

# Kiwanis *in* Brief

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



*WE BUILD*

*Kiwanis International*

101 East Erie Street, Chicago 11, Illinois, U. S. A.



## OBJECTS

- 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.)*

## 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 forty-six hundred similar clubs in as many communities of the United States, Canada and the Territories of 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.

## WHAT KIWANIS IS

Kiwanis is a service organization with high ideals, worthy objects, and challenging objectives which are realized through the activities of its constituent clubs in their respective communities.

It came into being in Detroit, Michigan, January 21, 1915. There are now in excess of 4,600 clubs in the United States and Canada including Alaska, Yukon and Hawaii with over 250,000 members.

The active membership of each club is composed of men of good character and community standing, residing, having community interests in, or engaged in recognized lines of business, agricultural, institutional, and professional life, within the territorial limits of the club.

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.

## THE NAME

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 "Nun 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."

The present official name of the organization is "Kiwanis 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.

## 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 International convention was held in the year 1917 in Detroit, Michigan, there were two Canadian and fifty-three United States clubs in the organization.

## HOW KIWANIS INTERNATIONAL IS ORGANIZED

The officers are a President, a President-Elect, an 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, a President-Elect, two Vice-Presidents, a Treasurer and for a term of two years, six Trustees.

*The International Board of Trustees* consists of the President, a President-Elect, 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 INTERNATIONAL COUNCIL

*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 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 under certain conditions, to revise the By-laws of Kiwanis International.

## WHAT'S WHAT AT CHICAGO

The General Office located at 101 East Erie Street, 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, and the Secretary, O. E. (Pete) Peterson.

Assisting in the work of the General Office are sixteen staffmen, with several full-time field representatives, and a clerical force of approximately ninety. The Departments at the General Office include the following: Executive, Activities, Public Relations, Club Service, Office Management, Records, Convention, Field Service, Special Services, The Kiwanis Magazine, Publications, Key Clubs, Circle K Clubs, Accounting, and Statistical and Research.

## 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.

## KIWANIS DISTRICTS

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 460 divisions. The districts and the divisions vary greatly in geographical area and in the number of clubs contained therein.

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. They constitute the District Board of Trustees.

## 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 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.

Each district convention is visited by an 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 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 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 members of the Kiwanis club are expected to be primarily active members. 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.

The success of Kiwanis depends upon the 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.

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. Circle K Clubs
3. Key Clubs
4. Vocational Guidance

*B. Citizenship Services*

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

*C. Kiwanis Administration*

8. Achievement Reports
9. Attendance and Membership
10. Finance
11. House
12. Inter-Club Relations
13. Kiwanis Education and Fellowship
14. Laws and Regulations
15. New Club Building
16. Programs and Music
17. Public Relations
18. Reception

## **LEADERSHIP TRAINING**

There is maintained a regular system of 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 planning conference for his club officers and directors and chairmen of committees.

## THE KIWANIS MAGAZINE

The Kiwanis Magazine 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 included in the club dues paid by each member. The magazine is published monthly and the subscription price for members is \$1.50 per year.

Certain regular features are to be found in each issue. These include "News and Events" and "Club Clinic," a question and answer department on technical questions that affect Kiwanis clubs. The International Secretary is the Editor of the Magazine.

## ACTIVITIES

Voluntary service is one of the cardinal principles of Kiwanis. On this basis, clubs sponsor thousands of activities which are specially recorded each year in the booklet "Kiwanis in Action."

Kiwanis 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.

## 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 sixteen dollars, but in the majority of clubs a sum somewhat larger. Of the \$3.50 sent to Kiwanis International as dues, \$1.00 is earmarked for the building of a permanent General Office. The balance of \$2.50 provides for the work of the General Office

and the availability of helpful literature; it also covers the expense of the International Board, the International Council, International Committees, International Convention and other activities of definite service to the Organization and the clubs. Every dollar paid is set to work as wisely and as prudently as possible for the advancement of Kiwanis.

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

## **NEW KIWANIS CLUBS**

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. Kiwanis employs no organizers.

## **BENEFITS OF KIWANIS MEMBERSHIP**

An opportunity to associate with outstanding representatives of the business, professional, agricultural, and institutional life of a community, in an atmosphere of friendliness, mutual helpfulness, and service.

