a second look." The "Best in Service" summary would be an excellent vehicle to use in checking for duplications.

The list of International Honor and Honorable Mention Clubs as determined by the International Committee on Achievement is attached as EXHIBIT D 2

With the aim of making Annual Club Report filing as painless as possible, resulting ultimately in the filing of a greater number of reports and a greater number of these written in a more standardized fashion, staff was directed to review the instructions for filing the Annual Club Report in an attempt to further clarify

them. The committee specifically requested that the following be added to the Annual Club Report Instruction Sheet in the space already available:

> DO NOT MAIL REPORT TO KIWANIS INTERNATIONAL GENERAL OFFICE---
> follow your district's instructions.

The committee also requested the addition of an addendum sheet to the Annual Club Report form outlining the report style and format according to NEED; PLAN; HIGHLIGHTS & EVALUATION.

Bill Brown advised the committee of the hours the Achievement Booth at the Toronto Convention should be manned and the contacts he would make with the clubs which are winners of the 1983-84 Annual Club Report competition and the members of the 1984-85 and 1985-86 International Committees on Achievement for this purpose. Staff was urged to contact the winning clubs for pictures of service projects for booth display.

It was the general feeling of the committee that the Achievement Booth would afford a good opportunity to display examples of good Annual Club Reports with support pictures, and the proper format for reporting.

Chairman McGruer pointed out the value of maintaining a reference index of successful service projects, with club identification, and staff has been directed to develop such a reference.

Bill Brown alerted the committee to the fact that the booklet, "Kiwanis In Action," which is presently in production, would feature service projects selected from winning district Annual Club Reports.

The committee was queried as to whether or not their home clubs or home districts made use of them in their capacity as members of the International Committee on Achievement. In each case, the answer was, "No." Because in most cases the club and/or district seemed to be unaware of the fact that one of their members had received the prestige and responsibility of such a presidential appointment, it was suggested that General Office staff adopt a procedure whereby this information is made known to the governor-elect of the home district and the president-elect of the home club and, further, that the president-elect of the chairman's home club be reminded that there is a banner patch available as a supplies item with the designation, "International Committee Chairman."

The present practice of computing a composite of the grades of the individual committee members to determine the six highest total scores to rank as winners of the Annual Club Report competition was discussed, and it was suggested that perhaps an average of the three remaining grades after eliminating the highest and lowest would result in a more fair total score. Staff was asked to test this theory by recomputing the individual grades of this year's committee and comparing the results with this year's final scores.

Bill Brown reviewed for the committee the process used to notify and congratulate the winners of district and club awards, to invite them to the Awards Luncheon, and to solicit their assistance in manning the Achievement Booth.

Chairman McGruer turned the final portion of the meeting over to Chairman-designate Muggelberg who solicited the opinions of the committee members regarding the possibility of combining the District Administrative Excellence Award with the Distinguished Governor Award, and basing the Distinguished Governor Award criteria on a point system such as now used with the District Administrative Excellence Award. Chairman-designate Glenn advised the group of his proposed plans to hold a meeting at the time of the Toronto Convention to further discuss this subject.

There being no further business, it was agreed that it would not be necessary for the committee to reconvene on Sunday. The committee then recommended that staff take under consideration a shortening of the meeting time and perhaps schedule the meeting to open with the Saturday morning session. It was the consensus of the committee and the chairman-designate that it is necessary to meet as a committee-of-the-whole for final determination of the Annual Club Report winners; that such a meeting afforded an excellent "Think Tank" with the opportunity for in-depth discussions, pertinent feed-back, and timely suggestions and recommendations. It was agreed that to achieve the fairest final ranking scores, a grading committee should be composed of no less than five members.

Chairman Keith McGruer was commended for his able leadership of the 1984-85 International Committee on Achievement. Chairman-designate Glenn Muggelberg was thanked for his assistance and input, as was staff for their time and effort in organizing the meeting.

The meeting was adjourned at 5:30 P.M. on March 9.

EXHIBIT D1

1983-84 DISTRICT ADMINISTRATIVE EXCELLENCE AWARD PROGRAM

GOLD GROUP (225 clubs or more)	- Winner:	Missouri-Arkansas
	Honorable Mention:	Florida
		Texas-Oklahoma
SILVER GROUP (125 to 224 clubs)	- Winner:	Louisiana-Mississippi-West Tennessee
	Honorable Mention:	Georgia
		Wisconsin-Upper Michigan
BRONZE GROUP (124 clubs or fewer)	- Winner:	Philippine Luzon
	Honorable Mention:	Australia
		Utah-Idaho

KIWANIS INTERNATIONAL HONOR AWARDS 1983-84

EXHIBIT D2

SINGLE SERVICE

Diamond Section (76 members or more)

HONOR CLUBS: Bradenton, Florida
Marquette, Michigan
North St. Andrew, Jamaica, West Indies

HONORABLE MENTION: Bethany, Oklahoma
Cheviot-Westwood, Ohio
Wellesley, Massachusetts

Ruby Section (46 to 75 members)

HONOR CLUBS: North Shore, Long Island, New York
Owensboro, Kentucky
Salem, Oregon

HONORABLE MENTION: Anniston, Alabama
Boise, Gem State, Idaho
Two Rivers, Wisconsin

Emerald Section (26 to 45 members)

HONOR CLUBS: Chena-Fairbanks, Alaska
North Platte Valley, Scottsbluff, Nebraska
Washington Court House, Ohio

HONORABLE MENTION: Edmonton-Oil Capital, Alberta
Port District, West Sacramento, California
Quito, Ecuador

Coral Section (25 members or less)

HONOR CLUBS: Edgewater, Cleveland, Ohio
Greater Pulaski, New York
Schaumburg Township, Illinois

HONORABLE MENTION: Palmdale Joshua, California
Paranaque, Rizal, Philippines
Western Hills, Corvallis, Oregon

(over)

MULTIPLE SERVICE

EXHIBIT D3

Diamond Section (76 members or more)

HONOR CLUBS: Milwaukee, Wisconsin
Montgomery, Alabama
Salt Lake City, Utah

HONORABLE MENTION: Batesville, Arkansas
Kerrville, Texas
Morris Park, Bronx, New York

Ruby Section (46 to 75 members)

HONOR CLUBS: Dawn Busters, Metairie, Louisiana
Historic New Albany, New Albany, Indiana
Richmond County, Golden K, New York

HONORABLE MENTION: Philipsburg, Pennsylvania
University, Wichita Falls, Texas
Whakatane, New Zealand

