

1951

Kiwanis *in* Brief

A BOOK OF FACTS AND
FEATURES FOR NEW
MEMBERS, PROSPECTIVE
MEMBERS AND FRIENDS.



"WE BUILD"

GENERAL OFFICE

Kiwanis International

520 N. Michigan Avenue, Chicago 11, Illinois, U.S.A.

FOREWORD

You will find in these pages a concise story of Kiwanis, what it is, what it stands for, and what it does—its origin, Objects, activities, organization, methods of operation and the opportunities for self-expression and service which it affords.

The Kiwanis club in your community is the local unit of Kiwanis International, an organization of over three thousand two hundred similar clubs in as many communities of the United States, Canada and the Territories of Alaska, Yukon and Hawaii.

Kiwanis International enjoys a position of pre-eminence on the North American Continent as an aggressive, constructive service club organization with a genius for translating ideals into broad scale, effective activities, but its sympathies are rooted deeply and firmly in the local community for whose welfare it is concerned and to whose service it is committed.

It capitalizes on the personal fellowship that is engendered by a group of men meeting together every week. It encourages friendship and has an unique record of developing outstanding leadership in community, national and international life.

Kiwanis is, therefore, not only an organization but a moving spirit—"a conscious, driving force toward newer and higher ideals." It is the open door of opportunity for men who are impelled by the service motive and who realize that teamwork with a group of able and friendly associates is more effective and more enjoyable than individual plans and effort.

The challenging Administrative Theme for 1951 is—

"FREEDOM IS NOT FREE"

ORIGIN

Kiwanis was born at a time when the evil forces of fear and greed and hatred were spreading their long, dark shadows across a war-torn world. Fear, it confronted with courage; greed, with unselfish service, and hatred with the spirit of fellowship and good will.

It came into being in the City of Detroit, within sight of the international boundary line between the United States and Canada. The birthday of Kiwanis is celebrated on January 21, because on that date, in 1915, the Detroit Kiwanis Club received its charter.

"WE BUILD"

The significance of Kiwanis is to be found, not in the name itself which was in the first instance a coined word adapted from the Indian term "Kee-wanis," but in the high idealism to which the members of the organization have themselves given expression in unselfish and practical service to their respective communities and nations. In a word, Kiwanis means what Kiwanians have made it mean.

It is appropriate, therefore, that as its motto Kiwanis should have adopted, early in its history, a phrase expressive of constructive action, namely, "We Build." This motto was suggested by the late Roe Fulkerson, and adopted by Kiwanis.

OBJECTS

The following are the *Objects* of Kiwanis International:

- "To give primacy to the human and spiritual rather than to the material values of life.
- "To encourage the daily living of the Golden Rule in all human relationships.

- "To promote the adoption and the application of higher social, business and professional standards.
- "To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.
- "To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
- "To cooperate in creating and maintaining that sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism and good will."

(As adopted at Denver Convention in June, 1924.)

These OBJECTS are the guiding principles of Kiwanis. They are above and beyond what are termed the Objectives. Each year, the incoming administration elected at the mid-year convention adopts a series of Objectives for that particular year, all based upon the principles of the OBJECTS, which do not change. These Objects are a part of the Constitution.

Observe the words with which each of the OBJECTS begins. They are the most potent verbs in any language: to "give," to "encourage," to "promote," to "develop," to "provide," to "cooperate." Each challenges action of a constructive nature, reflecting the spirit of the motto, "We Build." Each has a vital human interest content at its heart—"human values," "human relationship," "higher standards," "citizenship," "friendship," "to serve and to build," "righteousness, justice, patriotism and good will."

KIWANIS OBJECTIVES—1951

THEME: FREEDOM IS NOT FREE

1. Uphold the United Nations in its efforts to enact, interpret and enforce International law, and in its battle to preserve the free nations of the world.
2. Cultivate existing relationships between Canada and the United States, and support all plans that will strengthen our common defense and welfare.
3. Expose and combat Communism, and proclaim the principles of our free nations.
4. Promote economy, efficiency and integrity in government at all levels.
5. Resist all trends toward socialization of any profession, business, industry, or group of workers.
6. Protect the public welfare by demanding legal rights and responsibilities for both management and labor.
7. Foster safety, conservation of resources, and all constructive citizenship programs.
8. Expand services to all youth and seek to eliminate the causes of juvenile delinquency.
9. Strengthen our social structure through intensified services to home, church and school.

