

I N D E X

SUMMARY OF MINUTES

MEETING OF THE BOARD OF TRUSTEES

May 1-4, 1981

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SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

May 1-4, 1981

A meeting of the Board of Trustees of Kiwanis International was held at the General Office in Chicago on May 1-4, 1981. Those present: Merald T. Enstad, President; E. B. "Mac" McKittrick, President-Elect; Mark A. Smith, Jr., Immediate Past President; Aubrey E. Irby and C. E. "Pete" Thurston, Vice-Presidents; John T. Roberts, Treasurer; Mark Arthur, Jr., Albert L. Cox, Frank J. Di Noto, Allen M. Duffield, Warren H. Edwards, Jean Edouard Friedrich, Harris G. Hunter, Anton J. "Tony" Kaiser, Raymond W. Lansford, Henry L. "Les" Myers, Jr., James B. Richard, and Donald E. Williams, Trustees. Also present: R. P. Merridew, Secretary.

1. Proposed Resolutions

Voted, that the report of the Resolutions Committee on the resolutions to be presented in New Orleans as given by Chairman G. Bruce Bartels and attached as Exhibit #1, shall constitute the full and complete report of said committee. (The typewritten copy, as presented by Chairman G. Bruce Bartels and approved by the Board, on which the printed copy is based, is on file with the Official Minutes maintained in the General Office.)

2. Message of the President

Message of the President is attached as Exhibit #2.

3. Message of the President-Elect

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

Recommendation 1. That the committee appointments, as contained in Exhibit B of the report, be approved.

Voted, that this recommendation be adopted.

4. Report of the Secretary

Report of the Secretary is attached as Exhibit #4.

Recommendation 1. That the appointment of Raymond G. Jeanes to be Director of the Convention Department, retroactive to January 26, 1981, be approved.

Voted, that this recommendation be approved.

Recommendation 2. That the appointment of William P. Berry to be Director of Finance, retroactive to March 23, 1981, be approved.

Voted, that this recommendation be approved.

Report received.

5. Approval of Summary of Minutes of Board Meeting, January 29-February 1, 1981

Voted, that the minutes of the Board Meeting of January 29-February 1, 1981 be approved.

6. Approval of Minutes of Special Board Meeting, April 4, 1981

Voted, that the minutes of the special Board Meeting of April 4, 1981, be approved.

7. Consideration and Approval of General Office Administrative Action

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

Elimination of Membership of Not-Meeting Clubs from Active Membership Files
New Kiwanis Clubs Organized Since Last Meeting of International Board of Trustees
Club Incorporations Completed
Circle K Clubs Completed
Key Clubs Completed
Amendments to District Bylaws

8. Reports of Board Committees

Administration and Structure

Report of the committee, presented by Chairman James B. Richard, is attached as Exhibit #5.

Recommendation 1. That the wording of the proposed amendment to the Constitution and Bylaws of Kiwanis International to implement the re-structure of the International Board, as delineated in Exhibit A of this report, be adopted for presentation to the delegate body in New Orleans.

Motion was made and seconded that Section 5 in Part 5-B be amended as follows:

"Section 5. When, due to election results, the European Federation is not represented on the Board of Trustees, as defined in Article VIII, Section 1 of the Constitution, the said Federation shall certify to the Secretary of Kiwanis International at the time of the next International convention the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of three (3) years beginning in the administrative year following such certification.

"When, due to election results, a Canadian district does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the Board of Trustees of that Canadian district shall certify

to the Secretary of Kiwanis International at the time of the next International Convention the name of the nominee who shall be seated for a term of three (3) years, beginning in the administrative year following such certification."

Motion was defeated.

Feeling was expressed that the members of the Board should have an opportunity to read the proposed amendment more thoroughly. Voted, that consideration of the Proposed Amendment No. 4 be tabled until the following day. (12 for, 3 opposed)

On the following day it was voted, that the recommendation be removed from the table. Voted, that the recommendation be adopted.

Recommendation 2. That the procedure to be recommended to the International Council for the nominations and seconds for candidates for International office in New Orleans be as follows:

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

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

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

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

Voted, that this recommendation be adopted.

Recommendation 3. That the list of Honor Clubs and Honorable Mention Clubs as contained in Exhibit B of the report be approved.

Voted, that this recommendation be adopted.

Recommendation 4. That the list of winners and honorable mentions in the District Administrative Excellence Award program as contained in Exhibit C of the report be approved.

Voted, that this recommendation be adopted.

Recommendation 5. That Note #1 of the Criteria for Distinguished Governor be amended to read: "To include a new club it must be organized during the administrative year and chartered and meeting as of January 31 of the subsequent year; membership growth for such club will be determined by the paid membership as of October 1, with payment required by December 1," effective with the 1980-81 year.

Voted, that this recommendation be adopted.

Report received.

New International Office Building

Chairman John T. Roberts presented the report of the committee. It is attached as Exhibit #6.

The architects working on the project of the Kiwanis International building in Indianapolis made a presentation of the plans for the building, explaining in detail the various diagrams they presented and answering questions asked by members of the Board.

Recommendation 1. That the concept referred to herein, as presented to the Board, be approved; that the committee be empowered to finalize all designs and specifications in preparation for the soliciting of bids; that the President be empowered to enter into contracts as needed to advance the purchase of fabricated steel and elevator cab as specified and identified in the blueprints and such other long delivery items as may affect the building completion date, with such contracts to be assigned to the general contractor upon selection; and that the President be empowered to enter into a contact with the general contractor submitting the overall best bid should any acceptable bids be received.

A substitute motion was made by Immediate Past President Smith that Kiwanis International purchase the Hewlett-Packard Building in Atlanta, Georgia, for \$2,625,000. This motion was ruled out of order by the President.

Immediate Past President Mark Smith stated that he had voted for the move to Indianapolis and, therefore, under Roberts Rules of Order was entitled to make a motion for reconsideration, which he was so doing in view of the request of the California-Nevada-Hawaii District and the Pacific Northwest District that this matter be reconsidered. Motion was ruled out of order by the President.

Voted, that this recommendation be adopted.

Recommendation 2. That the President be authorized to execute a contract (such as the one shown as Exhibit A of the report) with the firm of Bohlen, Meyer, Gibson and Associates of Indianapolis, Indiana, to provide the architectural services enumerated in Exhibit A.

Voted, that this recommendation be adopted.

Recommendation 3. That L and M Hapgood and Associates, Inc. (or such other name as the organization may have of which L.A. Hapgood is a part) be employed to advise and assist the Committee in the progression of the new International Office Building project, as noted in minutes of the April 4 meeting of the Board, under terms as contained in the agreement attached hereto, and that the Committee and/or the Chairman of the Committee be empowered to approve disbursements to said corporation in accordance with said terms.

Voted, that this recommendation be adopted.

Report received.

Circle K

The report of the committee, attached as Exhibit #7, was presented by Chairman Albert L. Cox.

Recommendation 1. That no charges whatsoever be applied to Circle K accounts without the specific knowledge of and approval of the Circle K Administrator.

Motion to adopt the recommendation was defeated. (7 for, 10 opposed)

Recommendation 2. That the Circle K International Sponsorship Fee be raised from the current \$120 to \$145 annually, effective at the beginning of the 1981-82 administrative year.

Voted, that this recommendation be adopted.

Report received.

Convention

Chairman Aubrey E. Irby presented the report of the committee. This is attached as Exhibit #8.

Report received.

Data Processing

Chairman Donald E. Williams presented the report of the committee. This is attached as Exhibit #9.

Recommendation 1. That the development of new computer programs be limited to situations that are critical to daily operations and approved by management.

Chairman Williams reported that the programs now in the computer will remain but additional programs will be avoided until such time as they can be handled. Voted, that this recommendation be adopted.

Recommendation 2. That Staff be authorized to engage the Arthur Young Company to produce "System Development Guidelines" control system, cost for this project not to exceed \$15,000, and that an additional \$6,000 be made available for this project in this administrative year.

Voted, that this recommendation be adopted.

Report received.

International Extension

The report of the committee, attached as Exhibit #10, was presented by Chairman Mark A. Smith, Jr.

Recommendation 1. Approval of the following guidelines for the Attach-

ing District Subsidy Programs approved by the Board for the 1981-82 year at its January meeting:

1. 50¢ per member as determined by the APS membership of each attaching District as reported for December, 1980, for the 1981-82 year, and September 30 of the second year preceding each administrative year thereafter (for example, September 30, 1980, for the 1982-83 administrative year), will provide the maximum limit of reimbursement to attaching District under this Program. (See Exhibit B)
2. The attaching District Governor is to determine the Kiwanian or Kiwanians to be invited to the District as well as the District function or functions which will serve as the reason for these invitations.
3. Funds under this Program are not to be used to reimburse travel expenses of any individual attached-area Kiwanian for more than one visit, and are not to be used to reimburse travel expenses of attaching District Kiwanians to the attached area. In addition to using funds for reimbursement of travel expenses for District visitation by attached area Kiwanians, funds may also be used for reimbursement of one telephone call to each club in the attached area per year by the attaching District Governor or his representative, provided these phone calls are preceded by letter communication and evidentiary phone expense receipts are provided to the General Office with reimbursement requests.
4. Funds under thi Program could be used within the maximum limit of reimbursement for the attaching District to provide assistance to attached area Kiwanians for travel in the attached area as approved by the attaching District Governor.
5. Except for telephone expense reimbursal as noted above, funds under this Program are not available for reimbursement of other District office expenses related to other aspects of the Non-Districted Area Attachment Program.

Voted, that this recommendation be adopted. (9 for, 7 opposed)
(Trustee Di Noto requested to be recorded as opposing the entire recommendation. Trustee Duffield requested to be recorded as opposing item No. 3)

Report received.

Key Clubs

Report of the committee is attached as Exhibit #11. It was presented by Allen M. Duffield, member of the committee.

Recommendation 1. Approval of the budget for the 38th Annual Key Club International Convention in New Orleans, Louisiana, attached to the report as Exhibit A.

Voted, that this recommendation be adopted.

Recommendation 2. That Policy and Procedure #1F on Page H-10 be reworded to read as follows: "The Key Club International Board will meet three times annually: once at Valley Forge, once in February, and at the time of the Key Club International Convention. The Executive Committee of the Key Club International Board will meet during each of the full Board meetings and once in November. At the conclusion of the Key Club International Convention, there will be a training conference for the newly elected Key Club Board."

Voted, that this recommendation be adopted.

Recommendation 3. Approval of the list of dates for the 1981-82 Key Club International Board Meetings, Training Conferences, and Executive Committee Meetings as listed on Exhibit D of the report.

Voted, that this recommendation be adopted.

Report received.

Kiwanis Education and Public Relations

Report of the committee is attached as Exhibit #12. Trustee Mark Arthur, Jr. presented the section on Kiwanis Education and Trustee Jean Edouard Friedrich presented the section on Public Relations.

Recommendation 1. That Connelly medals be awarded to Gene Gandy (posthumously), James Y. McDaniel (posthumously), Kenneth A. Truitt (posthumously), and Chris Hall of Daingerfield, Texas; Jim Plummer, Jr. of Jackson, Ohio; Wayne A. Woodard of Joplin, Missouri; and C. Ed Lance of Lyons, Kansas.

Voted, that this recommendation be adopted.

Recommendation 2. That Donald M. Goodwillie, Jr., South Haven, Michigan, who rescued four people from drowning in Lake Michigan, be invited to New Orleans to accept the Connelly Medal on stage at the 66th Annual Convention of Kiwanis International. Should he be unable to attend, Jim Plummer, Jr. of Jackson, Ohio, should be invited to receive a Connelly Medal at New Orleans.

Voted, that this recommendation be adopted.

Recommendation 3. That the Board approve the employing of an Assistant Director of Public Relations since the current director will be retiring at the end of 1982.

Voted, that this recommendation be adopted.

Report received.

Laws and Policies

Report of the committee, presented by Chairman Frank J. Di Noto, is attached as Exhibit #13.

Recommendation 1. The adoption of the wording of the amendment to Article XII, Section 2, of the Constitution of Kiwanis International, as delineated in Proposed Amendment No. 1 in Exhibit A of the report, for presentation to the House of Delegates in New Orleans.