Emerald Section (26 to 45 members)

HONOR CLUBS: North Miami Beach, Florida
Orem, Utah
South Riverside, Portland, Oregon

HONORABLE MENTION: Darwin, Northern Territory, Australia
Hudson, Ohio
Westport, Indiana

Coral Section (25 members or less)

HONOR CLUBS: Central Kitsap, Silverdale, Washington
Doncaster-Templestowe, Victoria, Australia
Point Fortin, Trinidad and Tobago

HONORABLE MENTION: Fort Worth-Southwest, Texas
Lakeside, Metairie, Louisiana
Livonia, Michigan

EXHIBIT #13

REPORT OF BOARD COMMITTEE ON ADMINISTRATION AND INTERNATIONAL EXTENSION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 3-7, 1985

Dates of Committee Meetings: May 3-7, 1985

Place of Committee Meetings: General Office

Present: Members - Raymond B. Allen, Aubrey E. Irby
Chairman - Robert G. Sinn
Staff - W. Thomas Nelson, Jr., Sharon H. Alford

1. Extension into Zaire

The Committee considered the advisability of permitting the establishment of clubs in Zaire. President Lansford's report on the opportunities for Kiwanis in Africa was carefully weighed. So, too, were the problems associated with expansion into non-developed or under-developed nations; in particular, political instability and monetary restrictions. After considerable discussion, the Committee decided to defer any action on this proposal. In principle, the Committee continues to believe that Kiwanis should concentrate on strengthening its membership and club base in existing nations rather than on extension into new nations.

2. Extension into Morocco

The Committee also considered expansion into Morocco and, after careful consideration, decided to defer any action on this proposal for the same reasons as stated in #1 above.

3. Disassociation of French-speaking African Clubs from the Benelux-France-Monaco District.

The Committee considered the request of French-speaking African clubs for disassociation from the Benelux-France-Monaco District. President Lansford's report on the African Kiwanians' feelings in this matter and his indication that the Benelux-France-Monaco District would agree to such a disassociation were considered particularly noteworthy. The Committee concluded that the General Office can more effectively serve as the primary service provider to all African clubs.

Recommendation #1:

The Committee recommends that the French-speaking African clubs be disassociated from the Benelux-France-Monaco District effective immediately and that the Kiwanis International subsidy to the District for work with these clubs be discontinued immediately.

I move that recommendation 1 be adopted.

4. Formalizing Kiwanis' Permanent Commitment to Strategic Planning

The Committee discussed at length both the need and means of ensuring that strategic planning becomes a permanent part of Kiwanis' operations at the Board and staff levels. It was determined that Kiwanis must establish long-term objectives and goals, consistently manage toward them, and resist any temptation to arbitrarily abandon this well-founded management practice in the future.

Recommendation #2:

The Committee recommends that the Board of Trustees immediately adopt a new Procedure 116 - Strategic Planning, which reads as follows:

116 - Strategic Planning

The Board of Trustees shall establish and annually review and/or revise a strategic plan which includes the following components.

(a) Conceptual Goals: These are broad statements of ideals, beliefs, or values which constitute the basic purposes of our organization and which are central to determining its path of development. They answer the question "What is Kiwanis, what does it seek to be?" and should rarely need modification. Based on input from throughout the Kiwanis organization, Conceptual Goals are reviewed and adopted by the International Board of Trustees if found to be in the best interest of Kiwanis.

(b) Operating Objectives: The Operating Objectives provide a practical framework which supports the Conceptual Goals and provides initial focus to Board and Staff action. They must answer the questions "What does Kiwanis want?" and "What is really important?" and may take a number of years to implement. Operating Objectives are developed by the various Board Committees for their respective areas of administrative responsibility and recommended to the Board of Trustees for formal adoption.

(c) Action Strategies: Action Strategies are specific, task-oriented plans designed to help implement the Program's Operating Objectives. They are designed to be achieved in 1 or 2 years or less and are closely linked to the Kiwanis budgeting process. They answer the third planning question "What is Kiwanis going to do?" Action Strategies are developed by Staff and proposed to the Board of Trustees for adoption, and are established and reviewed annually.

(d) Action Statements: Action Statements operationalize the Action Strategies and clearly establish exactly what is going to be done, by whom, by when, and where the money will come from. Action statements are developed by Staff for Board Committee review.

I move that recommendation 2 be adopted.

The Committee also received a report on the status of the Strategic Planning Questionnaire. The rate of response has been excellent and an analysis of the data generated by the questionnaires will be presented at the next Board meeting. In order to determine how club leaders feel about some of the issues and challenges before Kiwanis, a simplified version of the questionnaire will be made available to delegates to the 1985 Convention in Toronto.

5. Proposed Additions and Amendments to the Procedures of the Board of Trustees

The Committee reviewed five proposed additions and amendments to the Board's Procedures, four of which reflect previous Board action.

Recommendation #3:

The Committee recommends that a new procedure - 112.6 - Financial Impact of Board Committee Recommendations - be adopted which reads as follows:

112.6 - Financial Impact of Board Committee Recommendations

Each Board Committee shall review each of its recommendations as to its effect on the current budget and Kiwanis finances and include such effect in its report. If a recommendation involves a change in expenditure as compared to the budget, the Committee shall review the request for change with the Finance Committee before presentation to the Board. (6/22 and 28/84; 5/3-7/85)

I move that recommendation 3 be adopted.

Recommendation #4:

The Committee recommends that procedure 801.3 - Statements be amended to read as follows:

801.3 - Statements

Statements of financial conditions shall be provided by staff to the Board Committee on Finance and each Board Committee covering the operations of their related departments. These reports shall be submitted no later than the fourth week following the end of each month. (5/3-7/85)

I move that recommendation 4 be adopted.

Recommendation #5:

The Committee recommends that a new procedure - 821.6 - Reimbursement of Kiwanis International Officers (Form 1099) - be adopted which reads as follows:

821.6 - Reimbursement of Kiwanis International Officers (Form 1099)

At the beginning of each year staff shall inquire of the President, President-elect, and Secretary as to whether each prefers to receive authorized expenses as a payment in gross or to receive reimbursement for actual expenses up to the amount authorized. In the event any of these officers elects payment in gross, a Form 1099 shall be filed with the Internal Revenue Service. (5/3-7/85)

I move that recommendation 5 be adopted.