These objectives give ample opportunity for real service in every club and district. The objectives are restated from year to year as the work of Kiwanis progresses and its purposes are clarified by experience.

Every Kiwanian should feel the universal appeal of these fundamental objectives and seriously enter the vast fields of service they suggest.

KIWANIS BECOMES INTERNATIONAL

In 1916, of the more than twenty Kiwanis clubs, which were in existence then, fifteen sent representatives to a convention in Cleveland, Ohio, where an organization was formed, a "National Constitution" adopted, and the name, "The Kiwanis Club" designated as the official title of the combined clubs.

Under the authority granted at Cleveland, clubs were chartered in Canada early in 1917. The first two were Hamilton, Ontario, which held its organization meeting on November 1, 1916, and Toronto, Ontario, organized June 8, 1917, so that when the first International convention was held in the year 1917 in Detroit, Michigan, there were two Canadian and fifty United States clubs in the organization.

In 1946 new clubs were completed in Alaska and the Yukon Territory and in 1947 in the Territory of Hawaii.

"KIWANIS INTERNATIONAL" BECOMES THE CONSTITUTIONAL NAME

The present official name of the organization is "Kiwani International," which was adopted at the eighth annual convention of the International organization, held at Denver, Colorado, 1924, at which time, also, were adopted the present Constitution and Bylaws, except for the amendments that have since been adopted.

KIWANIS MAKES PROGRESS

The real progress of Kiwanis is to be found in the development of its organization and its leadership in altruistic achievements in the local community, but nevertheless its membership statistics present an interesting record of growth.

Convention	Year	Clubs	Members	Registered Attendance
Cleveland, Ohio	1916	16	1,924	Official Figures Lacking
Detroit, Mich.	1917	55	5,700	
Providence, R. I.	1918	93	10,500	
Birmingham, Ala.	1919	138	15,500	
Portland, Ore.	1920	267	28,541	
Cleveland, Ohio	1921	532	47,970	
Toronto, Ont.	1922	802	68,101	4260
Atlanta, Ga.	1923	1043	78,961	3854
Denver, Colo.	1924	1245	89,695	3373
St. Paul, Minn.	1925	1382	94,422	4459
Montreal, Quebec	1926	1546	99,786	5248
Memphis, Tenn.	1927	1638	100,849	4062
Seattle, Wash.	1928	1731	102,644	4510
Milwaukee, Wis.	1929	1812	103,283	4500
Atlantic City, N. J.	1930	1876	102,811	4228
Miami, Fla.	1931	1875	96,316	3511
Detroit, Mich.	1932	1889	88,179	2529
Los Angeles, Cal.	1933	1874	79,589	2790
Toronto, Ont.	1934	1873	83,885	2582
San Antonio, Texas	1935	1858	86,326	2708
Washington, D. C.	1936	1900	90,547	4037
Indianapolis, Ind.	1937	1931	96,896	4009
San Francisco, Cal.	1938	1995	100,929	4056
Boston, Mass.	1939	2030	104,869	4129
Minneapolis, Minn.	1940	2099	109,856	4188
Atlanta, Ga.	1941	2159	113,443	5325
Cleveland, Ohio	1942	2180	113,052	5324
*Chicago, Ill.	1943	2191	117,932	No Conv. Held
Wartime Conference				
†Chicago, Ill.	1944	2218	132,005	
‡Chicago, Ill.	1945	2289	147,607	
Atlantic City, N. J.	1946	2417	162,342	9346
Chicago, Ill.	1947	2636	178,331	9114
Los Angeles, Cal.	1948	2814	187,353	11,486
Atlantic City, N. J.	1949	2982	194,393	8818
Miami, Fla.	1950	3128	199,621	9036

*Convention cancelled due to war conditions.

†Special delegate representation.

‡Summer Wartime Council.