Voted, that this recommendation be adopted.

Recommendation 2. The adoption of the wording of the amendment to Article XII of the Constitution of Kiwanis International, as delineated in Proposed Amendment No. 2 in Exhibit A of the report, for presentation to the House of Delegates in New Orleans.

Voted, that this recommendation be adopted, with the wording of the preamble of Proposed Amendment No. 2 amended to read: "Amend effective October 1, 1982, Article XII of the Constitution of Kiwanis International by adding a new Section 7 which would read as follows:"

Recommendation 3. The adoption of the wording of the amendment to Article II, Section 5, of the Bylaws of Kiwanis International, as delineated in Proposed Amendment No. 3 in Exhibit A of the report, for presentation to the House of Delegates in New Orleans.

Voted, that this recommendation be adopted, with the wording of the preamble of Proposed Amendment No. 3 amended to read: "Amend, effective October 1, 1981, Article II, Section 5(a) of the Bylaws of Kiwanis International by deleting the entire present Section 5(a), and substituting a new Section 5(a), as follows:"

Report received.

Leadership and Council

Chairman Raymond W. Lansford presented the report of the committee. This is attached as Exhibit #14.

Recommendation 1. That the first Conference for 1981-82 Governors-Elect be held at the Hotel Continental Plaza, Chicago, during the period of March 24-27, 1982.

Voted, that this recommendation be adopted.

Report received.

Membership Growth

The report of the committee, presented by Chairman Anton J. "Tony" Kaiser, is attached as Exhibit #15.

Recommendation 1. That the special "Take Ten to Care" incentive program be implemented by Staff and that each club be provided with a starter supply of the "Red Circles of Distinction, and that this Board grant special permission for these new member sponsor recognition awards to be worn under the lapel button.

Voted, that this recommendation be adopted.

Recommendation 2. That lieutenant governors be encouraged to hold or attend special meetings recognizing the members of clubs brought back to charter strength by year-end 1980-81, and that "Charter II Certificates" be prepared and provided at such meetings.

Voted, that this recommendation be adopted.

Recommendation 3. That six of the new wallet size "What Is Kiwanis?" folders be included in all Kiwanis and You Kits, with the cost of same to be included in the sale cost of the Kiwanis and You Kits.

Voted, that this recommendation be adopted.

Recommendation 4. That one of the new wallet size "What is Kiwanis?" folders be included in each registration packet at the International Convention in New Orleans.

Voted, that this recommendation be adopted.

Report received.

New Club Building

Report of the committee was presented by Chairman Warren H. Edwards. It is attached as Exhibit #16.

Report received.

Office Management

Report of the committee, presented by Chairman C. E. "Pete" Thurston, Jr., is attached as Exhibit #17.

Report received.

Program Development

Chairman Allen M. Duffield presented the report of the committee. It is attached as Exhibit #18.

Report received.

Publications and Advertising

Trustee Henry L. "Les" Myers, Jr., Chairman of the Committee, presented the report of the committee. It is attached as Exhibit #19.

Report received.

Relocation of General Office Personnel

Chairman Frank J. Di Noto presented the report of the committee. It is attached as Exhibit #20.

Recommendation 1. That the Group Move Relocation Policy, Exhibit A of the report, be adopted, and subject to legal review.

Voted, that this recommendation be adopted. (11 for, 6 opposed)

Recommendation 2. That Merrill Lynch Relocation Management, Inc. be retained to assist with the home sale, home purchase, and renters' move to Indianapolis and as a consultant, for fees not to exceed \$12,000.

Voted, that this recommendation be adopted.

Report received.

Supplies

Report of the committee is attached as Exhibit #21. It was presented by Chairman Harris G. Hunter.

Recommendation 1. That the Supplies Department pay for the reproduction costs of "The Weekly Club Meeting" audio visual production up to \$2,500.00.

Voted, that this recommendation be adopted.

Report received.

8. Report of the Treasurer

Report of the Treasurer is attached as Exhibit #22.

Report received.

9. Report of Committee on Finance

Chairman Roberts presented the report of the committee. It is attached as Exhibit #23.

Recommendation 1. A. That the Building Expansion Fund Reserve be renamed to the Building Fund Reserve account.

B. That the net proceeds from the sale of the General Office be added to the Building Fund Reserve.

C. That the Building Fund Reserve be fully funded.

D. That interest earned on its investments and any funds received for the new General Office and/or its relocation be added to the Building Fund Reserve.

E. That capital and expense budgets be prepared and that appropriate accounts be established for the income and expenses to the Building Fund Reserve account. Preliminary budgets will be presented at the next Board Meeting.

F. That only the capital expenditures and relocation costs or expenses for the new General Office be paid from the Building Fund Reserve account.

Voted, that this recommendation be adopted.

Recommendation 2. That the Constitution of Kiwanis International be amended so as to define the word dollar(s) to mean United States dollar(s) or the equivalent thereof, and that it become effective October 1, 1982, and that the Board Committee on Laws and Policies be requested to draft the appropriate amendment for presentation at the New Orleans Convention.

Voted, that this recommendation be adopted.

Recommendation 3. That the title of Executive Director be deleted as an authorized signature for all accounts.

Voted, that this recommendation be adopted and referred to the Board Committee on Laws and Policies for implementation.

Recommendation 4. That the Kiwanis Constitution be amended to increase the Life Membership Fee from \$150 to \$200, effective October 1, 1981.

Voted, that this recommendation be adopted and referred to the Laws and Policies Committee for proper amendment to the Kiwanis International Bylaws for presentation at the New Orleans 1981 Convention.

Recommendation 5. That the subsidy in the amount of up to \$7,500 for the Eastern Canada and Caribbean District be reinstituted for the administrative year 1980-81, and that the Budget be amended accordingly.

Voted, that this recommendation be adopted.

Report received.

10. Other Business

(None)

11. Next Board Meeting

The next Board Meeting is scheduled for June 25 and June 26 at New Orleans, Louisiana, at the time of the convention.

Adjournment

PREAMBLE

The sixteenth century French essayist Montaigne wrote: "The great and glorious masterpiece of man is to know how to live with purpose."

The resolutions we adopt reflect in part our perception that we must always be prepared to respond to new challenges continually generated by a changing world, so we must establish new purposes and objectives from time to time.

In part, our resolutions are reaffirmations of our previous commitments to objectives which have not yet, and may never be, fully attained.

With our permanent Objects, our resolutions express to all who will hear us the continuity and determination inherent in Kiwanis idealism. "Men, like nails," wrote the British poet Walter Savage Landor, "lose their usefulness when they lose direction and begin to bend." Whatever success we may have in our endeavors is directly determined by the constancy of our purpose to serve mankind.

The resolutions we adopt today are our pledges to our communities and to the world. They are calls to voluntary action --- action which we agree to pursue when they are adopted.

The fact that they are optional and unenforceable is evidence not of their weakness but of their strength. The distinguished jurist Lord Moulton concluded: "The measure of a civilization is the degree of its obedience to the unenforceable."

In the pursuit of our ideals, if they are challenging and worthy ideals, Kiwanis is and always will be confronted by problems and obstacles. We must never give up. Let us, then, approach the coming year believing with Leonardo da Vinci that:

Obstacles cannot crush me;

Every obstacle yields to stern resolve;

He who is fixed to a star does not change his direction.

1. MORAL AND ETHICAL COMMITMENT

The true and final measure of a fulfilled life is the degree to which a man, from day to day, reflects his belief in and his commitment to human and spiritual values. Thus, it is good for every man to have a code of ethics which provides him guidance in his daily affairs.

The Kiwanis Code of Ethics embodies principles of moral and ethical conduct which have, through the decades, been a guide and an inspiration to Kiwanians everywhere.

THEREFORE, BE IT RESOLVED, THAT:

1. Kiwanians world-wide reaffirm their commitment to the Kiwanis Code of Ethics, and
2. Kiwanis clubs be called upon to bring our Code of Ethics to the attention of new members.

2. PRIMARY HEALTH CARE

Will Durant once said" "The health of nations is more important than the wealth of nations."

Much of the world's population today is without access to resources necessary to sustain life. While this is more evident in some nations than in others, in far too many areas existing conditions, as well as lack of knowledge of personal health habits, prevent sound health care practices. This is often true even where there is easy access to nutritious food, clean water, and good sanitary facilities.

Kiwanians worldwide can play an essential role in making primary health care available in areas around the world where the need is most critical.

THEREFORE, BE IT RESOLVED, THAT:

1. Kiwanis International give emphasis in its 1981-82 programming to the support of projects which will, especially through the training of community health workers, make primary health care available to people who have never had it.
2. Kiwanis clubs promote in their local communities a greater acceptance of individual and personal health care responsibility through the sponsorship of such programs as community health fairs; "Save-A-Life" blood pressure screenings; and the education of members and the public regarding proper nutrition, the effects of alcohol and tobacco abuse, proper exercise, and cardiopulmonary resuscitation procedures.
3. Kiwanis clubs support community responses to natural disasters to provide needed medicine, food, clothing and money.

3. COMMUNICATIONS DISABILITIES

Kiwanis clubs throughout the world have begun excellent programs to attack the problem of communications disabilities, including Dial-A-Hearing, Hearing Aid Bank, therapeutic horseback riding for the handicapped, Hearing Ear, visual and hearing screenings, and speech correction programs.

Since the C. D. program is still in its infancy, the potential which can be realized from it has barely been tapped. Therefore, it behooves Kiwanis clubs around the world to continue the support of this program so that ever-increasing numbers of those experiencing communications disabilities may be served.

THEREFORE, BE IT RESOLVED, THAT:

Kiwanis clubs and members continue to emphasize Communications Disabilities activities during 1981-82 and beyond by:

1. Assisting the hearing disabled by developing screening programs, initiating hearing aid banks, collaborating with telephone companies in making available special equipment to aid those with hearing defects, and setting up programs to make these individuals more independent.
2. Aiding those with reduced vision by identifying them through properly supervised testing, developing eyeglass banks, making available tapes (or Braille copies) of written material, and working on projects that entertain, stimulate, and physically improve those whose world will otherwise remain dark.
3. Keeping open a place in Kiwanis club programming for projects which may benefit the learning disabled, illiterate, or physically handicapped who have difficulty with communication.
4. Seeking out other organizations to help initiate any C. D. programs needed within the community.

4. TRIBUTE TO YOUTH

Among the great achievements of Kiwanis International, none is a greater source of pride to us than the creation and continuous support of our sponsored youth programs.

In particular, the long association we have enjoyed with Circle Kers and Key Clubbers through the years has been, and is today, both exceptionally rich and exceptionally rewarding.

THEREFORE, BE IT RESOLVED, THAT:

1. We enthusiastically express to the leadership and membership of Circle K and Key Clubs everywhere our intense and abiding pride in the growth and health of their organizations and in their record of achievement in service on their campuses and in their communities; we commend them for the mature and exemplary quality of leadership which prevails throughout their organizations; and we thank them for the privileges of our association with them in common endeavors and for common purposes.
2. We pledge to all our sponsored youth our continuing support for their endeavors in the years to come and our commitment to carry out our responsibilities to them to the very best of our abilities.

5. PARENTAL RESPONSIBILITY

With fewer two-parent families and with an increased incidence of both parents being employed, the children in our world today often receive insufficient parental support, guidance, leadership and love. The diminishing quantity and quality of parental direction and support during the formative stages in the development of our young have made it increasingly difficult for children to become responsible and self-sufficient adults.

We can help reverse this trend by encouraging parents, by example, to provide the parental support so desperately needed by their children.

THEREFORE, BE IT RESOLVED, THAT KIWANIAN:

1. Set aside increased amounts of time, on daily and weekly bases, to work, play, study and meditate with their children.
2. Promote in the young respect for and cooperation with those associated with our law enforcement and social agencies, and our educational and religious institutions.
3. Become more acutely aware of the whereabouts of their children and activities in which their children are involved at all times.
4. Be supportive of programs which enhance safe, wholesome, and healthful living, thus discouraging habits which are detrimental to the present and future health and well-being of their children.

6. FREEDOM FROM FEAR

The universal Declaration of Human Rights sets forth the basic social, economic, and civil rights and freedoms of every human being, including the right to life, liberty, and the security of person. The Fourth Freedom, enunciated by Franklin D. Roosevelt in 1941, is "freedom from fear anywhere in the world."