Recommendation #6:

The Committee recommends that Procedure 804 - Annual Audit - be retitled and amended to read as follows:

804 - Annual Audit, Management Letter, and Meeting with Auditors

a. The annual audit for Kiwanis International shall be conducted in accordance with generally accepted auditing standards. The auditor must present a mangement letter with the audit report.

b. The auditors shall meet with the Board at its January meeting to discuss the final audit report and management letter.

c. On or before February 1, the International Secretary shall mail to the secretary of each chartered club a copy of the audit report for the previous fiscal year, together with a summary of events and developments that took place during that year.

I move that recommendation 6 be adopted.

Finally, the Committee considered whether a procedure adopted at the October 3-5, 1984 meeting for dealing with clubs that admit women should be incorporated in the Board's Procedures. In the Committee's review, this is unnecessary since this procedure was subsequently subplanted by Amendment #2 to the International Bylaws at the January 10-13, 1985 Council.

6. Second Visits to Districts by Board Counselors

The Committee thoroughly reviewed the question of second visits to districts by Board Counselors. It was concluded that the Board's current procedure on this matter is ambiguous, which, in turn, often results in misunderstandings between the districts and their respective Counselors. The Committee believes that the Board must take a clear and firm position on second visits.

Recommendation #7:

The Committee recommends that Board Procedure 113 Counselors to Districts - be amended to add a new Section c which reads as follows:

c. The Counselor shall make no additional visits to the district. If a request for an extraordinary visit is received from a district governor, it shall be approved or disapproved by the International President. If a second visit is approved, the Counselor's expenses shall be borne by Kiwanis International. The Counselor's wife may accompany him, at his own expense.

I move that recommendation 7 be adopted.

7. Proposed Constitution and Bylaw Amendments for Toronto

Four proposed amendments to the Constitution and Bylaws of Kiwanis International were received from sponsoring clubs and districts. The Committee reviewed the amendments, found them to be in order, and are being presented to the Board for its review. (Exhibit A)

Proposed Amendment No. 1 is submitted by the Kiwanis Club of Mankato, Minnesota. This amendment, consisting of two parts, proposes to amend the Constitution and Bylaws of Kiwanis International to afford local Kiwanis clubs the option of receiving female persons into membership.

Proposed Amendment No. 2 is submitted by the Andean and Central America District. This amendment, consisting of three parts, proposed to amend the Constitution and Bylaws of Kiwanis International to provide for one specified representative on the Board of Trustees from the Andean and Central America District, effective October 1, 1985.

Proposed Amendment No. 3 is submitted by the Kiwanis Club of Auckland, New Zealand. This amendment proposes to amend the Constitution of Kiwanis International to fix a rate of exchange at which non-U.S. clubs pay their membership dues for the next two years.

Proposed Amendment No. 4 is submitted by the Kiwanis Club of Audubon, Baton Rouge, Louisianna. This amendment proposes to amend the Bylaws of Kiwanis International to provide that the cost of sponsorship of Circle K International and Key Club International be for Kiwanis International's account.

8. Service Marks and Collective Membership Marks

It was recently brought to the Secretary's attention that a corporation in Oregon is using our corporate name. The corporation plans to construct a Kiwanis Retirement Center apparently consisting of cluster apartments sold by life tenancy as well as a medical facility. The corporation formally requested the use of the Kiwanis name.

The Secretary met with trademark counsel who adivised that:

1. There should not be an unconditional grant of the use of our Service Marks and Collective Membership Marks;

2. There must be a trademark licensing agreement;

3. The license agreement must set standards of operation so as to establish grounds under which we could revoke the license;

4. Kiwanis would have a duty to inspect the facility in order to ensure that the standards are being met;

5. The agreement would also have to spell out the standards of care for the medical facility;

6. Kiwanis would also have a duty to inspect the medical facility.

7. This would require the hiring of professionals or adding knowledgeable staff competent to make such inspections; and,

8. It would be nearly impossible to contract away our exposure to litigation which might result from the operation of such a facility.

The Secretary met with the corporation and Board members in Portland, Oregon recently while on vacation and learned that there may be organizations similar to this already using our Marks without our consent. As a result, he recommended that we adopt a procedure to provide guidelines in handling these situations.

Recommendation #8:

The Committee recommends that a new Procedure - 170 - Use of Service Marks and Collective Membership Marks - be adopted which reads as follows:

170 - Use of Service Marks and Collective Membership Marks

170.1 - Except as provided in Section 206 and Section 312, no corporation or unincorporated association shall use the words "Kiwanis" or "Kiwanis International" in its name, nor shall it use in any way the registered service marks or collective membership marks owned by Kiwanis International, including but not limited to "KIWANIS", "K IN CIRCLE", "CIRCLE K", "K (INTERNATIONAL) IN CIRCLE", "KIWANIS INTERNATIONAL", "K IN GLOBE (KIWANIS INTERNATIONAL)", AND "KEY CLUB AND K IN CIRCLE" hereinafter referred to as Kiwanis Marks, unless the express written consent of the Board of Trustees is first obtained.

170.2 - Consent shall not be given where the proposed use of the Kiwanis Marks would be by a corporation or unincorporated association which regularly carries on a trade or business including, but not limited to, nursing homes, retirement homes, and hospitals.

170.3 - No licensing agreement for the use of Kiwanis Marks shall be entered into on behalf of Kiwanis International without the express written consent of the Board of Trustees.

170.4 - No corporation or unincorporated association shall represent or hold out to the public that it is endorsed or supported by Kiwanis International or any of its districts or federations, or by any chartered club, without the express written consent of the Board of Trustees of Kiwanis International.

170.5 - The Secretary of Kiwanis International shall inform applicants for the use of Kiwanis Marks of any action taken by the Board of Trustees.

170.6 - Nothing in this Section shall be construed as forbidding the incorporation or re-incorporation of a chartered club in good standing.

I move that recommendation #8 be adopted.

9. Appearance of a Representative of the Netherlands Clubs

Leo van Roosmalen appeared before the Committee to report on efforts to build a Netherlands District and to ask for a one year extension on the special criteria for district status approved by the Board at its June 22 and 28, 1984 meeting. The Committee encouraged Leo van Roosmalen continue his efforts on behalf of the Netherlands clubs. The Committee also indicated that, just as the Board had acted in response to a Kiwanis International-Europe request last summer in Phoenix, the matter of an extension on the special criteria must first be referred to the Kiwanis International-Europe Board of Trustees. If a recommendation is subsequently received from the Kiwanis International-Europe Board, it will be given full consideration.