INTERNATIONAL PRESIDENTS

Convention	Year	Clubs	Registered Members Attendance
George F. Hixson, Rochester, N. Y.....	1916-18		
Perry S. Patterson, Chicago, Ill.*.....	1918-19		
Henry J. Elliott, Montreal, Quebec*.....	1919-20		
J. Mercer Barnett, Birmingham, Ala.*.....	1920-21		
Harry E. Karr, Baltimore, Md.....	1921-22		
George H. Ross, Toronto, Ont.*.....	1922-23		
Edmund F. Arras, Columbus, Ohio.....	1923-24		
Victor M. Johnson, Rockford, Ill.*.....	1924-25		
John H. Moss, Milwaukee, Wis.*.....	1925-26		
Ralph A. Amerman, Scranton, Pa.*.....	1926-27		
Henry C. Heinz, Atlanta, Ga.*.....	1927-28		
O. Sam Cummings, Dallas, Texas.....	1928-29		
Horace W. McDavid, Decatur, Ill.*.....	1929-30		
Raymond M. Crossman, Omaha, Neb.....	1930-31		
William O. Harris, Los Angeles, Cal.*.....	1931-32		
Carl E. Endicott, North Manchester, Ind.*.....	1932-33		
Joshua L. Johns, Appleton, Wis.*.....	1933-34		
Dr. William J. Carrington, Atlantic City, N. J..... (Later of Clinton, Iowa)*	1934-35		
Harper Gatton, Madisonville, Ky.....	1935-36		
A. Copeland Callen, Urbana, Ill..... (Now of Bethlehem, Pa.)	1936-37		
E. Trafford Taylor, K. C., St. Boniface, Man.*.....	1937-38		
H. G. Hatfield, Oklahoma City, Okla.*.....	1938-39		
Bennett O. Knudson, Albert Lea, Minn.....	1939-40		
Mark A. Smith, Thomaston, Ga..... (Now of Macon, Ga.)	1940-41		
Charles S. Donley, Pittsburgh, Pa.....	1941-42		
Fred G. McAlister, London, Ont.....	1942-43		
Donald B. Rice, Oakland, Cal.....	1943-44		
Ben Dean, Grand Rapids, Mich.....	1944-45		
Hamilton Holt, Macon, Ga.....	1945-46		
J. N. Emerson, Pullman, Wash.*.....	1946-47		
Charles W. Armstrong, M.D., Salisbury, N. C.....	1947-48		
J. Belmont Mosser, St. Marys, Pa.*.....	1948-49		
J. Hugh Jackson, Palo Alto, Cal.....	1949-50		
Don H. Murdoch, Winnipeg, Man.....	1950-51		

*Deceased.

HOW KIWANIS INTERNATIONAL IS ORGANIZED

The functioning of an ever enlarging group such as that of Kiwanis International requires a most carefully constructed organization. Kiwanis International is both efficient and economical.

Its *officers* are a President, the Immediate Past President, two Vice-Presidents, a Secretary, a Treasurer, twelve Trustees, and a District Governor for each of the 30 districts.

At each annual International convention there are elected: for a term of one year, a President, two Vice-Presidents, a Treasurer and for a term of two years, six Trustees.

The *International Board of Trustees* consists of the President, Immediate Past President, two Vice-Presidents, Treasurer and twelve Trustees. It meets regularly four times a year.

The *Secretary* is appointed by the Board of Trustees, attends the Board meetings, and acts as secretary of the Board.

The *Executive Committee* of the Board is composed of seven members of the Board, namely, the President, Immediate Past President and five other members of the Board appointed by the President and approved by the Board. This committee meets twice a year, or oftener if occasion demands, and takes care of official matters in the interim between Board meetings.

A *Finance Committee*, consisting of three members of the Executive Committee, is appointed by the President, with the approval of the Board. This Finance Committee meets at least six times a year

and administers the finances of Kiwanis International under the direction of the Board.

Various *other committees* of the Board are appointed by the President as occasion requires, especially to study specific questions and problems, and to advise the Board as to their findings.

The International Council, which meets twice yearly, first in October or November, and again at the time of the annual convention, in May, June or July, is composed of the Board of Trustees, the Past Presidents of Kiwanis International, and in addition thereto, at the first meeting, the District Governors-elect; and at the pre-convention meeting, the District Governors. The purpose of this Council is to confer and advise with the Board of Trustees on matters relating to Kiwanis International. The Council also has power, at its first meeting and under certain conditions, to revise the Bylaws of Kiwanis International.