Induced primarily by the continuing threats of malicious individuals who have no concern for human rights, the pervasive fear of violence in our societies today deprives any person, anywhere, of a part of the human right to personal security and peace of mind.

THEREFORE, BE IT RESOLVED, THAT:

1. Three hundred thousand Kiwanians - - - community leaders around the world - - - express to our local and national officials our conviction that the greatest skills and technologies within our communities and nations are not being adequately directed against criminality in our societies.
2. Every Kiwanis club and every Kiwanian pledge to become involved in activities and programs which not only oppose crimes of violence but also develop among people of all ages those qualities of tolerance, love of fellowman, respect for individual human rights, and sense of citizenship responsibility which must be the ultimate solution to the problem of fear in our societies.

7. TERRORISM

Terrorism has become an almost everyday occurrence and is a concern of all free people.

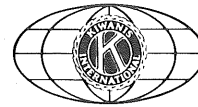
Stricter laws and stricter enforcement of these laws as well as prompt trial and appropriate punishment would help alleviate the problem of terrorism.

THEREFORE, BE IT RESOLVED, THAT:

1. All Kiwanians around the world express to their governments their anger and frustration at the inadequacy of actions taken to control the problem.
2. All Kiwanians transmit their concern to their elected representatives, demanding that task forces be initiated to deal with the concern and determine actions to be taken.

being adequately directed against criminality in our societies.

2. *Every Kiwanis club and every Kiwanian pledge to become involved in activities and programs which not only oppose crimes of violence but also develop among people of all ages those qualities of tolerance, love of fellowman, respect for individual rights, and sense of citizenship responsibility which must be the ultimate solution to the problem of fear in our societies.*



RESOLUTIONS

INTERNATIONAL COMMITTEE ON RESOLUTIONS

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**66TH ANNUAL CONVENTION
OF KIWANIS INTERNATIONAL
NEW ORLEANS, LOUISIANA
JUNE 28-JULY 1, 1981**

Proposed resolutions will be presented for action by the delegates to the 66th Annual Convention of Kiwanis International in New Orleans, Louisiana, July 1, 1981, and are not effective unless adopted by the delegate body. They are presented by the International Committee on Resolutions in accordance with the International Bylaws and are recommended by the Committee on Resolutions.

Confidential/not for republication or editorial comment

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Litho in U.S.A.

INTRODUCTION

Your Committee on Resolutions proposes the following resolutions to be acted upon by the House of Delegates on Wednesday morning, July 1, 1981, at the 66th Annual Convention of Kiwanis International in New Orleans, Louisiana.

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 Chicago during the period of April 29 to May 1, 1981.

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

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

KIWANIS INTERNATIONAL BYLAWS ARTICLE X

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

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

1. *We enthusiastically express to the leadership and membership of Circle K and Key Clubs everywhere our intense and abiding pride in the growth and health of their organizations and in their record of achievement in service on their campuses and in their communities; we commend them for the mature and exemplary quality of leadership which prevails throughout their organizations.*
2. *We pledge to all our sponsored youth our continuing support for their activities and our commitment to carry out our responsibilities to them to the very best of our abilities.*

5. PARENTAL RESPONSIBILITY

Many children in our world today receive insufficient parental support, guidance, leadership, and love. The diminishing quantity and quality of parental direction and support during the formative stages in the development of our young have made it increasingly difficult for children to become responsible and self-sufficient adults.

We can help reverse this trend by encouraging parents, by example, to provide the parental support so desperately needed by their children.

THEREFORE, BE IT RESOLVED THAT KIWANIANs:

1. *Set aside increased amounts of time, on daily and weekly bases, to work, play, and study with their children.*
2. *Become more acutely aware of the whereabouts of their children and activities in which their children are involved at all times.*
3. *Be supportive of programs which enhance safe, wholesome, and healthful living, thus discouraging habits which are detrimental to the present and future health and well-being of their children.*

6. FREEDOM FROM FEAR

Induced primarily by the continuing threats of malicious individuals who have no concern for the rights of others, the pervasive fear of violence in our societies today deprives any person, anywhere, of a part of the right to personal security and peace of mind.

THEREFORE, BE IT RESOLVED THAT:

1. *Three hundred thousand Kiwanians—community leaders around the world—express to our local and national officials our conviction that the greatest skills and technologies within our communities and nations are not*

3. COMMUNICATIONS DISABILITIES

Kiwanis clubs throughout the world have begun excellent programs to attack the problem of communications disabilities, including Dial-A-Hearing, Hearing Aid Bank, therapeutic horseback riding for the handicapped, Hearing Ear, visual and hearing screenings, and speech correction programs.

Since the C. D. program is still in its infancy, the potential which can be realized from it has barely been tapped. Therefore, it behooves Kiwanis clubs around the world to continue the support of this program so that ever-increasing numbers of those experiencing communications disabilities may be served.

THEREFORE, BE IT RESOLVED THAT:

Kiwanis clubs and members continue to emphasize Communications Disabilities activities by:

1. *Assisting the hearing disabled by developing screening programs, initiating hearing aid banks, collaborating with telephone companies in making available special equipment to aid those with hearing defects, and setting up programs to make these individuals more independent.*
2. *Aiding those with reduced vision by identifying them through properly supervised testing, developing eyeglass banks, making available tapes (or Braille copies) of written material, and working on projects that entertain, stimulate, and physically improve those whose world will otherwise remain dark.*
3. *Keeping open a place in Kiwanis club programming for projects which may benefit the learning disabled, illiterate, or physically handicapped who have difficulty with communication.*
4. *Seeking out other organizations to help initiate any C. D. programs needed within the community.*

4. TRIBUTE TO YOUTH

Among the great achievements of Kiwanis International, none is a greater source of pride to us than the creation and continuous support of our sponsored youth programs.

In particular, the long association we have enjoyed with Circle Kers and Key Clubbers through the years has been, and is today, both exceptionally rich and exceptionally rewarding.

THEREFORE, BE IT RESOLVED THAT:

F

PREAMBLE

The sixteenth century French essayist Montaigne wrote: "The great and glorious masterpiece of man is to know how to live with purpose."

The resolutions we adopt reflect in part our perception that we must always be prepared to respond to new challenges continually generated by a changing world, so we must establish new purposes and objectives from time to time.

In part, our resolutions are reaffirmations of our previous commitments to objectives which have not yet, and may never be, fully attained.

With our permanent Objects, our resolutions express to all who will hear us the continuity and determination inherent in Kiwanis idealism. "Men, like nails," wrote the British poet Walter Savage Landor, "lose their usefulness when they lose direction and begin to bend." Whatever success we may have in our endeavors is directly determined by the constancy of our purpose to serve mankind.

The resolutions we adopt today are our pledges to our communities and to the world. They are calls to voluntary action—action which we agree to pursue when they are adopted.

The fact that they are optional and unenforceable is evidence not of their weakness but of their strength. The distinguished jurist Lord Moulton concluded: "The measure of a civilization is the degree of its obedience to the unenforceable."

In the pursuit of our ideals, if they are challenging and worthy ideals, Kiwanis is and always will be confronted by problems and obstacles. We must never give up. Let us, then, approach the coming year believing with Leonardo da Vinci that:

Obstacles cannot crush me;
Every obstacle yields to stern resolve;
He who is fixed to a star does not change his direction.

C

The Kiwanis Code of Ethics

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, 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 citizen.

1. MORAL AND ETHICAL COMMITMENT

The true and final measure of a fulfilled life is the degree to which a man, from day to day, reflects his belief in and his commitment to human and spiritual values. Thus, it is good for every man to have a code of ethics which provides him guidance in his daily affairs.

The Kiwanis Code of Ethics embodies principles of moral and ethical conduct which have, through the decades, been a guide and an inspiration to Kiwanians everywhere.

THEREFORE, BE IT RESOLVED THAT:

1. *Kiwanians world-wide reaffirm their commitment to the Kiwanis Code of Ethics.*
2. *Kiwanis clubs be called upon to bring our Code of Ethics to the attention of new members.*

2. PRIMARY HEALTH CARE

Will Durant once said: "The health of nations is more important than the wealth of nations."

Much of the world's population today is without access to resources necessary to sustain life. While this is more evident in some nations than in others, in far too many areas existing conditions, as well as lack of knowledge of personal health habits, prevent sound health care practices. This is often true even where there is easy access to nutritious food, clean water, and good sanitary facilities.

Kiwanians can play an essential role in making primary health care available in areas around the world where the need is most critical.

THEREFORE, BE IT RESOLVED THAT:

1. *Kiwanis International worldwide give emphasis in its 1981-82 programming to the support of projects which will, especially through the training of community health workers, make primary health care available to people who have never had it.*
2. *Kiwanis clubs promote in their local communities a greater acceptance of individual and personal health care responsibility through the sponsorship of such programs as community health fairs; "Save-A-Life" blood pressure screenings; and the education of members and the public regarding proper nutrition, proper exercise, cardiopulmonary resuscitation procedures, and the effects of alcohol and tobacco abuse.*
3. *Kiwanis clubs support community responses to natural disasters to provide needed medicine, food, clothing, and money.*

MESSAGE OF THE PRESIDENT

TO THE

INTERNATIONAL BOARD OF TRUSTEES

May 1, 1981

I am of the opinion that this Board is required to make more major decisions than any Board in the history of Kiwanis International.

I commend you for your thorough and thoughtful decisions on so many matters: the decision on a replacement of Secretary Reg; the financial matter; attempting to restructure the International Board; the KI-E situation; sale of 101 East Erie and relocation of our headquarters to Indianapolis, just to mention a few. All of these decisions must continue to be made only after careful consideration and in the best interest of Kiwanis.

I am concerned, however, that too many decisions have been made only to find they must be retracted or amended at a subsequent Board Meeting.

I have every confidence in the fine work of our Building Committee and hope that we realize a decision must be made at this meeting on a basic plan if we hope to have it built within the time frame we have to work in.

One of our major concerns is lack of growth. This is a very serious problem and each of us needs to come to grips with the problem. I ask each of you to contact the New Club Building chairman and governor of the districts you counsel. With few exceptions all districts are having this growth problem. This must be a top priority item.

Having just returned last evening from five weeks traveling around the world I see many problems regarding lack of growth in our extension areas.

We have too many countries where we have gone in with one club without a workable plan to immediately build additional clubs in the vicinity.

For example, Singapore has had Kiwanis for ten years. There are two clubs, one not-meeting and one club with eighteen members with an average attendance per meeting of eight in a city of several million people. I am sorry to report that I could give other examples of this situation.

Obviously, we are not doing something right.

The lack of Kiwanis education stands out loud and clear as one of our key problems. Education from the lieutenant governor and club president to the club members is lacking to the degree of their not having pride in being a member of Kiwanis.

Now, on the positive side there is much enthusiasm and eagerness and dedication for Kiwanis in many areas. I have met excellent leadership in all areas

of the globe, but with many countries having only one or two clubs they naturally do not feel that they are a part of the main stream of what Kiwanis is meant to be.

Most of us were probably shocked at the Management Letter we received from our auditors Wolf and Company (we must remember we did not retain the services of the two previous auditing firms because we did not feel they were tough enough with us). Much has been done to correct most of the problems and attention is being put to the other items.

The comments contained in the Management Letter are intended for the use of management and the Board and should not be used for any other purpose. I hope this Management letter has been handled in this fashion and not sent to persons beyond where a management letter should be sent.

Much time has been spent on a plan to restructure the International Board. After having visited with the 1980-81 Governors their input is a source we need to tap to a greater degree. After spending many hours thinking about this matter I would like to propose an entirely different concept for your consideration.

Obviously much work needs to be put into the advantages and disadvantages of this plan but basically the plan would consist of the following:

1. International Board made up of nine men. The Board would continue to meet four times per year.
2. All Governors would meet with the International Board (advisory only). Presently, Governors get together three times yearly.
3. The eight Board members excluding the President would be the "Board Committee Chairmen," with Governors serving as committee members. Finance would probably have to have a separate committee.
4. The Governors would have direct input to the Board members.
5. The International Board of nine men would make the final decisions except those requiring delegate action.