10. Inconsistent Observance of the Weekly Meeting Requirement

At President Lansford's request, the Committee considered a concern raised at the January 10-13, 1985 International Council; namely, that Article I, Section 4 of the Kiwanis International Bylaws which requires a weekly club meeting is inconsistently observed. The Committee directed staff to prepare a study which considers the feasibility and ramifications of Kiwanis International insisting on strict observance of Article I, Section 4 throughout the Kiwanis world. Staff is to present this study at the Toronto meeting on June 27 and 28, 1985.

11. Possible Adoption of a Board Gift Policy and/or Procedure

Periodically, districts or individual Kiwanians express an interest in presenting a gift to Kiwanis International and/or the General Office. This offer puts staff in the untenable position of passing judgment as to the suitability of an offered gift and of accepting or declining on behalf of our organization.

Over the next few years as our 75th anniversary draws closer, interest in presenting commemorative gifts to Kiwanis will only grow. Accordingly, the Committee directed staff to prepare a proposed gifts policy and/or procedure for review in Toronto. Such proposed policy

and/or procedure shall specify the means by which the suitability of gifts is best assessed and, possibly, suggest a "wish list" of items the General Office could benefit from receiving.

12. Standard Form for Club Bylaws

The Committee reviewed staff recommendations regarding changes in the Standard Form for Club Bylaws as a result of amendments to the Kiwanis International Bylaws at the January 10-13, 1985 International Council. Pursuant to Board Procedure 305.1 - Revision of Standard Form for Club Bylaws - the Committee has authorized that the recommended changes be made after July 2, 1985.

13. Nominating and Seconding Procedure in Toronto

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 Toronto.

Recommendation #9:

The Committee recommends that the procedure to be recommended to the Council for the nominations and seconds for candidates for International office in Toronto 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 9 be adopted.

14. Kiwanis International Self-Funded Medical Insurance

On May 5, 1985 the Self-Funding concept for medical coverage at Kiwanis International was discussed at a Joint Committee meeting. The action decided was to defer the issue until the next Board Meeting so that several other alternatives can be reviewed. Those alternatives will be sent to Board members from our insurance broker, Donchin-Hecht.

Respectfully submitted,

RAYMOND B. ALLEN
AUBREY E. IRBY
ROBERT G. SINN, Chairman

EXHIBIT A

Exhibit A of the Board Committee on Administration and International Extension is now **Exhibit #14** of these minutes.

PROPOSED AMENDMENTS

to the Constitution and Bylaws of Kiwanis International
Submitted to the Seventieth Annual Convention
Toronto, Ontario, June 30 - July 3, 1985

May 20, 1985

To All Kiwanis Clubs:

The following proposed amendments to the Constitution and Bylaws of Kiwanis International will be officially presented for action at the Annual Convention in Toronto, Ontario, July 2, 1985.

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

G. H. "Gil" Zitzelsberger
Secretary

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 define the amount of subsidy to Key Club International and Circle K International to assure zero-based budgeting by both organizations and to provide proper internal controls over financial matters.

BYLAWS

Amend Article XVII of the Bylaws of Kiwanis International by adding new Sections 8 and 9, as follows:

Section 8. Key Club.

a. Kiwanis International shall subsidize Key Club International for the following costs:

(1) The salaries of the employees of the Key Club Department and their related personnel employee benefit costs.
(2) General Office building occupancy expenses.
(3) Accounting costs to maintain financial records.

b. All other costs incurred by or on behalf of the operation of Key Club International shall be its responsibility, unless assumed by specific action of the Kiwanis International Board of Trustees.

c. Key Club International shall maintain separate accounting records and shall have the privilege of maintaining reserve funds for the purpose of sustaining its operations in future years.

Section 9. Circle K.

a. Kiwanis International shall subsidize Circle K International for the following costs:

(1) The salaries of the employees of the Circle K Department and their related personnel employee benefit costs.
(2) General Office building occupancy expenses.
(3) Accounting costs to maintain financial records.

b. All other costs incurred by or on behalf of the operation of Circle K International shall be its responsibility, unless assumed by specific action of the Kiwanis International Board of Trustees.

c. Circle K International shall maintain separate accounting records and shall have the privilege of maintaining reserve funds for the purpose of sustaining its operations in future years.

PRESENT PROVISIONS
BYLAWS
Article XVII

PROPOSED AMENDMENT NO. 2
TO THE INTERNATIONAL CONSTITUTION

Submitted by the Kiwanis Club of Auckland, New Zealand.

This amendment proposes to amend the Constitution of Kiwanis International to fix a rate of exchange at which non-U.S. clubs pay their membership dues for the next two years.

CONSTITUTION

Amend Article XII, Section 7, of the Constitution of Kiwanis International as follows:

Section 7. The word "dollar(s)" shall mean "United States dollar(s) or the equivalent thereof", effective October 1, 1982. From July 3, 1985 until July 3, 1987, the rate of exchange between the United States dollar and the currencies of other Kiwanis nations and territories shall be the rate effective on June 1, 1984.

THIS AMENDMENT IS NOT ENDORSED BY THE BOARD OF TRUSTEES OF KIWANIS INTERNATIONAL.

PRESENT PROVISIONS
CONSTITUTION
Article XII, Section 7

Section 7. The word "dollar(s)" shall mean "United States dollar(s) or the equivalent thereof", effective October 1, 1982.

PROPOSED AMENDMENT NO. 3 TO THE INTERNATIONAL CONSTITUTION AND BYLAWS

Submitted by the Andean and Central America District.

This amendment proposes to amend the Constitution and Bylaws of Kiwanis International to provide for one specified representative on the Board of Trustees from the Andean and Central America District, effective October 1, 1985.

CONSTITUTION

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

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

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

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

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

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

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

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

(present Section 1 e to be deleted)

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

g. The effective date of specified representation from the European Federation shall be October 1, 1976. The effective date of specified representation from the two Canadian districts shall be October 1, 1977. The effective date of specified representation from the Asia-Pacific Area shall be October 1, 1983. The effective date of specified representation from the Andean and Central America District shall be October 1, 1985.

BYLAWS

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

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

PRESENT PROVISIONS

CONSTITUTION

Article VIII, Section 1

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

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

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

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

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

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

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

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

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

PRESENT PROVISIONS

BYLAWS

Article XI, Section 3g(2)

Article XI, Section 8

Article XII, Section 5

PROPOSED AMENDMENT NO. 5
TO THE INTERNATIONAL BYLAWS

Submitted by the Kiwanis Club of Audubon, Baton Rouge, Louisiana.

This amendment proposes to amend the Bylaws of Kiwanis International to provide that the cost of sponsorship of Circle K International and Key Club International be for Kiwanis International's account.