To the *first meeting of the Council* it is customary to invite the chairmen of International committees, so that they may present the program of work for the coming year which each committee has developed, and so that the District Governors-elect may have the opportunity of receiving this information at first hand and discussing its items in detail. This is very valuable for their promotion of the International objectives in their respective districts.

The first Council meeting is held in Chicago and lasts for four days. It serves as an intensive training school for the District Governors-elect. By instructive addresses, programs of committee work, problem conferences, contact with other leaders of Kiwanis, inspections of the General Office and fellowship with each other, the District Governors-elect are prepared for an intelligent and enthusiastic administration in their respective districts.

Volunteer Service is one of the cardinal principles of Kiwanis and a prime factor in its success. The entire group which comprises the Council gives its time and talent voluntarily to the work of Kiwanis. The International Treasurer is for legal purposes paid the mere nominal sum of \$1.00 per year. The only remuneration desired by these leaders is the satisfaction which comes from the increased success of Kiwanis as an organization and the service which Kiwanis is able to render the hundreds of communities where its local clubs are situated. The Council is an impressive evidence of the power of Kiwanis ideals of service to win men to an active and unselfish cooperation in a challenging program of helpfulness.

WHAT'S WHAT AT CHICAGO

The general office located at 520 North Michigan Avenue, Chicago, Ill., is one of the most practical illustrations of Kiwanis administrative efficiency. Visiting Kiwanians are always welcome and even a brief inspection of this busy office is sufficient to convince any interested member that he belongs to a great and tremendously active organization. The work of the General Office is carried on under the direction of the International Board of Trustees, the Secretary being in executive charge.

The first Secretary of Kiwanis International was Mr. Albert Dodge of Buffalo, N. Y., who was elected at the Detroit convention and served without pay as volunteer officer until the convention at Providence, in 1918. Mr. Dodge passed away in 1947. The new Bylaws adopted at Providence provided that the International Secretary should be selected by the International Board of Trustees, and at its first meeting following the Providence convention, O. Sam

Cummings was chosen for the position. Mr. Cummings remained as Secretary until July, 1921, when he was succeeded by Fred. C. W. Parker. Mr. Parker served as Secretary until his retirement in December, 1940, continuing his club activity until his death in 1945. In November, 1941, O. E. (Pete) Peterson, formerly Convention Manager, was appointed International Secretary.

Assisting in the work of the General Office are fourteen staff men, with several full time field representatives, and a clerical force of approximately ninety.

HOW THE WORK OF THE GENERAL OFFICE IS DIVIDED

The following departments constitute the General Office:

Executive: Headed by the International Secretary who exercises direct supervision over all work carried on at the General Office, including arrangements for meetings of the International Board of Trustees, International Council, International Convention, District Conventions, District Organization Conferences, and International Committees.

Activities and Public Relations: Directs public relations with clubs, and districts, newspapers and social service organizations relating to service programs. Cooperates with International Activity Committees, and publishes regular and special bulletins.

Club Service: Maintains correspondence contacts with clubs, counsels regarding club problems, requests for literature, checks activity reports, service to new clubs, issuance of club charters and instruction of club officers and committees.

Office Management: In charge of the Comptroller, responsible for the accounting work in conjunction with the Finance Committee of the Board; also the general setup for mailing, filing, mimeographing, employment and training of stenographic and clerical personnel, and the Supplies Department, involving purchase and sales of all Kiwanis supplies.

Records: Department divided into three bureaus; magazine circulation and membership records; bureau of reports; bureau of statistical information. Cooperates closely with all departments.

Convention: Convention Manager makes surveys of cities prior to completing arrangements for annual conventions, has charge of convention office in host city, responsible for advance management of convention as directed by the International Board of Trustees and International Secretary, maintains necessary contacts with clubs in each annual International Convention city, and assists host clubs entertaining district conventions.

Field Service: Supervises building of new clubs under the direction of field service representatives or accredited representatives and giving service to "attention clubs."

Special Services: Duties of this new department include editing of Monthly Club Bulletin, Weekly Club Bulletin, contacts with lieutenant governors, and cooperates in special phases of attendance and membership development, and Legion of Honor Awards.