I ask you to give such a plan in concept some thought. Your first impression is that it probably would not work, but maybe we have been too close to the problem to look at it from another vantage point.

We have many major decisions to be made at this Board Meeting and I ask each of you to give careful consideration to each item. We cannot indulge in discussions that do not pertain directly to the item being considered as time will just not permit.

MERALD T. ENSTAD
President

MESSAGE OF THE PRESIDENT-ELECT
TO THE
INTERNATIONAL BOARD OF TRUSTEES

May 1, 1981

Since our last Board Meeting at the O'Hare Hilton some few weeks ago the pace of activity in a number of areas has increased rapidly.

Arrangements have been made with Ernst & Whinney to assist us in the assessment process of selecting an International Secretary. (See Exhibit A.) Secretary Reg has issued a notice throughout the Kiwanis world notifying our people of the opening in our top administrative post. Replies have been gratifying with, I would say, more highly qualified people than we probably expected. Initial resume reviews are underway, with interviews to begin shortly. We would hope that the three or four most qualified candidates will be selected for review by the Personnel Committee not later than early June.

The Governors-elect Conference held March 25-28 was attended by all 43 governors-elect and their deliberations produced a spirit of cooperation and brotherhood that I have seldom seen excelled in a Kiwanis function. I believe we can look to an outstanding year under their leadership.

I am happy to report that the International Committees now appear complete with all chairmen acceptances received, as well as most committeemen, with only a few exceptions. Attached is the listing of 1981-82 International Committees which indicates the functional areas for each committee. (See Exhibit B.)

Recommendation #1:

I recommend that these committee appointments, as contained in Exhibit B attached, be approved.

I move that recommendation 1 be adopted.
(adopted)

I would suggest that we, as an International Board, have more critical decisions that must be made in the next year than has ever happened to Kiwanis International in our history. We must act in a cohesive, intelligent and decisive manner that gives credibility to our responsibilities. Please give President Merald your full support for this important Board Meeting.

E. B. "MAC" McKITRICK
President-elect

Ernst & Whinney

150 South Wacker Drive
Chicago, Illinois 60606

312/368-1800

April 10, 1981

Mr. E. G. McKittrick
President-Elect
Kiwanis International
8103 144th Street
Edmonton, Alberta T5R 0R3, Canada

Dear Mac:

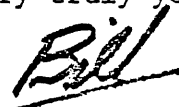
Attached is a draft letter of understanding covering our executive recruiting assistance to Kiwanis International.

You will notice that we have structured the fee to provide a 25 percent contribution to Kiwanis, and that we will bill on an hourly basis for the time spent on the engagement.

We indicated that we would also give you an estimate of what we thought the total fee might be for this involvement. Based upon the scope of work defined in our letter of understanding, we believe the total fees on the engagement would be in the range of \$7,000 to \$10,000.

We appreciate this opportunity to serve Kiwanis International. We will await any comments you have on the attached draft prior to finalizing the letter. If you have any questions, please call.

Very truly yours,



William G. May
Regional Director of
Management Consulting
Services

WGM:bb
Attachment

Ernst & Whinney

150 South Wacker Drive
Chicago, Illinois 60606

312/368-1800

April 10, 1981

Mr. E. B. McKittrick
President - Elect
Kiwanis International
8103 144th Street
Edmonton, Alberta T5R 0R3

Dear Mr. McKittrick:

We appreciate your contacting Mr. J. H. Keller and the opportunity afforded Messrs. W. G. May and W. E. Hay to meet with you in Chicago to discuss Kiwanis International's requirements for an Executive Director (previously entitled International Secretary). We now wish to confirm our understanding of the discussion and to set forth the services we can provide in assisting you and other members of the Search Committee in assessing candidates for this position.

As a result of this discussion and our extensive experience in consulting with other professional societies, associations and service organizations, we believe we have an awareness of the organizational and operational characteristics of Kiwanis International. And, as you know, our firm has had extensive experience in conducting executive search and management assessment services for these societies and associations.

Specifically, we can provide the following services:

- Definition of the scope of responsibilities and personal specifications required.

Our discussion with you was helpful in providing much of these data. We would suggest, however, that the duties and responsibilities of the Executive Director position be formally documented in writing. If necessary, we can assist you in preparing a formal position description describing the exact nature, role and responsibilities of the position. Once prepared, this proposed description would be forwarded to you for final review and approval. The final description would ultimately be given to prospective

PRELIMINARY

candidates as evidence that all parties to the selection concur with the expectations from and requirements of candidates for this position.

- Identification of qualified and interested candidates.

We understand that because you prefer candidates who are Kiwanians by background, and in the interest of time and the sense of urgency for making this appointment of Executive Director, you intend to soon be contacting in writing selected officials of Kiwanis asking for their nominations and/or recommendations of candidates. You have also advertised the position in business periodicals. It is your expectation that these combined efforts will generate a sufficient pool of potential candidates from which a final selection can be made.

To supplement your internal sourcing efforts, we would utilize the full resources and personal contacts of our firm in identifying qualified and interested candidates. Many of our executives may be personally familiar with sources of potentially qualified candidates. And, as appropriate, we would present to you the materials of any candidates coming to our attention through this means.

- Assessment of potential candidates, both internal and external.

As discussed in our meeting, the primary service you would expect from Ernst & Whinney is the evaluation of candidates referred to us by you. For both internal and external candidates, we propose to conduct in-depth interviews to determine the administrative and technical competence of all candidates. This assessment would include the identification of those personal characteristics, strengths and limitations that relate to the Executive Director responsibilities.

We wish to note that by virtue of our past experience with other human service organizations and professional societies, we would recommend that all candidates be submitted to technical interviewing to determine their understanding of general administration, governmental affairs, financial administration, public relations, convention planning and, in effect, the utilization of physical, financial and human resources. Our executives who specialize in the professional society, trade association and not-for-profit sectors would be in an ideal position to perform such technical interviews.

- Presentation of candidates to the Search Committee.

After our evaluation of the candidates, those persons who merit further consideration would be referred to the Committee for its final assessment.

PRELIMINARY

We would at this point recommend a personal meeting with the Committee for the purpose of providing verbal commentary on each candidate submitted, followed by if requested, a written appraisal report on each of the finalist candidates. This report would include commentary regarding the candidates' work history, overall acceptability for the assignment, administrative skills, technical competency and future growth potential within Kiwanis International. In addition, reference checks and credit, criminal and litigation records can be checked for those candidates whom you deem worthy of consideration.

At the appointed time, we could also assist the Committee in identifying a time, place and format for the interview of finalist candidates. And we could, of course, assist in the scheduling and introduction of candidates to the Committee. While we believe the final selection decision should be reserved to you and the Committee, we would provide whatever assistance necessary to help you in reaching a final decision.

This engagement would be under the overall supervision of Mr. William G. May, Partner and Midwest Regional Director of Management Consulting Services. Mr. William E. Hay, Manager, would direct the engagement and assess the candidates, assisted by Mr. John J. D'Asaro, Manager and head of our professional society and association consulting practice.

The professional fees for the above services will be based on 75 percent of normal per diem rates for the time required, plus out-of-pocket expenses. We view the conduct of executive recruiting and management assessment as being a professional service, and as such, our fees are based on the actual hours expended on behalf of Kiwanis International. For purposes of this letter, we would estimate our average hourly rate, after providing for the 25% reduction, to be \$90 on this engagement. Out-of-pocket expenses would be nominal and would include meals, telephone and other sourcing expenses. We intend to bill for our services on a monthly basis.

We certainly look forward to serving Kiwanis International and the Search Committee of the Board of Trustees, and we will be pleased to provide any clarification you may require. In the meantime, Messrs. May, D'Asaro and Hay are prepared to begin rendering these services whenever you deem appropriate.

Very truly yours,

5/1/81

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTSCOORDINATOR - GROWTHWIFE'S NAME

A. M. "Andy" Waters, 7364 Meadow Oaks Drive, Dallas, Texas 75230 (North Dallas-Park Cities Club)	Margaret
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NEW CLUB BUILDING - NORTH AMERICA EAST

<u>Chairman</u> - William C. Spataro (Bill), 54 Marwood Road North, Port Washington, New York 11050 (Willistons Club)	June
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Members

Melvin S. Gantt (Mel), 720 Wilshire Road, Winston Salem, North Carolina 27106	Dot
Maurice R. Myerson (Maury), 2503 Noyes Street, Evanston, Illinois 60201	Lois
*John W. Williams (Jno), 2233 21st Avenue South, Birmingham, Alabama 35223 (Birmingham-East Club)	Mary Jane
Raymond Joseph Zando (Ray), 608 Tennessee Avenue, Charleston, West Virginia 25302	Gerrie

NEW CLUB BUILDING - NORTH AMERICA WEST

<u>Chairman</u> - Mort Freedman, 435 E. Greystone Avenue, Monrovia, California 91016	Fran
--	------

Members

Vernon D. Evans (Doc), 18606 104th Drive, Sun City, Arizona 85373 (Sun City-Agua Fria Club)	Christine
Edwin D. Gunter (Ed), P. O. Box 1088, Radio Center, Suite 203 Jacksonville, Texas 75766	Ruth
J. T. Hamm (Joe), 2931 Spokane Creek Road, East Helena, Montana 59635	Delome
Wallace E. Loft (Wally), P. O. Box 183, Marshalltown, Iowa 50158	Hazel

NEW CLUB BUILDING - CENTRAL AND SOUTH AMERICA

Chairman - Carlos Alberto Lopez-Pinto, M.D., Calle 91 No. 50-126, Barranquilla, Colombia	Gabrielle
--	-----------

Members

*Enrique Jimenez O., Calle 6a #203 Urdesa, Guayaquil, Ecuador	
*Guillermo Rico, Calle 38 No. 2-9, Ibague, Colombia	

*Addresses are not confirmed

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 2 -

NEW CLUB BUILDING - EUROPE

Chairman - Raymond de Meulemeester, 17 rue A. Borgnet, F-76130 Mount Saint-Aignan, France (Rouen Club) Therese

Members

Dieter Hoffmann, Am Wingertsberg 29, 6719 Weisenheim Am Berg, Germany (Weinstrasse Club) Edna
Dr. Olav Sunde, Hellebakken 40, N-5000 Bergen, Norway Esther

NEW CLUB BUILDING - ASIA-PACIFIC

Chairman - Moses Sevier (Mo), Christchurch International Airport, P. O. Box 14001, Christchurch, New Zealand (North West Christchurch Club) Tinka

Members

Kenneth W. Farmer (Ken), 141 Gilles Street, Adelaide S.A. 5000 Australia Rona
Emilio M. Piansay (Emil), Conacor Trading Corporation, 257 San Pedro Street, 9501 Davao City, Philippines Lily

MEMBERSHIP - NORTH AMERICA EAST

Chairman - Anthony M. Mettler (Tony), 17371 Brody Street, Allen Park, Michigan 48101 Mary Jane

Members

Glenn A. Claybaugh, Ph.D., 1612 Russell Avenue, Evansville, Indiana 47112 (Westside Evansville Club) Mary Lou
Thomas J. Deen, Jr. (Tom), P. O. Box 154, Istachatta, Florida 33536 (Brooksville Club) Betty Jo
Hubbard C. Francis (Huck), 125 W. Court Street, Box 607, Prestonsburg, Kentucky 41653 Betty
Robert A. Leggett, Jr. (Bob), 1289 Dabney Drive, Henderson, North Carolina 27536 Sibyl

MEMBERSHIP - NORTH AMERICA WEST

Chairman - Lawrence E. Hegstrom (Larry), 230 Carlile Avenue, Pueblo, Colorado 81004 Rose Mary

Members

Reed R. Harris, 21639 Ocean Vista Drive, South Laguna, California 92677 (Laguna Beach Club) Gloria

*Addresses are not confirmed

**Committee Appointments are not confirmed

- 3 -

<u>MEMBERSHIP - NORTH AMERICA</u>	<u>Members</u>	<u>WIFE'S NAME</u>
<u>WEST</u>		

A. Elliott Johnson (Elliott), 2025 Riverside Drive, Mt. Vernon, Washington 98273	Eileen
--	--------

Marcus A. "Tommie" Pharr, 1010 W. Maple, Lee's Summit, Missouri 64063	Vivian
---	--------