BYLAWS

Amend Article XVII of the Bylaws of Kiwanis International by adding a new Section 4 which reads as follows:

Section 4. The system of accounts and the annual budget shall include separate sections covering each Sponsored Youth Service organization's International operations.

a. Two separate budgets shall be established for each Sponsored Youth Service organization:

(1) The Kiwanis International subsidized expenses, which shall be the basic costs of sponsorship, including but not limited to:

(a) Salaries and related employee benefit costs for all staff, non-staff and overtime/temporary help.

(b) General Office building occupancy expenses, such as rent, utilities, office materials and machine expenses incurred by staff, depreciation and janitorial services.

(c) Accounting costs and all such other staff and non-staff costs as may be incurred at the direction of Kiwanis International.

(2) The non-subsidized expenses, which shall be the costs incurred by each organization in the operation of its International Board, including travel, telephone, postage, materials and other expenses incurred by the organization's International officers, said expenses to be the responsibility of the appropriate Sponsored Youth organization.

b. Two separate systems of accounts shall be established for each Sponsored Youth Service organization, paralleling the separate budgets noted in subsection "a".

c. Each Sponsored Youth Service organization shall have the privilege of maintaining reserve funds, generated by an excess of income over non-subsidized expenses, for the purpose of sustaining their respective non-subsidized operations in future years.

RENUMBER existing Sections 4, 5, 6, and 7 to become Sections 5, 6, 7, and 8.

THIS AMENDMENT IS NOT ENDORSED BY THE BOARD OF TRUSTEES OF KIWANIS INTERNATIONAL.

PRESENT PROVISIONS
BYLAWS
Article XVII

LITHO IN U.S.A.

PROPOSED AMENDMENT NO. 4 TO THE INTERNATIONAL CONSTITUTION AND BYLAWS

Submitted by the Kiwanis Club of Mankato, Minnesota.

This amendment, consisting of two parts, proposes to amend the Constitution and Bylaws of Kiwanis International to afford local Kiwanis clubs the option of receiving female persons into membership.

CONSTITUTION

Amend Article V, Section 4 a and c, of the Constitution of Kiwanis International as follows:

Article V. Clubs

Section 4. Active Membership.

a. The active membership of any club shall consist of men, and women at the option of the local club, 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.

BYLAWS

Amend Article II, Section 2, a (1) and (2), d (1), and Section 3 b of the Bylaws of Kiwanis International as follows:

Article II. Membership in Clubs

Section 2. Membership in a chartered club is limited to persons over eighteen years of age who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership as follows:

a. Qualifications for Active Membership.

(1) An active member must be a person of good character and community standing who resides or has other community interests within the area of the chartered club.

(2) An active member must be a person who is engaged in an occupation in a recognized line of business, vocation, agriculture, or institutional or professional life or who, having been so engaged, has retired.

d. Qualifications for Honorary Membership.

(1) Any person who has performed some distinguished public service may be elected an honorary member of a chartered 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.

Section 3.

b. Upon a Kiwanian's attaining the status of life member, his or her club is thereby relieved of any further dues obligation to Kiwanis International for that member. The member's financial obligations to his or her local club and district, including his or her subscription to the *Kiwanis* magazine and the premium payable to defray the cost of the general Comprehensive Liability Insurance, shall remain intact.

THIS PROPOSED AMENDMENT IS NOT ENDORSED BY THE BOARD OF TRUSTEES OF KIWANIS INTERNATIONAL.

PRESENT PROVISIONS
CONSTITUTION
Article V, Section 4 a and c

Article V. Clubs

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.

PRESENT PROVISIONS
BYLAWS
Article II, Section 2, a (1) and (2), d (1), and Section 3 b

Article II. Membership in Clubs

Section 2. Membership in a chartered club is limited to males over eighteen years of age who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership as follows:

a. Qualifications for Active Membership.

(1) An active member must be a male of good character and community standing who resides or has other community interests within the area of the chartered club.

(2) An active member must be a male who is engaged in an occupation in a recognized line of business, vocation, agriculture, or institutional or professional life or who, having been so engaged, has retired.

d. Qualifications for Honorary Membership.

(1) Any male who has performed some distinguished public service may be elected an honorary member of a chartered 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.

Section 3.

b. Upon a Kiwanian's attaining the status of life member, his club is thereby relieved of any further dues obligation to Kiwanis International for that member. The member's financial obligations to his local club and district, including his subscription to the Kiwanis magazine and the premium payable to defray the cost of the general Comprehensive Liability Insurance, shall remain intact.

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

d. The nominee for the office of Trustee from the Andean and Central America District shall be presented to the delegate body in the report of the Conference on Nominations and shall be declared by the President elected to the Board of Trustees, as of the following October first. Delegates from clubs in the Andean and Central America District shall not be eligible to vote for Trustee candidates from other areas.

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

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

THIS AMENDMENT IS NOT ENDORSED BY THE BOARD OF TRUSTEES OF KIWANIS INTERNATIONAL.

PROPOSED AMENDMENT #1
TO THE INTERNATIONAL CONSTITUTION AND BYLAWS

Submitted by the Kiwanis Club of Mankato, Minnesota.

This amendment, consisting of two parts, proposes to amend the Constitution and Bylaws of Kiwanis International to afford local Kiwanis clubs the option of receiving female persons into membership.

CONSTITUTION

Amend Article V, Section 4 a and c, of the Constitution of Kiwanis International as follows:

Article V. Clubs

Section 4. Active Membership

a. The active membership of any club shall consist of men, and women at the option of the local club, 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.

PRESENT PROVISIONS
CONSTITUTION
Article 5, Section 4 a and c

Article V. Clubs

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

Amend Article II, Section 2 a (1) and (2), d (1), and Section 3 of the Bylaws of Kiwanis International as follows:

Article II. Membership in Clubs

Section 2. Membership in a chartered club is limited to persons over eighteen years of age who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership as follows:

PRESENT PROVISIONS
BYLAWS
Article II, Section 2 a (1)
and (2), d (1), and Section 3 b

Article II. Membership in Clubs

Section 2. Membership in a chartered club is limited to males over eighteen years of age who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership as follows:

a. Qualifications for Active Membership

(1) An active member must be a person of good character and community standing who resides or has other community interests within the area of the chartered club.

(2) An active member must be a person who is engaged in an occupation in a recognized line of business, vocation, argriculture, or institutional or professional life or who, having been so engaged, has retired.

d. Qualifications for Honorary Membership

(1) Any person who has performed some distinguished public service may be elected an honorary member of a chartered 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.