The Kiwanis Magazine: This department, under the direction of the International Board of Trustees and the International Secretary, handles the editorial publication and advertising functions of The Kiwanis Magazine, with a circulation in excess of 200,000.

Art and Production: Works in close contact with all departments, interpreting ideas for printing material related to Monographs, magazine layout and art work, etc.

Key Club International: Service club organization for high school boys, with units sponsored by Kiwanis clubs in which the department aids in promoting club service activities, new Key Clubs, the preparation and distribution of club literature, and cooperating in the general management and direction of this activity in conjunction with Kiwanis clubs and Key Club Districts.

INTERNATIONAL CONVENTIONS

The Annual Convention of Kiwanis International is held in either May, June or July of each year in a city officially determined by the International Board of Trustees. To this annual convention each club is entitled to send two accredited delegates to vote on all matters proposed and to elect International officers and trustees. International trustees and past International presidents, district governors and chairmen of International standing committees, are delegates-at-large. In addition to the two accredited delegates, each club is urged to send a large number of visitors in order to share the fellowship and inspiration offered by such a convention and to acquire a clearer vision of the broad relationships of Kiwanis, through contact with representatives of clubs from every section of Canada and the United States, also the Territories of Alaska, Yukon and Hawaii. Such attendance is a fruitful source of education in the power and enthusiasm of Kiwanis. The convention expense is met by registration fees and from an assigned amount of International dues.

THE KIWANIS MAGAZINE

The Kiwanis magazine, the magazine of community leaders, is the official publication of Kiwanis International, devoted to the promotion of the Objects and objectives of the organization.

The magazine is the official source of local and district, as well as International news and inspiration on every phase of Kiwanis organization and activity. Each member is a subscriber in accordance with the Constitution and Bylaws. The subscription is collected by the club from the member along with his dues. The magazine is published monthly and the subscription price for members is \$1.50 per year.

The editorial policy plans to make this definitely a KIWANIS magazine, not just another general magazine to compete with many commercial publications. The general articles, contributed by prominent writers, deal with subjects related to the Objects and objectives of the organization and obviously cover a wide range of service and leadership activities, current social and governmental affairs, international relations, especially between Canada and the United States, etc.

Certain regular features are to be found in each issue. These include "Town Report," which gives the latest developments in community affairs, "Club Clinic," which is a question and answer department on technical questions that affect Kiwanis clubs, "To See or Not to See," a department conducted by Jimmie Fidler, famous Hollywood film reviewer who classifies pictures according to whether they are in furtherance of or contrary to Kiwanis ideals, and "Project Problems," which is another question and answer department, this one dealing with the mechanics of carrying out various club projects.

The International Secretary is the Editor of the magazine.

KIWANIS DISTRICTS

The First District in Kiwanis, at least in principle, was created in Michigan, at a meeting held at Lansing, in 1917.

At about the same time that the district idea was developing in Michigan, considerable thought and discussion were given to the same subject in other districts, when ultimately the plan of district organizations was approved and adopted in June, 1918.

The Capital District, formed August 29, 1918, was the first formally to organize under that provision.

The purpose of the district in Kiwanis is primarily educational and promotional, not legislative but cooperative. The Standard Form for District Bylaws outlines the objects of the district thus:

"To seek within the district and through the clubs of the district the attainment of the Objects of Kiwanis International as set forth in the Constitution.

"To increase the fellowship and cooperative effort of the clubs within the district.

"To cooperate with Kiwanis International in building new clubs and in educating and strengthening clubs within the district.

"To promote participation of the clubs of the district in the general objectives, programs and policies of the district and of Kiwanis International."

The work of the district, therefore, is chiefly to strengthen, stabilize, educate and inspire the clubs to perform their proper functions and service in community leadership, in order that through more effective work both clubs and individual Kiwanians may come to a more complete knowledge of the

ideals and purposes of Kiwanis, and that fellowship may be increased, clubs stabilized, inspiration to service given, and a wider vision obtained of the possible extent of Kiwanis friendship and service both in local and international relations.