S. Keith Stoddard (Keith), P. O. Box 1144, Burley, Idaho 83318	Fae
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<u>MEMBERSHIP - CENTRAL AND SOUTH AMERICA</u>

* <u>Chairman</u> - Humberto E. Cortes-Cuellar, Calle 17, #9-82, #803, Bogota, Colombia	Melba
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<u>Members</u>

**Abraham Bedoya, c/o National de Bienes Company, Cra 52 No. 51-40, Local 117, Piso 1, Medellin, Colombia

Victor H. Morgan, P. O. Box 4589, San Jose, Costa Rica	Hellen
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<u>MEMBERSHIP - EUROPE</u>

<u>Chairman</u> - Jacob Gronning, Konglefare 75, N-1343 Eiksmarka, Norway (Baerum Club)	Hedvig
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<u>Members</u>

*Bo Enstroem, Videgatan 1, S-652, 30 Karlstad, Sweden	Bibbi
---	-------

Josef Marti (Sepp), Fr. "La Roseraie 14" CH-3186 Duedingen, Switzerland (Fryburg-Sense-See Club)	Hedwig
--	--------

<u>MEMBERSHIP - ASIA-PACIFIC</u>

* <u>Chairman</u> - Robert N. Thompson (Bob), 10 Penn Corner, Glengowrie, 5044 S.A., Australia (Adelaide Club)	Joan
--	------

<u>Members</u>

Constantino R. Manzano (Manzy), Beneficial Life Insurance Company, P. O. Box 3840, Manila, Philippines (Marikina, Rizal Club)	Estrella
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<u>PROJECT 30</u>

<u>Chairman</u> - Ronald R. Bubel, D.C. (Ron), P. O. Box 431, Wessington Springs, South Dakota 57382	Arlene
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*Addresses are not confirmed

**Committee Appointments are not confirmed

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 4 -

<u>PROJECT 30</u>	<u>Members</u>	<u>WIFE'S NAME</u>
Raymond Donathan (Ray), P. O. Box 2116, Hot Springs, Arkansas 71901		Willodene
Craig T. Enoch, 6060 N. Central Expressway, Dallas, Texas 75206		Kathryn
Neil G. Giuliano, 1317 E. Verlea Drive, Tempe, Arizona 85282		
*David Self, 1332 Westmoreland, Lake Charles, Louisiana 70605 (South Lake Charles Club)		Anne

COORDINATOR - YOUTH

Dr. Andrew Batsis (Andy), 2 Glenwood Road, Toms River, New Jersey 08753	Kathi
---	-------

KEY CLUB

<u>Chairman</u> - A. F. "Al" Lough, 1 Taggart Place, Regina, Saskatchewan S4S 4G3	Connie
--	--------

Members

Fred W. Briggs, 44 Mount Haven Drive, Livingston, New Jersey 07039	Jean
Charles E. Hardy (Mike), 512 Benton, Missoula, Montana 59801	Mabelle
Stanley K. Johnson (Stan), 7620 Northeast 140th Place, Bothell, Washington 98011 (Industrial Seattle Club)	Esther
Marcus M. Marble, Jr., M.D. (Marc), 112 N. 3rd Street, Buckeye, Arizona 85326	

CIRCLE K

<u>Chairman</u> - Malcolm H. Livick (Mal), P. O. Box 100, Ft. Defiance, Virginia 24437 (Verona Club)	Linda
--	-------

Members

Alan R. Anderson (Al), 3604 Sherrie Lane, Racine, Wisconsin 53405	Irma
Theodore C. Bantis (Ted), 8080 La Mesa Boulevard, Suite 107, La Mesa, California 92041	
Warnie C. Kennington, Jr., Highway 8 and 51, P. O. Box 872, Grenada, Mississippi 38901	Jacque
F. Larry Rittgarn (Larry), P.O. Box 2373, Fargo, North Dakota 58108 (Fargo Rough Riders Club)	Pat

*Addresses are not confirmed

**Committee Appointments are not confirmed

YOUTH SERVICESWIFE'S NAME

Chairman - Olin L. Purvis, P. O. Box 230, Darlington, South Carolina
29532

Lib

Members

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

Harriett

Lloyd W. Distant, Royal Bank Jamaica Limited, 211 Hagley Park Road,
Kingston 11, Jamaica (Downtown Kingston Club)

Carmen

John B. Johnston II, 9405 Rockport Drive, Cincinnati, Ohio 45231
(Northern Hills-Finneytown Club)

JoAnn

Dyche Jones, 603 N. Main, London, Kentucky 40741

Polly

BUILDERS CLUBS

Chairman - Peter S. Ford, Jr. (Pete), 3521 Byrn Brae Drive, Virginia
Beach, Virginia 23464 (Chesapeake Club)

Bobbie

Members

John A. Brock, Jr., P. O. Box 579, Cary, North Carolina 27511

Nancy

James A. "Jim" Bull, 706 Leland Avenue South, Thunder Bay, Ontario
P7E 2P6

Arline

Gerald H. Freedman (Jerry), 2169 Seneca Drive East, Merrick, New York
11566

Linda

COORDINATOR - SERVICE

W. Donald Goodfellow (Don), #555, 600 -6th Avenue Southwest, Calgary,
Alberta T2P 0S5

Lois

ACHIEVEMENT

Chairman - George G. Young, M.D., 744 McCallie Avenue, Chattanooga,
Tennessee 37402 (Brainerd, Chattanooga Club)

Irene

Members

Anol W. Beahm, M.D. ("A.W."), 1218 Wilson, Great Bend, Kansas 67530

Dorothy

John M. Lutsch, 5949 Deerview Lane, Medina, Ohio 44256

Mary Lou

Ernest P. Newbern, Jr. (Brud), P. O. Box 12182, Memphis, Tennessee 38112
(East Memphis Club)

Becky

William C. Stiefel (Bill), 10 Kings Way, Mobile, Alabama 36608

Bettie

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 6 -

ADMINISTRATIONWIFE'S NAME

Chairman - Dr. Kenneth W. Smith (Ken), 227 Dumfries Avenue, Kitchener,
Ontario N2H 2E6 (Kitchener-Waterloo Club)

Shirley

Members

Blaine Eddy, 1868 Crossroads, Kenova, West Virginia 25530
(East Huntington Club)

Dosia

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

Janet

Reverend Richard D. Hogan (Dick), 205 Oakland Avenue, Council Bluffs,
Iowa 51501 (Council Bluffs Downtown Club)

Dorothy

Earl M. Robertson, 1405 175th Place Northeast, Bellevue, Washington 98008
(Issaquah Club)

Helen

CITIZENSHIP

Chairman - Elliot D. Spiro, P. O. Box 353, 1175 W. Broadway, Hewlett,
New York 11557 (Five Towns, Long Island Club)

Pigeon

Members

Gerald P. Christiano (Jerry), 2706 Main Street, Leicester, New York 14481
(York-Leicester Club)

Anita

John H. Dorrill, Jr., P. O. Box 11000, 2108 E. South Boulevard, Montgomery, Carol
Alabama 36198 (Good Morning, Montgomery Club)

A. Eric Kingston (Eric), 75 Anglesey Boulevard, Islington, Ontario
M9A 3B9 (Humber Valley, Toronto Club)

Kay

E. Alton Reeves, Jr. (Alton), 2866 Church Street, East Point, Georgia
30344 (College Park Club)

Evelyne

SPIRITUAL AIMS

Chairman - Arthur L. Gratias (Art), R. R. 1, Box 210, Nora Springs,
Iowa 50458

Alice

Members

Albert S. Justus (Al), 5605 Birkdale Court, Columbus, Ohio 43227
(German Village, Columbus Club)

Betty

Paul F. Koehler, 29654 Rivershore Lane, Elkhart, Indiana 46516

Jane

Don M. Miller, 629 Knollcrest Drive, Peoria, Illinois 61614
(South-West Peoria Club)

Shirley

Dr. Charles N. Riley, 422 Academy Avenue, Dublin, Georgia 31021

Betty

*Addresses are not confirmed

**Committee Appointments are not confirmed

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 7 -

MAJOR EMPHASIS-NORTH AMERICA EASTWIFE'S NAME

Chairman - W. J. "Wil" Blechman, M.D., 2200 Northeast 201st Street,
Miami, Florida 33162 (North Miami Beach Club)

Sidell

Members

Eric Ellis, 900 Cahill Drive West, Ottawa, Ontario K1V 9A2 (City View,
Ottawa Club)

Eleta

William L. Lieber (Bill), 4950 Broadway, Gary, Indiana 46408

Marcia

Elton R. Lube, 11401 Snowville Road, Brecksville, Ohio 44141

Kay

Emil Rasa, 6033 Avon Drive, Bethesda, Maryland 20014
(Wheaton Club)

Bert

MAJOR EMPHASIS - NORTH AMERICA WEST

Chairman - Thomas P. Salyer, D.D.S. (Tom), Route 8, Box 702-J, 11450 E.
Calle Javelina, Tucson, Arizona 85710 (Sunshine, Tucson Club)

Barbara

Members

*Melvin B. Dennis, Sr. (Mel), 9314 Canyon Road East, #80, Puyallup,
Washington 98371

Aggie

Robert E. McFarland (Bob), 8301 Northwest 39th Expressway, Bethany,
Oklahoma 73008 (Warr Acres-Putnam City Club)

Joan

Philip B. Robinson (Phil), 1501 Westcliff Drive, Suite 323, Newport
Beach, California 92660 (Corona Del Mar Club)

Wanda

Douglas Wasson (Doug), 1677 Shrider Road, Colorado Springs, Colorado
80918 (Rampart Range, Colorado Springs Club)

Jo

MAJOR EMPHASIS - CENTRAL AND SOUTH AMERICA

Chairman - Joaquin Casadiego, M.D., P. O. Box 2260, Bucaramanga, Colombia

Sonnica

Members

*Antonio Butti, San Lorenzo 2228, Santa Fe 3000, Argentina

Santiago Del Pin, Juan Bautista Alberdi #444, Salta, Argentina

Teresita Maria

MAJOR EMPHASIS - EUROPE

Chairman - Charles Lecluyse, J. F. Kennedylaan 36, B-2630 Aartselaar,
Belgium (Antwerpen-Rijswijck Club)

Gaby
(Bieke)

*Addresses are not confirmed

**Committee Appointments are not confirmed

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 8 -

<u>MAJOR EMPHASIS - EUROPE</u>	<u>Members</u>	<u>WIFE'S NAME</u>
Rene Ernst Blaser (Rene), Sonnenbergstrasse 5, 6005 Luzerne, Switzerland		Helen
*Roger Toje, Nils Juelsgt 15, Oslo 2, Norway		Hilda

MAJOR EMPHASIS - ASIA-PACIFIC

* <u>Chairman</u> - Primo A. Cruz, c/o Standard Insurance Company, 999 P. Gil Corner F. Agoncillo Street, Ermita, Manila, Philippines (Marikina, Rizal Club)	Restie
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Members

Braulio "Boy" D. Hizon, 136 San Jose Street, Angeles City, Philippines (Mabalacat Club)	Hermie
Allan R. Lord, P. O. Box 195, Carnegie, 3163 Victoria, Australia (Moorabbin Club)	Joan

COORDINATOR - COMMUNICATIONS

Noris A. Lusche (Norie), 616 E. Speer Boulevard, Denver, Colorado 80203 (South Denver Club)	Jean
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PUBLIC RELATIONS

<u>Chairman</u> - Claude Berr, C.F.E., 9 Avenue Franklin D. Roosevelt, F-75008 Paris, France	
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Members

Leonard A. "Doc" Baker, Jr., 570 W. Flagler Street, Miami, Florida 33130 (Miami Beach Club)	
George Bush, Apartment #1602, 200 Ronald Street, Winnipeg, Manitoba R3J 3J3 (Saint James Club)	Sallie
Ray Keyes, Williamsport Sun Gazette, 252 W. 4th Street, Williamsport, Pennsylvania 17701 (Loyalsock Township Club)	Elsie
*Richard Smith (Dick), P. O. Box 103, Corona Del Mar, California 92625	Gail