Section 3.

b. Upon a Kiwanian's attaining the status of life member, his or her club is thereby relieved of any further dues obligation to Kiwanis International for that member. The member's financial obligations to his or her local club and district, including his or her subscription to the Kiwanis magazine and the premium payable to defray the cost of the general Comprehensive Liability Insurance, shall remain intact.

a. Qualifications for Active Membership

(1) An active member must be a male of good character and community standing who resides or has other community interests within the area of the chartered club.

(2) An active member must be a male who is engaged in an occupation in a recognized line of business, vocation, agriculture, or institutional or professional life or who, having been so engaged, has retired.

d. Qualifications for Honorary Membership

(1) Any male who has performed some distinguished public service may be elected an honorary member of a chartered 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.

Section 3.

b. Upon a Kiwanian's attaining the status of life member, his club is thereby relieved of any further dues obligation to Kiwanis International for that member. The member's financial obligations to his local club and district, including his subscription to the Kiwanis magazine and the premium payable to defray the cost of the general Comprehensive Liability Insurance, shall remain intact.

PROPOSED AMENDMENT #2
TO THE INTERNATIONAL CONSTITUTION
AND BYLAWS

Submitted by the Andean and Central America District.

This amendment, consisting of three parts, proposes to amend the Constitution and Bylaws of Kiwanis International to provide for one specified representative on the Board of Trustees from the Andean and Central America District, effective October 1, 1985.

CONSTITUTION

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

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

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

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

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

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

PRESENT PROVISIONS
CONSTITUTION

Article VIII, Section 1

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

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

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

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

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

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

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

(present Section 1 e to be deleted)

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

g. The effective date of specified representation from the European Federation shall be October 1, 1976. The effective date of specified representation from the two Canadian Districts shall be October 1, 1977. The effective date of specified representation from the Asia-Pacific Area shall be October 1, 1983. The effective date of specified representation from the Andean and Central America District shall be October 1, 1985.

BYLAWS

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

(e) For representation from the Andean and Central American District, the conference shall submit to the Annual

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

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

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

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

PRESENT PROVISIONS
BYLAWS

Article XI, Section 3g(2)

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

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

Article XI, Section 8

d. The nominee for the office of Trustee from the Andean and Central America District shall be presented to the delegate body in the report of the Conference on Nominations and shall be declared by the President elected to the Board of Trustees, as of the following October first. Delegates from clubs in the Andean and Central America District shall not be eligible to vote for Trustee candidates from other areas.

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

Article XII, Section 5

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

PROPOSED AMENDMENT #3
TO THE INTERNATIONAL CONSTITUTION

Submitted by the Kiwanis Club of Auckland, New Zealand

This amendment proposes to amend the Constitution of Kiwanis International to fix a rate of exchange at which non-U.S. clubs pay their membership dues for the next two years.

Section 7. The word "dollar(s)" shall mean "United States dollar(s) or the equivalent thereof", effective October 1, 1982. From July 3, 1985 until July 3, 1987, the rate of exchange between the United States dollar and the currencies of other Kiwanis nations and territories shall be the rate effective on June 1, 1984.

PRESENT PROVISIONS
CONSTITUTION

Article XII, Section 7

Section 7. The word "dollar(s)" shall mean "United States dollar(s) or the equivalent thereof", effective October 1, 1982.

PROPOSED AMENDMENT #4
TO THE INTERNATIONAL BYLAWS

Submitted by the Kiwanis Club of Audubon, Baton Rouge, Louisiana.

This amendment proposes to amend the Bylaws of Kiwanis International to provide that the cost of sponsorship of Circle K International and Key Club International be for Kiwanis International's account.

BYLAWS

Amend Article XVII to add a new Section 4 which reads as follows:

Section 4. The system of accounts and the annual budget shall include separate sections covering each Sponsored Youth Service organization's International operations.

a. Two separate budgets shall be established for each Sponsored Youth Service organization:

(1) The Kiwanis International subsidized expenses, which shall be the basic costs of sponsorship, including but not limited to:

(a) Salaries and related employee benefit costs for all staff, non-staff and overtime/temporary help.

(b) General office building occupancy expenses, such as rent, utilities, office materials and machine expenses incurred by staff, depreciation and janitorial services.

(c) Accounting costs and all such other staff and non-staff costs as may be incurred at the direction of Kiwanis

International.

(2) The non-subsidized expenses, which shall be the costs incurred by each organization in the operation of its International Board, including travel, telephone, postage, materials and other expenses incurred by the organization's International officers, said expenses to be the responsibility of the appropriate Sponsored Youth organization.

b. Two separate systems of accounts shall be established for each Sponsored Youth Service organization, paralleling the separate budgets noted in subsection "a".

c. Each Sponsored Youth Service organization shall have the privilege of maintaining reserve funds, generated by an excess of income over non-subsidized expenses, for the purpose of sustaining their respective non-subsidized operations in future years."

Renumber existing Sections 4,5,6, and 7 to become Sections 5,6,7, and 8

Renumber existing Sections 4,5,6 and 7 to become Sections 5,6,7, and 8.

EXHIBIT #15

MEETING OF THE

SPECIAL COMMITTEE ON FINANCIAL PROCEDURES

Date of Committee Meeting: April 9 and 10, 1985

Place of Committee Meeting: Indianapolis, Indiana

Present: Members - Don Williams, Gene Overholt, Noris Lusche

Chairman - Frank J. DiNoto

Staff - Ron West, Larry Smolecki, Don Collins, Bill Parker

Others - Ken Masich (Wolf & Company)

President Ray Lansford appointed a Special Committee on Financial Procedures to establish procedures based on the financial records and accounting system needed for Kiwanis. These procedures should provide the financial data needed for the proper management of the organization.

The Committee recognizes that changes in the current accounting system are necessary. It has included a requirement that the Secretary report to the Finance Committee at each of its meetings the non-compliance with any financial policies or procedures, the reason for non-compliance, date of expected compliance and any policies or procedures brought into compliance from the date of the last report.

The procedures have been prepared on the basis of an accrual system of accounting, which cannot be implemented until 1986. Staff will study and report to the Committee the utilization of personal computers for budgeting, cash flow analysis, accounts payable and other accounting purposes.

The proposed procedures are being presented to the Board for study purposes only. The Committee will present them for adoption at the Board meeting in Toronto next month.