HOW THE DISTRICT IS ADMINISTERED

The clubs of the United States and Canada are divided into thirty districts. The districts are again divided into divisions, although the division is not a unit of organization but only an area for the convenience of administration. At present there are approximately 325 divisions. The districts and the divisions vary greatly in geographical area and in the number of clubs contained therein. The Alaska-Yukon division is part of the Pacific-Northwest District, and the Hawaiian division is part of the California-Nevada District.

Each district is in charge of a *District Governor* who is assisted in the administration of the district by Lieutenant Governors, one for each division, a District Secretary and a District Treasurer.

The District Governor and Lieutenant Governors are elected annually at the district convention. So also is the District Treasurer, unless that office is combined with that of the District Secretary. The District Secretary is appointed by the Governor with the approval of the District Board of Trustees.

District officers take office on January 1, whereas International officers begin their terms on August 1, following their election at the International convention.

Subject to the direction of the Board of Trustees of Kiwanis International, the management and con-

trol of the affairs of the district, not otherwise provided for in the district Bylaws, are vested in the District Board of Trustees, which is composed of the District Governor, Immediate Past Governor, Lieutenant Governors, Secretary and Treasurer.

For the purpose of promoting the Administrative Objectives, district committees are appointed by the Governor corresponding to the standing committees of International. Their work is to assist the International committees by helping the local clubs of the district carry out the International program of Kiwanis work.

ORGANIZATION CONFERENCES

There is maintained a regular system of organization conferences, with curricula of study and practice for the instruction of district and club officers and committees. This begins with the instruction of the Governors-elect at the International Council in October or November, is continued for the Lieutenant Governors by the Governors in their respective districts and is carried forward to the club officers of each division by its Lieutenant Governor. The club President then conducts a similar conference for his club officers and directors and chairmen of committees.

This system is invaluable to officers and committees as a preparation for their year's administration. An essential factor in this system is that such instruction be given *before* the term of office begins.

Divisions, in addition to divisional organization conferences, are also arranging from time to time divisional conferences for fellowship and inspiration.

DISTRICT BULLETINS

All of the thirty districts publish bulletins at more or less regular intervals. These are sent to the Kiwanians of the district and deal at greater length and in more particulars with the affairs of the district than is possible in any other way.

DISTRICT CONVENTIONS

Each district holds a district convention sometime between August 1 and October 15, at a date mutually agreed upon by the Board of Trustees of the district and of Kiwanis International. It is presided over by the District Governor, and is under the supervision of the District Board of Trustees. The host is a Kiwanis club, or group of clubs, in the district whose local committee cooperates with the district organization in the convention arrangements. In some districts the clubs of an entire division have acted as host with considerable success.

Each district convention is visited by at least one official representative of the International Board of Trustees, assigned by the International President.

Each chartered club in good standing in the district is entitled to three delegates, one of whom shall be the President.

The district convention offers a splendid opportunity for fellowship and the development of Kiwanis consciousness. It is a rare chance for the new Kiwanian to obtain quickly a wide appreciation of the varied interests of the organization and a deepened realization of the appeal of its ideals to a host of men of superior quality of mind and heart.

THE HEART OF KIWANIS— THE KIWANIS CLUB

The basic unit of Kiwanis is the Kiwanis club. All the organization of the district and International exists in order to assist the Kiwanis club in the local community to function as perfectly as possible along the line of Kiwanis Objects and objectives. The heart of Kiwanis activity is the Kiwanis club in your community.

CLUB ADMINISTRATION

The officers of a Kiwanis club are a President, the Immediate Past President, one or more Vice-Presidents, a Secretary, a Treasurer, and seven or more Directors.

The work of the club in applying the International Objects and objectives and in administering its local affairs is carried out by such *standing committees* as the following:

A. *Youth Services*

1. Boys and Girls Work
2. Key Clubs
3. Underprivileged Child

B. *Citizenship Services*

4. Agriculture and Conservation
5. Public and Business Affairs
6. Support of Churches in Their
Spiritual Aims

C. *Kiwanis Administration*

7. Achievement Reports
8. Attendance and Membership
9. Finance

10. House
11. Inter-Club Relations
12. Kiwanis Education and Fellowship
13. Laws and Regulations
14. New Club Building
15. Programs and Music
16. Public Relations
17. Reception

The members of the Kiwanis club are expected to be primarily active members, paying their dues promptly and attending regularly the club meetings. Faithful attendance is a prime Kiwanis virtue. An unexcused absence from forty per cent of the meetings during either half of the club year, or from four consecutive meetings, jeopardizes one's membership. Under special conditions there may also be Reserve, Privileged, and Honorary members.