An opportunity for joint as well as individual participation in many activities for the service of humanity and for community betterment.

An opportunity for self-expression. Mute men become trumpet toned through Kiwanis.

An opportunity for self-development. Through the quickening influences of the club fellowship and the fulfillment of responsibilities men increase their personal ability as community leaders.

The following table indicates the progress of Kiwanis. The statistics used are of June 30th of each year since 1947:

Convention	Year	Clubs	Members	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	89,179	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	5724
*Chicago, Ill.	1943	2191	117,932	Limited
†Chicago, Ill.	1944	2218	132,005	Attend-
‡Chicago, Ill.	1945	2289	147,607	ance
Atlantic City, N. J.	1946	2417	162,342	9855
Chicago, Ill.	1947	2635	177,251	9800
Los Angeles, Calif.	1948	2820	186,467	12,544
Atlantic City, N. J.	1949	2985	192,494	9856
Miami, Fla.	1950	3132	198,289	9765
St. Louis, Mo.	1951	3280	201,735	11,316
Seattle, Wash.	1952	3467	211,509	11,412
New York, N. Y.	1953	3611	218,247	12,644
Miami, Fla.	1954	3794	227,877	10,040
Cleveland, Ohio	1955	4062	240,880	12,086
San Francisco, Cal.	1956	4199	250,176	13,452
Atlantic City, N. J.	1957	4358	250,212	13,354
Chicago, Ill.	1958	4504	252,942	12,343

\*Wartime Conferences.

†Special delegate representation.

‡Summer Wartime Council.

## INTERNATIONAL PRESIDENTS

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, Huntington, Ind.....	1932-33
(Later of North Manchester, Ind.)*.....	
Joshua L. Johns, Appleton, Wis.*.....	1933-34
William J. Carrington, Atlantic City, N. J.....	1934-35
(Later of Clinton, Iowa)*.....	
Harper Gatton, Madisonville, Ky.....	1935-36
(Now of Louisville, Ky.).....	
A. Copeland Callen, Urbana, Ill.....	1936-37
(Later of Bethlehem, Pa.)*.....	
F. Trafford Taylor, 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.*.....	1940-41
(Later of Macon, Ga.)*.....	
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. Mary's, Pa.*.....	1948-49
J. Hugh Jackson, Palo Alto, Cal.....	1949-50
Don H. Murdoch, Winnipeg, Man.....	1950-51
Claude B. Hellmann, Baltimore, Md.....	1951-52
Walter J. L. Ray, Detroit, Mich.....	1952-53
Donald T. Forsythe, Carthage, Ill.....	1953-54
Don E. Engdahl, Spokane, Wash.....	1954-55
J. A. Raney, Indianapolis, Ind.....	1955-56
Reed C. Culp, Salt Lake City, Utah.....	1956-57
H. Park Arnold, Glendale, Cal.....	1957-58
Kenneth B. Loheed, Toronto, Ont.....	1958-59

\*Deceased.

## KIWANIS CODE OF ETHICS

### *.....ideals*

AS A MEMBER of Kiwanis International, dedicated to the promotion of higher social, business and professional standards, and to the development, by precept and example, of a more intelligent, aggressive and serviceable citizenship, I recognize the Golden Rule as a guide for everyday life.

### *.....application*

*In the application of its principles it is my obligation—*

- To recognize God as the Supreme Ruler and to abide by His immutable laws.
- To endeavor to perfect myself in my chosen occupation, and to use it to the best of my ability as an opportunity to serve others.
- To conduct my business or profession on a high ethical plane, so that others emulating my example will help to raise the standards of the vocation in which I am engaged.
- To maintain the spirit of fairness in competition, and help eradicate all forms of deception that violate the spirit of the law.
- To exert my influence to provide equal opportunity for the well-being of mankind.
- To promote harmony in everyday contacts, realizing that happiness is one of the major objectives of life, and that happiness depends more on the way we meet the events of life than on the events themselves.
- To improve relations between employer and employee, recognizing that tolerance, intelligence,

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and justice are the common ground on which all disputes should be settled.

To exemplify good citizenship in appreciation of the fact that the strength of the nation depends upon the caliber of its individual citizens.

*"There is an honor in business that is the fine gold of it; that reckons with every man justly; that loves light; that regards kindness and fairness more highly than goods or prices or profits."*

WE



BUILD