Note: The next meeting of the Committee will be in Toronto, Canada on Wednesday morning, June 26, 1985

EXHIBIT #16

REPORT OF THE TREASURER

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 3-7, 1985

On March 31, 1985 Kiwanis International had cash and investments totaling $4,004,535. The current interest rates on investments are:

Money Market (daily)	8.5 %
Bank CD's (60 days)	9.05%

On March 31, 1985 Kiwanis International had uncollected dues, magazine subscriptions and liability insurance revenues of $315,682. Operations to date have been within budget and the projected budgetary surplus should be realized.

Respectfully submitted,

FRANK J. DINOTO

5/7/85

TREATMENT OF EXPENSES FOR CERTAIN INDIVIDUALS TO INTERNATIONAL CONVENTIONS, INTERNATIONAL COUNCIL AND OTHER ASSIGNED MEETINGS AS OF MAY 6, 1985

	CONVENTION				COUNCIL				OTHER ASSIGNED MEETINGS			
	Travel	Program Meals	Lodging	Per Diem	Travel	Program Meals	Lodging	Per Diem	Travel	Program Meals	Lodging	Per Diem
Past Presidents	X	X	X		X	X	X		X	X	X	
Past Presidents Wives	X	X	X*			X	X*		N/A	N/A	N/A	N/A
Board	X	X	X	X	X	X	X	X	X		X	X
Board Wives	X	X	X*		X	X	X*		X**		X*	
International Sec	X	X	X*	X	X	X	X*	X	X**		X*	X
Int'l. Sec. Wife	X	X	X*		X	X	X*		X**		X*	
Governors		X*	X*			X*						
Governors Wives		X*	X*			X*						
Dist. Sec.						X						
Dist. Sec. Wives						X						
Faculty Members					X*	X*	X*					
Int'l. Comm. Chr.												

* Borne by Kiwanis International, but not in current procedures.
** Current procedures limit travel to assigned district conventions

EXHIBIT #17

MEMORANDUM June 20, 1985

TO: **International Board of Trustees**
Past International Presidents
Secretaries Emeriti

FROM: **G. H. "Gil" Zitzelsberger**
International Secretary

SUBJECT: **Amended Exhibit 17**
Minutes of Board of Trustees Meeting
May 3-7, 1985

A chart which depicts the Board of Trustees' current Procedure for the reimbursement for expenses to International Convention, International Council, and district meetings was enclosed as Exhibit 17 in the May 3-7, 1985, minutes of the Board of Trustees meeting.

Unfortunately, this chart was inadvertently left incomplete. A revised Exhibit 17 containing complete information is attached for your information.

Thank you.

TREATMENT OF EXPENSES FOR CERTAIN INDIVIDUALS TO INTERNATIONAL CONVENTIONS, INTERNATIONAL COUNCIL AND OTHER ASSIGNED MEETINGS AS OF MAY 6, 1985

	CONVENTION				COUNCIL				OTHER ASSIGNED MEETINGS			
	Travel	Program Meals	Lodging	Per Diem	Travel	Program Meals	Lodging	Per Diem	Travel	Program Meals	Lodging	Per Diem
Past Presidents	X	X	X		X	X	X		X	X	X	
Past Presidents Wives	X	X	X*			X	X*		N/A	N/A	N/A	N/A
Board	X	X	X	X	X	X	X	X	X		X	X
Board Wives	X	X	X*		X	X	X*		X**		X*	
International Sec	X	X	X*	X	X	X	X*	X	X**		X*	X
Int'l. Sec. Wife	X	X	X*		X	X	X*		X**		X*	
Governors		X*	X*		X	X*	X					
Governors Wives		X*	X*			X*	X*					
Dist. Sec.						X						
Dist. Sec. Wives						X						
Faculty Members					X*	X*	X*					
Int'l. Comm. Chr.												

* Borne by Kiwanis International, but not in current procedures.
** Current procedures limit travel to assigned district conventions

EXHIBIT #17

EXHIBIT #18

REPORT OF THE BOARD COMMITTEE ON FINANCE

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 3-7, 1985

Date of Committee Meeting: May 4-6, 1985

Place of Committee Meeting: General Office

Present: Members - Frank J. DiNoto, Mark Arthur, Jr.
Anton J. "Tony" Kaiser

Chairman - Noris A. Lusche

Staff - Kathy Cadwell, Ronald L. West

1. Budget Adjustments

The Committee was informed that effective June 1, 1985 the position of Director of Youth Services will cease to exist. A new position will be created in the Program Services Department. The Committee received a request from staff to transfer $30,392 (sixteen line items) Department 30 to Department 13 (Program Services) for the expenses of the new Manager of Special Services.

The Committee also received a request from staff to permit a transfer of $2,791 from Account No. 12-102-01 (Temporary Help - International Convention to Account No. 11-100-01 (Salaries - Meetings and Conventions). The latter account was under budgeted for the year because of an error in calculation of salary increases for the current year.

Recommendation #1:

The Committee recommends: 1) that $30,392 be transferred from Department 30 (Youth Services) to Department 13 (Program Services) and allocated to the appropriate accounts in the latter department; and, 2) that $2,791 be transferred from Account No. 12-102-01 (Temporary Help - International Convention) to Account No. 11-100-01 (Salaries - Meetings and Conventions).

I move Recommendation 1 be adopted.

Magazine advertising revenues were reduced at our January meeting by the amount of $33,000 and commission expense by the amount of $6,600. The Committee has now been informed that advertising revenues will attain the original projections.

Recommendation #2:

The Committee recommends that we increase Magazine advertising revenues by the amount of $33,000 and commission expense by the amount of $6,600 per Exhibit A

I move Recommendation 2 be adopted.

The Finance Department requested a budget adjustment of $17,565 to accommodate another employee in that department.

The Public Relations Department requested a budget adjustment of $5,126 to cover the cost of a Public Relations Handbook printed in fiscal year 1983-84 and being paid in fiscal year 1984-85.

Both of these requests were deferred to our Toronto meeting to allow staff sufficient time to determine from which other accounts these funds may be transferred.

2. Capital Expenditures

The MIS Department requested the purchase of an IBM Dual Tape Drive for $3252. Currently, monthly rent of $501 is being paid for the equipment.

Because of printer down time and an inability to obtain repairs the Supplies Department needs to purchase a new postage machine and printer of a combined cost of $5715.

Recommendation #3:

The Committee recommended capital expenditures as follows:

IBM Dual Tape Drive	$3252
Coda 1080 B 100 LB Shipping Scale; UPS Manifest Reporting Software, Printer, USPS Rates and International UPS Format Label Printer	$5715

I move Recommendation 3 be adopted.