RESOLUTIONS -

<u>Chairman</u> - Edward A. Novak, Jr., M.D. (Ed), 162 Clinton Street, Redwood City, California 94062 (Mid-Peninsula-A.M.-Redwood City Club)	Natalie
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Members

Raymond B. Allen (Ray), 565-11th Street "A" West, Owen Sound, Ontario N4K 3T8	Marj
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*Addresses are not confirmed
 **Committee Appointments are not confirmed

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 9 -

<u>RESOLUTIONS</u>	<u>Members</u>	<u>WIFE'S NAME</u>
*Bjarni B. Asgeirsson, Marbakki, 170 Seltjarnarnes, Iceland (Seltjarnarnes-Nes Club)		Elly
*L. H. "Larry" Birbeck, 14408 - 80th Avenue, Edmonton, Alberta T5R 3K3 (Edmonton-Oil Capital Club)		Dorothy
Dr. William M. Eagles (Bill), 4608 Sylvan Road, Richmond, Virginia 23225 (Chesterfield Club)		Doris
John T. Roberts, 6636 Sheffield Avenue, Baton Rouge, Louisiana 70806		Patsy
Robert E. "Bob" Wales, 7732 Goodwood Boulevard, Baton Rouge, Louisiana 70806 (Capital City, Baton Rouge Club)		Gwynne
Judge Gilbert H. Zitzelsberger (Gil), 17700 Fort Street, Riverview, Michigan 48192		Evelyn

CONVENTION AND COUNCIL MUSIC

<u>Chairman</u> - Verrollton C. "Vic" Shaul, 72 Greencroft Drive, Champaign, Illinois 61820 (Champaign-Urbana Club)	Wilma Jane
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Member

Thomas A. Dowman (Tom), 1400 W. 9th Avenue, Oshkosh, Wisconsin 54901	Dottie
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COMMUNICATION SERVICES

<u>Chairman</u> - Joseph A. Ross (Joe), 1042 S. Elmwood Avenue, Oak Park, Illinois 60304	Mary
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INTERNATIONAL RELATIONS - NORTH AMERICA EAST

<u>Chairman</u> - H. C. Evans Jr. ("H.C."), P. O. Box 35, Banner Elk, North Carolina 28604	
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Members

Chester Bogushas, 24 Central Avenue, Waterbury, Connecticut 06702	Else
Andrew M. Bryan (Andy), 2604 Military, Port Huron, Michigan 48060	Marie
Tats Kikuta, 60 Playter Boulevard, Toronto, Ontario M4K 2W3	Toshiko
Thomas J. Trogon, Jr. (Tom), 106 E. Court, Paris, Illinois 61944	Trudy

INTERNATIONAL RELATIONS - NORTH AMERICA WEST

<u>Chairman</u> - Otto R. Lawrence, 8639 39th Street Southwest, Seattle, Washington 98136 (West Seattle Club)	Iris
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*Addresses are not confirmed

**Committee Appointments are not confirmed

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 10 -

INTERNATIONAL RELATIONS
NORTH AMERICA WESTMembersWIFE'S NAME

Ray "Curly" Farnsworth, 704 N. Elm Street, Cresco, Iowa 52136	Madge
Guy Hayes, 1413 E. Euclid, McPherson, Kansas 67460	Lois
Charles H. Kemper, Jr. (Pheeze), P. O. Box 86, Troy, Missouri 63379	Mary Anne
Maurice Sanchez, 6215 Rio Hondo Drive Northeast, Albuquerque, New Mexico 87109	Violet (Vi)

INTERNATIONAL RELATIONS - CENTRAL AND SOUTH AMERICA

*Chairman - Alberto Andrade-Marin, Queseras 893, P. O. Box 2496, Quito, Ecuador

Dorothy
(Dorita)

Members

**Domingo Accursi, Maipu 1894, 2000 Rosario, Santa Fe, Argentina

*Juan Martin-Romero M., Calle 35 No. 18-21, Office #3-05, Bucaramanga, Colombia

INTERNATIONAL RELATIONS - EUROPE

Chairman - Hannes Payrich, P. O. Box 109, Marktstrasse, A-6850 Dornbirn, Austria (Dornbirn, Vorarlberg Club)

Rita

Members

*Knut Aamodt, Borgenbraaten 83, 1370 Asker, Norway (Olso Club)

Gerlinde

*Gaetano Benedetto (Tanino), Via Muscatello 28, I-95125 Catania, Italy
(Catania Etna Club)

INTERNATIONAL RELATIONS - ASIA-PACIFIC

Chairman - Robert S. Karl (Bob), Apartment #1, 2nd Floor, #29, Lane 175, Ho-ping East Road, 106 Taipei, Taiwan

Eleanor

Members

Frank C. Shih, 4th Floor, 65 Cheng Kong Road, 700 Tainan, Taiwan

Minei

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

Mavis

COORDINATOR - EDUCATION

M. Jeff Watts, Jr. (Jeff), 790 Overhill Court Northwest, Atlanta, Georgia 30328 (Marietta Club)

Jody

*Address are not confirmed

**Committee Appointments are not confirmed

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 11 -

KIWANIS EDUCATION - NORTH AMERICA EASTWIFE'S NAME

Chairman - Robert R. Grinnell (Bob), P. O. Box 291, Mineral Point,
Wisconsin 53565

Mary

Members

Jack H. Demaree, 1208 N. Riley Road, Muncie, Indiana 47304

Ginny

*Elwood Hogan, Jr., 1233 Wellington Drive, Clearwater, Florida 33516
(Springtime City, Clearwater Club)

Myrtle

R. Troy Holcombe (Troy), Landscaping and Grounds Department, West Georgia
College, Carrollton, Georgia 30117

James J. Johnston, Jr. ("J.J."), 467 Fielding Drive, Pittsburgh, Pennsyl-
vania 15235 (Penn Hills Club)

Shirley

KIWANIS EDUCATION - NORTH AMERICA WEST

Chairman - Kenneth C. Forrer, M.D. (Ken), P. O. Box 1328, El Cajon,
California 92022 (North Park, San Diego Club)

Beth

Members

Marvin S. Appleby (Marv), 1512 Front Street, Ft. Benton, Montana 59442

Winnie

Dr. Richard C. Peterson (Dick), 707 Murphy Drive, Alamosa, Colorado
81101

Vivian

Thomas L. Williams (Tom), 90 Stanford Avenue, Pocatello, Idaho 83201
(Alameda, Pocatello Club)

Mickey

J. Stewart Wilson (Stew), 6584 Valley Springs, Birmingham, Michigan
48010 (Farmington Hills Club) (Nov. 1-May 1) 9950-S Royal Oak Road,
Sun City, Arizona 85351

Gerry

KIWANIS EDUCATION - CENTRAL AND SOUTH AMERICA

Chairman- Gaston Faraudo, Jr., P. O. Box 6417, Panama City 5, Panama

Lidabel

Members

** Luisin Mejia, Calle D #14, URB San Geronimo, Santa Domingo,
Dominican Republic

**Octavio Osorio, Carrera 49 #79-261, Barranquilla, Colombia

KIWANIS EDUCATION - EUROPE

Chairman - Thorbjorn Karlsson (Thor), Bardastrond 13, 170 Seltjarnarnes,
Iceland (Seltjarnarnes-Nes Club)

Svala

*Addresses are not confirmed

**Committee Appointments are not confirmed

1981-82 INTERNATIONAL COMMITTEE APPOINTMENTS

- 12 -

KIWANIS EDUCATION - EUROPEMembersWIFE 'S NAME

*Professor Arnaldo Cioni, Viale Mario, Rapisardi 114, I-95124 Catania,
Italy (Catania Etna Club)

Robert Rebord (Bob), Rue Bellot 10, P. O. Box 854, CH-1211 Geneva,
Switzerland (Lausanne Club)

Josiane

KIWANIS EDUCATION - ASIA-PACIFIC

Chairman - Hernando O. Streegan (Hernan), Rhine Marketing Corporation,
Corner of Don V. Sotto & McArthur Boulevard, 6401 Cebu City, Philippines

Flor

Members

David C. Henderson (Dave), 153 Tamamutu Street, Taupo, New Zealand

Hinemoa

Angel "Bill" D. Santos, 356 Dona Carmen Street, Mt. View Subdivision,
Balibago 2017 Angeles City, Philippines (Mabalacat Club)

Bembing

**William T. Wagner (Skip), 4th Floor, 5-2, Lane 18, St. 110, Road 1
Tien Mou, Taipei, Taiwan (Taipei Keystone Club)

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*Addresses are not confirmed

**Committee Appointments are not confirmed

REPORT OF THE SECRETARY
TO THE
INTERNATIONAL BOARD OF TRUSTEES

May 1, 1981

The first seven months of the 1980-81 administrative year have brought us evidence that Kiwanians at all levels of leadership have followed President Merald's challenge that they "Take Time To Care!" I will report briefly on each area, but first I must be certain that all members of the Board are fully aware of the circumstances under which this report has been prepared.

When Pete Hanly came to us just over a year ago as our new Executive Director he and I were immediately given detailed instructions with regard to the transfer of total responsibility and authority for the various departments of the General Office. On May 1, Pete took over Finance, Data Processing and all areas under the supervision of the Assistant Secretary for Operations. I was to turn all of the areas under the Assistant Secretary for Growth over to him as soon as possible and this was accomplished as of October 1, 1980. The remaining areas, which included Publications, Communications, Public Relations and the Foundation, were transferred on January first of this year. After each of those scheduled transfer dates I was not made aware of progress or problems within the affected areas. During the months which preceded the sale of the General Office property to the Metropolitan Sanitary District I concentrated my efforts on providing legal counsel with information and material essential to that sale but had no part whatsoever in the deliberations of the Building Committee in connection with acquiring the land for the new building and planning its construction.

After your acceptance of Pete Hanly's resignation on April 4, I agreed to move my planned retirement from July 15 to the end of this administrative year. In the three weeks since that date I have been kept extremely busy trying to determine the status of all areas of concern and at the same time take care of the daily responsibilities of the secretary. The situation has been considerably complicated by the fact that all employees are aware that, at some time in the area of eighteen months from the date of the sale of the General Office property, their place of employment will be moved to Indianapolis. They have been assured that details are being worked out as to what will be done to help those who will move to Indianapolis as well as to provide appropriate termination arrangements for those who will not make the move. Some, however, have not seen fit to wait for that information with the result that 10 well qualified employees have found other employment, leaving us with the difficult task of finding replacements who will either agree to work only until we move or agree to move to Indianapolis with the General Office. You will understand why we are most anxious to have an approved personnel relocation plan to announce to our General Office employees at the conclusion of this meeting of the Board.

Fortunately the General Office Staff is composed principally of Kiwanians and other employees who have demonstrated their loyalty to our organization over the years. They are filling in the vacancies in order to make it possible for us to continue the efforts of each department as I am about to describe for you.

NEW ORLEANS CONVENTION

We are well ahead of last year's advance registration totals as of this date. As of April 29 the totals included 5,056 men and 4,163 women, for a total of 9,219. The total at this time last year was 8,277. Five districts have exceeded their quota and three more are within 10% of that goal. We are working very closely with Host Committee Chairman John Murdock and host district leadership from Governor Mort Levy through all club and division levels. We have had considerable difficulty arranging for our Tuesday morning speaker but just last week received the good news that Senator Richard Lugar of Indiana has accepted our invitation. He is a member of the Senate Foreign Relations Committee and has already begun to prepare a speech which will be truly international in nature. Chairman Aubrey will report on details and we shall be looking forward to hearing his report.

GOVERNOR-ELECT CONFERENCE

This year's Conference for Governors-elect was held at the Continental Plaza from March 25 to 28. All governors-elect were present for the full conference but we sincerely regret that illness prevented KI-E President-elect Reinhold Graetz from attending, as he had planned to do. President-elect Mac, together with the members of the Board Committee on Leadership and Council, conducted what everyone agreed was an inspiring conference which brought every member of Mac's 1981-82 team to a record high degree of enthusiasm. Anyone who had the privilege of attending the conference knows that we'll be in good hands with the new team.

CONFERENCE FOR DISTRICT SECRETARIES

19 District Secretaries attended this year's Conference which followed closely after the Governors-elect Conference. The district secretaries met at the General Office from March 30 to April 1 and all who participated profited greatly from having attended.