Two representatives are permitted simultaneously from the same line of business, agricultural, institutional, or professional life. They must be owners or partners, executives, corporate officers or managers with administrative duties and discretionary authority, or must be engaged in worthy and recognized professions for which they have received the recognized standard education.

Each member must devote sixty per cent of his occupational time to the business or profession under which he is classified. He must also accept the ideals of the organization and be responsive to the service spirit.

The intention is that the membership of a Kiwanis club shall be representative of the best there is to be found in the business and professional life of the community.

The success of Kiwanis depends upon the intelligent loyalty and faithful activity of the members of

the local club. There lies the final test of Kiwanis efficiency. In energetic, constructive community service, Kiwanis must find its path to permanency. As long as it meets a real need it may expect to live and grow.

WHAT IT COSTS

A membership fee is fixed by each club, payable at time of admission into membership. Also the clubs fix annual dues of various amounts, the minimum being twelve dollars, but in the majority of clubs a sum somewhat larger is advisable. Of this amount \$2.50 per year is paid to Kiwanis International, together with \$1.50 as subscription for *The Kiwanis Magazine*. Of the \$2.50 sent to Kiwanis International as annual dues, fully one-half is expended in the work of the Club Service, Special Services and Field Service Departments of the General Office and the distribution of helpful literature. This obviously constitutes a direct service to the clubs. But the balance of the \$2.50, which is expended in Board, International Council, Committee, International convention and other activities of Kiwanis International, is equally, though not so obviously, a means of definite service to the organization and the clubs. Every dollar paid to International is set to work as wisely and as prudently as possible for the advancement of Kiwanis.

District administration expenses are met by district dues collectible from member clubs.

Each new club is required to pay a fixed charter fee of one hundred dollars (\$100) to Kiwanis International. This is paid from the fund created by the membership fee paid to the club by each new member. The balance of the fund, after payment of the prorated International and district dues and

magazine subscriptions, remains in the treasury of the new club.

The finances of clubs, districts, and Kiwanis International are carefully guarded and most prudently managed. It is the policy of Kiwanis to operate upon a strict budget system in each organization unit, and after careful auditing of the accounts, to make them available for the information of each member of Kiwanis.

ACTIVITIES

Diversity, with simplicity, characterizes the organized activities of Kiwanis. The committee structure is similar in the International, district and club spheres.

Voluntary service is one of the cardinal principles of Kiwanis and a prime factor in its success. On this basis, clubs sponsor thousands of activities, related to the many types of service for which there may be no other available local outlet. These activities are specially recorded each year in the booklet "Kiwanis in Action."

The activities which are reported annually indicate the practical usefulness of Kiwanis. It is not a philosophical society, nor an ethics club. It believes in practical action as the best evidence of its high idealism. It exemplifies its motto, "WE BUILD," by a constructive program of definite, tangible enterprises.

Although listed as annual undertakings, many of the thousands of reported activities, as well as many others never recorded, are permanent contributions to the welfare of the respective communities concerned.

An exceptional, successful undertaking of permanent value was the building, by popular subscription among Kiwanians, of the Harding International Good Will Memorial in Stanley Park, Vancouver, B. C. This memorial will remain a perpetual monument to the good will which Kiwanis fosters between Canada and the United States and to the friendships that know no barriers of boundaries or political affiliations, as well as to the memory of the late President Harding, a Kiwanian.

Another continuing activity of large significance is the erection of Kiwanis Boundary Peace Tablets at crossing points along the boundary line between Canada and the United States. The design for this tablet is standard except for the date of dedication and on each tablet are the challenging words: "This unfortified boundary line between the Dominion of Canada and the United States of America should quicken the remembrance of the more than a century-old friendship between these countries—a lesson of peace to all nations." Twenty-five tablets have been erected and this activity will continue until tablets are erected at all points of crossing. As from time to time there will be developed additional roads across the border, it is evident that this activity will continue for many years and possibly never be entirely completed.