3. Selection of Auditors for 1984-85

Wolf & Company Midwest has acted as auditors for Kiwanis International since 1979-80. Its experience with Kiwanis operation and financial history has continued to be of aid to the organization each year.

Recommendation #4:

The Committee recommends that Wolf & Company Midwest be engaged as the auditors for Kiwanis International for the 1984-85 fiscal year.

I move that recommendation 4 be adopted.

3a. Operating Budget

The Committee continued to review the 1985-86 Operating Budget. Deliberations will continue at a special meeting on June 10 and 11 to enable the budget as approved by the Finance Committee to be distributed to all members of the Board prior to our next meeting in Toronto.

4. Amendment of Procedure 807.3 - Comprehensive Liability Insurance

In discussion of comprehensive liability insurance, the Committee discovered that Procedure 807.3 presently requires that all funds in excess of actual cost be allocated to reduction of the premium in the succeeding year.

It is the opinion of the Committee that allocation of such excess funds for reduction of premium should not be limited to only the succeeding year but succeeding years.

Recommendation #5:

The Committee recommends that the last phrase of Procedure 807.3 be amended to read as follows:

> "...any funds in excess of actual cost as herein defined shall be reserved and allocated solely to the reduction of the premium in the succeeding years."

I move that Recommendation #5 be adopted.

5. Liability Insurance Premium

The Committee conferred with the Kiwanis International insurance broker and was advised that Kiwanis can expect a substantial increase in comprehensive liability insurance premiums on October 1, 1985.

At present the total premium collected per member in North America is $1.20. From that sum are paid the premiums for both the comprehensive liability insurance and the limited blanket accident medical insurance.

It is anticipated that the limited blanket accident medical insurance premium will decrease from 45¢ to 30¢ but that the comprehensive liability insurance premium will increase from 86¢ to $1.26.

Recommendation #6:

The Committee recommends that each member of Kiwanis International in North America be charged the sum of $1.60 to cover the anticipated premiums for the comprehensive liability insurance and the limited blanket accident medical premiums, effective October 1, 1985.

I move that Recommendation #6 be adopted.

6. Clubs Delinquent Over 120 Days

At the request of the Committee, staff has compiled a list of clubs which are delinquent more than 120 days in obligations to Kiwanis International. The list is compiled by district and shows the number of clubs delinquent and the amount due. No clubs delinquent in an amount less than $50 is included. That list is attached as Exhibit B to this report.

7. Cost of Sponsorship of Key Club & Circle K

Since Key Club International and Circle K International are separate organizations, separate budgets must be prepared and accounting records maintained.

To clarify the amount of Kiwanis subsidy which is to be provided to each organization annually, an amendment to the Bylaws of Kiwanis International is recommended. This amendment would not preclude special subsidies by Kiwanis International to either Key Club or Circle K should the need arise. The proposed amendment provides a substantial annual subsidy. It will require that both organizations, in conformity with Kiwanis International, use zero-based budgeting and it will provide proper internal controls over the financial matters of Kiwanis International and sponsored youth organizations.

Recommendation #7:

The Committee recommends that the proposed amendment to Article XVII, Sections 8 & 9 and attached hereto as Exhibit C be approved.

I move that Recommendation 7 be adopted.

Respectfully submitted,

Frank J. DiNoto
Mark Arthur, Jr.
Anton J. "Tony" Kaiser
Noris A. Lusche, Chairman

EXHIBIT A

Department 91

907-01 increased by the amount of $33,000.00

Department 23

142-01 increased by the amount of $26,400.00

Department 09

186- increased by the amount of $6,600.00

EXHIBIT B

Delinquent Clubs - over 120 Days
at 4/30/85

District	Clubs	Amounts
Overseas - Non Districted	52	$27765
Andean and Central America	40	13621
Australia	6	881
New Zealand	17	5238
Philippine Luzon	57	15839
Philippine South	72	31060
Japan	4	3681
Republic of China	45	20740
Total -Non North American	293	$118825
Alabama	4	$ 674
Cal-Nev-Ha	16	3814
Capital	5	1162
Carolinas	1	230
Florida	9	1916
Georgia	5	957
Illinois-E. Iowa	10	3168
Indiana	4	1171
Kansas	2	580
Kentucky-Tennessee	2	343
La-Miss-W. Tenn.	13	3354
Michigan	4	763
Minnesota-Dakotas	5	1121
Missouri-Arkansas	15	4793
Montana	1	186
Nebraska-Iowa	1	285
New England	12	2886
New Jersey	7	2057
New York	23	6285
Ohio	8	2470
E.C.& C.	77	28907
Pacific Northwest	9	2182
Pennsylvania	9	2628
Rocky Mountain	0	0
Southwest	17	5017
Texas-Oklahoma	33	9855
Utah-Idaho	10	3432
Western Canada	13	3795
West Virginia	N/A	--
Wisconsin-Upper Michigan	4	1115
Total	319	$95146
Grand Total =	612	$213971

EXHIBIT C

A proposed amendment to Article XVII Finance & Accounting of the Bylaws of Kiwanis International submitted by the Board of Trustees of Kiwanis International for the purpose of defining the amount of subsidy to Key Club International and Circle K International to assure zero-based budgeting by both organizations and to provide proper internal controls over financial matters.

ARTICLE XVII

Finance & Accounting

Add new Sections 8 and 9 to read:

Section 8 Key Club

A. Kiwanis International shall subsidize Key Club International for the following costs:

1) The salaries of the employees of the Key Club Department and their related personnel employee benefit costs.

2) General Office building occupancy expenses.

3) Accounting costs to maintain financial records.

B. All other costs incurred by or on behalf of the operation of Key Club International shall be its responsibility, unless assumed by specific action by the Kiwanis International Board of Trustees.

C. Key Club International shall maintain separate accounting records and shall have the privilege of maintaining reserve funds for the purpose of sustaining its operations in future years.

Section 9 Circle K

A. Kiwanis International shall subsidize Circle K International for the following costs:

1) The salaries of the employees of the Circle K Department and their related personnel employee benefit costs.

2) General Office building occupancy expenses.

3) Accounting costs to maintain financial records.

B. All other costs incurred by or on behalf of the operation of Circle K International shall be its responsibility, unless assumed by specific action by the Kiwanis International Board of Trustees.

C. Circle K International shall maintain separate accounting records and shall have the privilege of maintaining reserve funds for the purpose of sustaining its operations in future years.