NEW CLUB BUILDING

Comparison of statistics on new club building for this year versus the same date last year shows progress to be almost on an even basis. For a time this year was somewhat ahead of last year but, as this report is being prepared, we show 177 new clubs built to date, compared to 188 to this date last year. President Merald and his 1980-81 governors are still confident that they will be well ahead by year's end. In the meantime individual district leaders include Minnesota-Dakotas with 15, California-Nevada-Hawaii with 14, and Florida with 12 new clubs.

As of March 27, there were 126 clubs on the "Not Meeting List," which compares favorably with the fact that 173 charters were revoked by the Board at this meeting last year.

MEMBERSHIP

At the January meeting staff was directed by the Membership Growth Committee to develop and report on a monthly basis only paid membership, rather than provide reports based on current club and membership reports. This has proven to be a task which cannot be accomplished without completely changing our current membership recording and reporting system at all levels. I know that this will be given considerable consideration by the Committee at this meeting, but, in the meantime, can only report that the March 31, 1981 Report of Clubs and Membership shows a 297,631 APS membership with 2,508 honorary for a total of 300,139. Since the report just one year ago shows a 298,980 APS membership, there is evidently a current

loss of 1,349 in APS membership for the twelve month period. A loss of 1,013 is also noted in the honorary membership for the same period.

27,097 New Member Adds have been processed in the first six months of this administrative year, compared to 29,989 New Member Adds during the same period last year. We have learned from the Circulation Department that there are approximately 2,600 New Member Add Forms that have been returned to clubs because no check was included for the processing fee, as required by our new "cash only" policy. We are still hopeful of having these returned with checks and, through the extra promotional efforts being put forth by the International Committee Chairmen, achieving an appreciable increase in membership for the 1980-81 administrative year.

KEY CLUBS

Key Club is experiencing a good year, especially in growth, reporting 96,427 paid members to date, compared to 92,722 a year ago. A total of 3,627 clubs are in existence this year, compared to 3,609 last year at this time. The goal is 100,000 paid members by the end of the administrative year and Key Club International President Jeff and his Board are highly optimistic about achieving it.

CIRCLE K

The total paid membership in Circle K is 12,535, which is slightly ahead of the 12,430 reported last year at this time. There are 765 chartered clubs, compared to 756 last year at this date. The total number of inactive clubs (75) has increased from 67 in 1980 and the new club building pace is slightly behind last year's. However several new member recruitment posters are being developed and it is hoped that these, along with the drive and enthusiasm of the Circle K Board, will stimulate a surge in membership.

BUILDERS CLUBS

The number of Builders Clubs now stands at 470, compared to 370 one year ago, demonstrating an excellent growth record. The first Builders Club Directory was recently completed. Each listing includes the name of the sponsoring Kiwanis club, the name of the Builders Club and the city in which it is located, followed by the organizational date, charter number, and co-sponsoring youth organization (if any). Monthly Builders Clubs newsletters are sent to each District Governor, District Youth Services Chairmen, District Builders Club Chairmen, and each member of this Board.

ACCOUNTING AND DATA PROCESSING

It is in these closely related and most important areas that the greatest concerns have developed over the past several months, and which has supported the loss of the highest percentage of Key People. The Board has been aware of the concerns and, as a result, authorized a complete review of our accounting and financial reporting systems to be done by Arthur Young & Company.

That review has been completed and contains their recommendations on procedures which should be followed if we are to solve the problems which exist in these areas. I sincerely hope that the Board will be in agreement with these suggestions and put them into effect as soon as possible.

STAFF CHANGES

Two changes have been made at the director level and, of course, they require the approval of this Board. The first occurred on January 26, when Raymond G. Jeanes was named director of our Convention department. Ray has been on our staff since 1974, serving first as Latin American field service representative then having been named Manager of Field Service. Before coming to Kiwanis Ray was Convention Manager for Lions International so that his experience should stand him in good stead in his new responsibility for Kiwanis. I therefore recommend that:

The Board approve the appointment of Raymond G. Jeanes to be Director of the Convention Department, retroactive to January 26, 1981.

(Approved)

On March 23 of this year William P. Berry joined our staff as our new Director of Finance. Bill is a Certified Public Accountant with thirteen years experience in accounting and five years experience working with computers. For the four years prior to his coming with us Bill was comptroller of a Chicago publishing firm. The benefits of Bill's considerable experience are already visible in our financial areas and it is with sincere pleasure that I recommend that:

The Board approve the appointment of William P. Berry to be Director of Finance, retroactive to March 23, 1981.

(Approved)

Respectfully submitted,

R. P. Merridew
International Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

May 1 - 4, 1981

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

<u>CLUBS</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
North Greenville-Travelers Rest S. C.	28	5-29-80	1-26-81
Science Hill, Kentucky	13	1-6-58	1-26-81
Decatur, Arkansas	25	1-30-78	1-26-81
Bradley Field, Windsor Locks, Connecticut	4	8-28-52	1-26-81
Enfield, Connecticut	10	10-11-39	1-26-81
Hawthorne, Nevada	11	5-13-71	2-10-81
Hamilton, Georgia	9	3-21-80	2-10-81
Haralson County-Breman, Georgia	16	4-11-80	2-10-81
North 85 Norcross, Georgia	20	4-9-80	2-10-81
Greater Minot, North Dakota	2	4-7-67	2-10-81
May-Port, Mayville, North Dakota	21	4-29-76	2-10-81
Aspen-Pitkin County, Colorado	29	7-7-76	2-10-81
North Avada, Colorado	9	2-20-75	2-10-81
City of Angels, Los Angeles, California	10	7-24-74	2-23-81
Miracle Mile, San Jose, California	22	9-22-80	2-23-81
Gatineau, Quebec	8	12-8-76	2-23-81
North Andros, Bahamas	21	9-30-74	2-23-81
Scarborough, Trinidad	15	4-1-77	2-23-81
Lombard, Illinois	6	9-4-79	2-23-81
Baton Rouge-Monterrey, La.	20	10-1-80	2-23-81
Livingston, La.	28	3-5-80	2-23-81
Bonanza, West Fargo, N. D.	20	6-9-80	2-23-81
Glasgow (Big Sky) AFB, Montana	5	4-25-72	2-23-81
Bed-Stuy, Brooklyn, N. Y.	13	12-17-77	2-23-81
Corona, East Elmhurst, N. Y.	14	2-11-76	2-23-81
Crown Heights, Brooklyn, N. Y.	16	11-27-79	2-23-81
Cypress Hills, Golden K, N. Y.	17	3-18-80	2-23-81
Jackson Heights, N. Y.	20	3-11-35	2-23-81
Little Neck-Douglaston, N. Y.	17	5-24-48	2-23-81
Capital, Olympia, Washington	7	9-20-56	2-23-81
Dauphin, Manitoba, Western Canada	21	7-1-79	2-23-81
South-Ridge Area, Milwaukee, Wisc.	7	3-20-79	2-23-81
Lompoc-Vandenberg, California	14	3-30-71	3-4-81
Patapsco Valley, Maryland	7	3-6-74	3-4-81
Florida Center, Lake Buena Vista, Florida	10	5-23-78	3-4-81
North Dade, Miami, Florida	11	7-14-64	3-4-81
Mountain Home, Johnson City, Tenn.	12	7-26-78	3-4-81
Copenhagen, Denmark	-	5-17-66	3-4-81
Odense, Denmark	-	12-11-76	3-4-81

<u>CLUBS</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
Southgate, Clackamas, Oregon	12	10-28-64	3-11-81
Bayambang, Philippine Luzon	20	10-1-78	3-11-81
Brookside Hills, Philippine Luzon	13	1-16-77	3-11-81
Camalig Philippine Luzon	18	2-4-79	3-11-81
Cardona, Philippine Luzon	27	8-17-77	3-11-81
Jose Panganiban, Philippine Luzon	20	12-30-77	3-11-81
Kapitolyo Metro Manila, Philippine Luzon	30	10-18-79	3-11-81
Lemery, Philippine Luzon	35	10-1-78	3-11-81
Libon, Philippine Luzon	23	6-25-78	3-11-81
Taytay, Philippine Luzon	31	8-29-79	3-11-81
Tigaon Camarines Sur, Philippine Luzon	31	2-23-79	3-11-81
Commerce City, Colorado	6	7-25-78	3-11-81
Westminster, Colorado	8	5-28-74	3-11-81
Fountain Inn, South Carolina	10	4-29-80	3-23-81
Minneapolis, 494-100, Minnesota	7	8-29-79	3-23-81
Cosmopolis, Washington	19	2-27-79	3-23-81
Mechanicsburg, Pennsylvania	17	3-6-58	3-23-81
Ipoh, Malaysia	30	9-23-76	3-23-81
Malacca, Malaysia	23	6-12-77	3-23-81
Burleson, Texas	5	6-28-79	3-27-81
Comanche, Texas	11	9-13-73	3-27-81
Oklahoma City, Lincoln, Oklahoma	18	1-17-79	3-27-81
West Camden County, Mt. Ephraim, N. J.	8	6-12-78	4-6-81
Cottonwood, Salt Lake City, Utah	17	4-27-59	4-6-81
Delco, Idaho	9	3-10-59	4-6-81
Fort Deposit, Alabama	9	1-11-76	4-16-81
Port City, Mobile, Alabama	26	2-8-74	4-16-81
Mid-Valley, Fresno, California	9	5-13-53	4-16-81
South Alameda, California	22	4-20-60	4-16-81
Marco Island, Florida	9	7-22-68	4-16-81
West Torrance, Torrance, California	8	2-13-80	4-23-81
Freeport, Florida	19	11-30-79	4-23-81
Stuart Sunrise, Florida	13	2-18-75	4-23-81
Pratt, Kansas	9	6-16-77	4-23-81
Stafford, Kansas	20	9-29-80	4-23-81
Wichita, Air Capital	4	2-23-76	4-23-81
Wilderness Ridge, Maple Valley, Wa.	7	9-30-78	4-23-81

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

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Douai, France	1-17-81	21
Konstanz, Germany	1-20-81	22
Washington, Missouri	1-19-81	20
Lake Minnetonka, Minnesota	1-20-81	20
Eighteenth Avenue, Brooklyn, N. Y.	1-20-81	20
Golden K of Grand Rapids, Michigan	1-19-81	20
Eastland, Texas	1-21-81	22
Abilene-Southwest, Texas	1-21-81	29
Princeton, Illinois	1-26-81	25

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Bremen-Hanse, Germany	1-28-81	20
Oconomowoc, Wisconsin	1-28-81	21
Giles County, Tennessee	1-29-81	21
Tamarac, Florida	1-30-81	29
Vinschgau Sudtiro, Italy	1-31-81	21
Longboat Key, Florida	1-30-81	22
South Columbus, Georgia	1-30-81	39
De Soto, Kansas	1-30-81	25
Canyon-Sunset, Texas	2-2-81	20
Fresno Airport/Sunnyside, California	2-4-81	23
Tung Nan, Taiwan, Republic of China	2-5-81	20
Richwood, Ohio	2-4-81	21
Smithtown, New York	2-5-81	25
Grand Rapids, Golden K, Minnesota	2-5-81	24
Clayton, New Mexico	2-9-81	24
Saganaska, Ontario, Canada	2-11-81	22
Glenboro, Golden K, Manitoba, Canada	2-13-81	21
Grenchen, Switzerland	2-3-81	20
Appenzeller Vorderland, Switzerland	2-2-81	20
Soissons, France	1-31-81	20
Alcamo, Italy	2-14-81	25
Lutz-Land-O-Lake, Florida	2-12-81	21
Buk Inchon, Korea	2-17-81	36
Hillsboro, Texas	2-19-81	21
Eau Claire, Early Risers, Wisconsin	2-19-81	21
McClure River, Virginia	2-18-81	27
Orange City, Florida	2-19-81	28
Nelsonville, Ohio	2-19-81	24
Santa Ynez Valley, California	2-19-81	20
Noto, Italy	2-21-81	25
Bobstown, Texas	2-21-81	35
Sumter-Golden K, South Carolina	2-28-81	24
Baldwin, Florida	2-23-81	20
Oceanside Pacific, California	2-24-81	30
Imperial-Crenshaw, Inglewood, Calif.	2-24-81	21
Magdalena De Kino, Sonora, Mexico	2-25-81	24
Chowchilla, California	2-26-81	22
Thomasville Golden K, Georgia	2-26-81	42
North Valley, Albuquerque, New Mexico	2-26-81	24
Swift Creek, Virginia	3-2-81	23
State Center, Iowa	3-7-81	23
Fusagasuga, Cundinamarca, Columbia	1-28-81	23
Floral, Alabama	3-5-81	20
Modbury, South Australia, Australia	3-9-81	20
Pampa Golden K, Texas	3-11-81	20
Wylie, Texas	3-10-81	21
Wahpeton Golden K, North Dakota	3-11-81	20
Malin, Oregon	3-12-81	24
Matthews, North Carolina	3-12-81	28
Parana, Entre Rios, Argentina	3-18-81	22