Yet another continuous activity is that of National Kids' Day in September. This project is in cooperation with the National Kids' Day Foundation, upon the board of which Kiwanis is represented by selected leaders.

Kiwanis is functioning; it meets its Objectives effectively. Membership in Kiwanis is an honor; it offers the privilege of fellowship and friendship in cooperative and genuine service. It puts first, human and

spiritual values. It translates the Golden Rule into the universal language of practical helpfulness.

HOW NEW CLUBS ARE BUILT

In order that Kiwanis shall be structurally the same it is necessary that the methods of procedure in building new Kiwanis clubs shall be uniform.

One Kiwanis club begets another; inspiration and example prompt imitation. But extension of Kiwanis is not left to the haphazard of chance or individual inclination. A well defined program of club building has been worked out as the result of careful study and experience. It combines the volunteer efforts of Kiwanians with the assistance of trained Field Service Representatives. It is known as the extension plan.

By this plan, the president of the sponsoring club appoints a committee of three to five members which will function under his direction. He writes the General Office informing them of the personnel of the committee and requests instructions and sponsoring supplies. (Full information is given in special booklet—"Successful Sponsoring.")

INTERNATIONAL COMMITTEES

To assist the clubs to accomplish the objectives as set forth on page 3, and to function as organizations as effectively as possible, the following standing committees of Kiwanis International have been created:

Achievement Reports, Agriculture and Conservation, Attendance and Membership, Boys and Girls Work, Inter-Club Relations, Key Clubs, Kiwanis Education and Fellowship, New Club Building, Past International Presidents, Programs and

Music, Public and Business Affairs for United States, Public and Business Affairs for Canada, Support of Churches in Their Spiritual Aims, Underprivileged Child.

In addition to the above standing committees special committees on Resolutions and International Convention Program are appointed by the International President and serve for one year.

The close correlation between the committees of Kiwanis International, the district and the club is an evidence of our efficient organization. The International committees initiate, develop and promote the programs of committee work for the year, with due regard to the objectives and policies determined by the International Board of Trustees, and under the Board's approval. The corresponding district committees endeavor to assist the International committees in educating the clubs of the district concerning the programs of committee work and in promoting their local application. The corresponding club committees seek to apply these programs of committee work to the local situation. Their task is the actual accomplishment in terms of definite service and concrete expression of the plans so developed and so promoted. Upon the activity and faithfulness of the club committee rests the final success of all Kiwanis committee work. The effective functioning of the club committee is the goal of this potentially productive correlation between the International, district and club organizations.

WHAT TO READ

A wealth of literature has been created which is available to all members and prospective members who are interested in gaining a better understanding

of Kiwanis. The list is constantly changing as the work grows, but the General Office is always ready to furnish such copies as may be useful to those interested. Some of the Kiwanis publications have found a place of usefulness far beyond the limits of the organization.

The *Kiwanis Magazine* (already referred to on page 13) must be read by members who desire to keep informed concerning all phases of Kiwanis official action, news and activity.

"*How to be a Successful Club President*" and "*How to be an Efficient Club Secretary*" are authoritative and exhaustive compendiums of information and instruction concerning the work of the officers of local clubs.

Monographs with committee suggestions are available for all standing club committees. These describe the functions of the various committees and offer practical suggestions concerning committee work and the Action Programs.

The *Proceedings* of each annual International Convention are published in limited editions for the use of those who purchase copies. The proceedings of any convention may be ordered from the General Office in Chicago at a nominal price.

"*The History of Kiwanis*"—Covering the first 31 years of the organization.

"*The Widening Path*"—An Interpretive Record of Kiwanis.

"*My Personal Pages*"—Roe Fulkerson.

"*Convention Speeches*"—Roe Fulkerson.

"*It's Fun to Live in America*"—Patriotic brochure.

KIWANIS LEGION OF HONOR

Kiwanis International realizes that its success is largely due to the earnest, effective and continuous membership of thousands of Kiwanians over more than a quarter of a century.

It is therefore deemed a privilege to recognize these twenty-five year members by presenting them with attractive lapel emblems and certificates.

The period of qualification for these special awards may be made up of active membership in one or more clubs, for a total of 25 years, not necessarily consecutive, and additional recognition for each five year period thereafter.

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