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Hot Springs Village	3-19-81	27
Meeker Colorado	3-19-81	26
Vista Hills, El Paso, Texas	3-19-81	24
LaCrosse-Golden K, Wisconsin	3-18-81	21
Polistena, Italy	2-24-81	28
Mullhouse Bollwerk, France	3-17-81	23
Snellville, Georgia	3-23-81	29
Newcastle, New South Wales, Australia	3-23-81	20
Golden K St. John's, Newfoundland	3-12-81	20
Mandug, Davao City, Philippines	2-22-81	25
Maqueda Bay, Catbalogan, Samar, Philippines	2-28-81	24
Nassau A. M., Bahamas	3-25-81	24
Casuarina Northern Territory, Australia	3-25-81	23
Hopewell Valley, New Jersey	3-26-81	30
Oak Park Central, Michigan	3-26-81	31
Elk River, Elkview, West Virginia	3-26-81	21
Port Hueneme, California	3-26-81	42
Ashdown, Arkansas	3-22-81	25
Novaliches East, Quezon City, Philippines	3-22-81	25
Caloocan City, Philippines	2-6-81	37
Fort Mill, South Carolina	3-27-81	27
Northeast Minneapolis Golden K, Minn.	3-27-81	20
Fargo Golden K, North Dakota	3-31-81	30
Gloucester, Massachusetts	4-1-81	25
Mt. Shasta, California	4-2-81	26
Yuba Feather, California	4-2-81	20
Los Alamos-Sunrise, New Mexico	4-7-81	29
Amerongen-Leersum, Netherlands	4-9-81	20
West Bloomfield, Michigan	4-8-81	22
Rock Island, Morning, Illinois	4-9-81	20
Bear Valley, Colorado	4-9-81	21
Window Rock, Arizona	4-9-81	29
East Grand Forks, Minnesota	4-7-81	28
Lady Lake, Florida	4-11-81	26
Burnsville, Minnesota Valley, Minnesota	4-14-81	25
Calvert County, Maryland	4-16-81	20
Thief River Falls Golden K	4-21-81	33

c. Club Incorporations Completed:

Alpena, Thunder Bay, Mich.
 Baytown, Villas, N. J.
 Camp Verde, Ariz.
 Dallas/Fort Worth Airport, Tex.
 East Dougherty, Ga.
 Golden K, Asheville, N. C.
 Golden K, Erie, Pa.
 Golden K Odessa, Tex.
 Lafayette, Ga.
 Laurel, Pioneers, Mont.
 Meredith, N. H.
 Metro, Jackson, Miss.

Ross Island, Portland, Ore.
 South Hall County, Ga.
 Southpark-Shreveport, La.
 Southwest Washington, D. C.
 Stafford, Va.
 St. Charles, Golden K, Ill.
 St. Cloud, Golden K, Minn.
 Ste. Marie-de-Beauce, Que.
 Stroudsburg-Daybreak, Pa.
 Watervliet, N. Y.
 West Little Rock, Ark.
 Woodland Park, Colo.

. Kiwanis Club Name Changes:

none

e. Circle K Clubs completed:

CIRCLE K CLUB

Knox Community College
Mount San Antonio College
Lamar University
Schreiner College
Cegep De Trois Rivieres College

Kennesaw Junior College
Silver Lake College
College of Mount Saint Vincent
Viterbo College
Peace College
Marquette Univeristy
Columbia Basin Community College
Morehouse College
Eckerd College
Allegheny College
University of South Carolina-Sumter
Suffolk Community College
John Hopkins University
John Tyler Community College
Glendale Community College
College De La Region De L'Amiante
Indiana University-Purdue University at
Indianapolis
Elizabethtown College
State University of New York at Binghamton
Mount Aloysius Junior College
University of Puget Sound
Palm Beach Atlantic College
Schenectady County Community College
Suffolk Community College-Selden Campus
Daemen College
Maria Regina College
College of New Rochelle
Mount Senario College
St. Lawrence University
Tallahassee Community College
Community College Of The Finger Lakes
Fairleigh Dickinson University-Rutherford
Agnes Scott College
Loyola University IN New Orleans
Southeast Missouri State University
St. Joseph's College
Alderson Broaddus College

KIWANIS SPONSOR

Spaldings, Jamaica
Ontario-Parkway, CA
Beaumont, TX
Kerrville, TX
Trois Rivieres, PQ &
Cap de la Madeleine, PQ
Metropolitan Marietta, GA
Manitowoc Breakfast, WI
Riverdale, NY
LaCrosse, WI
Cary, NC
Milwaukee, WI
Pasco, WA
Metro Atlanta, GA
Boca Ciega, Saint Petersburg, FL
Meadville, PA
Sumter, SC
Riverhead, NY
Hampton-Midtown, Baltimore, MD
Chester, VA
Glendale, CA
Thetford Mines, PQ

Indianapolis, IN
Elizabethtown, PA
Johnson City, NY
Ebensburg, PA
West End Tacoma, WA
The North Palm Beaches, FL
Schenectady, NY
Selden-Centereach, NY
West Seneca, NY
North Side, Syracuse, NY
Morris Park, Bronx, NY
Ladysmith, WI
Ogdensburg, NY
Tallahassee, FL
Cananduaqua, NY
Rutherford, NJ
Decatur, GA
Third District, New Orleans, LA
Cape Girardeau, MO
Patchogue, NY
Philippi, WV

f. Key Clubs:

KEY CLUB COMPLETED

Ingram Tom Moore High School
Villa Maria High School, PA
Big Sky High School
Canadian High School
Piedmont High School
Corona Del Sol High School
Valley High School
Jacksonville Laboratory High School
Seattle Lutheran High School
Resurrection High School
T. C. Roberson High School
McClintock High School
Hedgesville High School
Pace High School
Whitney Young Magnet High School
West Bridgewater Jr. & Sr. High School
Seneca Nation High School
Botkins High School
Ephrata High School
Mullins High School
Clewiston High School
Flagler Palm Coast High School
Pelham High School
Donald E. Gavit High School
Sullivan High School
Sun Valley High School
Central High School
Governor's Harbour High School
North Side High School
Miramar High School
Westlake High School
Midview High School
Xavier High School
First Assembly Christian High School
Eisenhower Sr. High School
Dana Hall School
Bishop Foley High School
West Mifflin South High School
Wyandanch Memorial High School
LaFayette High School
Excelsior High School
Skyline High School
Bessemer Academy
South Fork High School
Southwest Miami Senior High School
Marist High School
Fredrick Douglass High School
Pius X Catholic Senior Central High School
North Senior High School
Eau Claire Memorial High School
Cambridge Rindge and Latin School
Hollywood High School
Cherokee High School

KIWANIS SPONSOR

Kerrville, TX
Eastside, Youngstown, OH
Missoula, MT
Canadian, TX
Grand Lake, Oakland, CA
Tempe-Sunrise, AZ
Uptown Las Vegas, NV
Jacksonville, AL
West Seattle, WA
Edison-Norwood-O'Hara, Chicago, IL
South Buncombe-Arden, NC
Tempe-Nuevo, AZ
Martinsburg, WV
Milton, FL
Near North, Chicago, IL
East Bridgewater, MA
Gowanda, NY
Botkins, OH
Ephrata, WA
Pikeville, KY
Clewiston, FL
Flagler, Palm Coast, FL
Shelby North, Alabaster, AL
Woodmar-Hammond, IN
Sullivan, IN
Monroe, NC
Champaign-Urbana, IL
Eleuthera, Bahamas
North Fort Worth, TX
Miramar-Pembroke Pines, FL
West-Cal, Westlake, LA
Grafton-Midview, OH
Phoenix-Skyline, AZ
Memphis, TN
East Rialto, CA
Wellesley, MA
Birmingham, MI
Duquesne-West Mifflin, PA
Wyandanch-North and West Babylon, NY
LaFayette, GA
Norwalk, CA
Skyline, Longmont, CO
Bessemer, AL
Garberville, CA
Southwest Miami, FL
Bayonne, NJ
Metro Atlanta, GA
Capital City, Lincoln, NE
Eau Claire, WI
Eau Claire, WI
Cambridge, MA
Hollywood, CA
Cherokee, NC

Roseville High School
Wooddale High School
Joliet Township High Schools - West Campus
Chandler High School
Saint Mary Cathedral High School
Chenango Forks High School
Blair High School
B. B. Comer Memorial High School
La Belle High School
Scotlandville Senior High School
Ripon High School
Mount Tahoma High School
Notre Dame High School
South Glens Falls Central High School
Barrackdore Senior Comprehensive High School
St. Mark's High School
Lower Moreland High School
Grace King High School
West Jefferson High School
Palmyra High School
Green Run High School
Richard Gahr High School

Roseville, MI
Parkway Village, Memphis, TN
Joliet, IL
Chandler, AZ
Gaylord, MI
Hillcrest - Port Dickinson, NY
Greater Pasadena, CA
Sylacauga, AL
La Belle, FL
Baton Rouge - Early Risers, LA
Ripon, WI
Tacoma Mall, Tacoma, WA
Elmira, NY
Glens Falls, NY
Arima, Trinidad
Red Clay Valley, Wilmington, DE
Huntingdon Valley Area, PA
Metairie, LA
Westbank, Gretna, LA
Palmyra, NJ
Green Run, Virginia Beach, VA
Tri-Cities, Artesia, Cerritos,
Hawaiian Gardens, CA

g. Incorporation of Kiwanis Club Foundations:

none

h. Cancelled meetings:

none

i. Amendments to District Bylaws:

California-Nevada-Hawaii

Article XIII, Section 5, Selection of candidates for lieutenant governor
Article XXII, Official District Emblem
Article XII, Section 4, Nomination and election of officers

REPORT OF BOARD COMMITTEE ON ADMINISTRATION AND STRUCTURE
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1 - 4, 1981

Date of Committee Meeting: May 2, 1981

Place of Committee Meeting: General Office

Present: Members - Frank J. Di Noto, Warren H. Edwards, Harris G. Hunter
Chairman - James B. Richard
Staff - Fay H. McDonald, Gerald W. Deas

Restructure of International Board

At the January 29-February 2, 1981 meeting of the Board of Trustees, the Board adopted a set of principles for a proposed restructure of the International Board. The Board requested the committee to have prepared the appropriate amendment to the Constitution and Bylaws of Kiwanis International to implement these principles for presentation at this meeting. Through the excellent cooperation of the Board Committee on Laws and Policies, the proposed amendment has been prepared and it is attached as Exhibit A of this report.

The committee recognizes that the proposed amendment addresses itself to only one phase of the restructure of the Board, namely, the size of the Board and term of office of Trustee. Phase II of a restructure of the International Board has to do with where members of the Board come from in order to insure the best possible worldwide representation. This is a matter on which there does not appear to be any general consensus, but it is a matter to which attention must be given in future years.

Recommendation #1:

The committee recommends the adoption of the wording of the proposed amendment to the Constitution and Bylaws of Kiwanis International to implement the restructure of the International Board as delineated in Exhibit A of this report for presentation to the delegate body in New Orleans.

I move that recommendation 1 be adopted.

(Adopted)

The Board Committee on Laws and Policies shared with the committee a copy of the proposed amendments submitted by the Kiwanis Club of North DeKalb, Georgia. After review of these proposed amendments, the committee believes the proposed amendments are incomplete, defective and ambiguous. The committee suggests the club be given an opportunity to withdraw its proposed amendments.

Nominating and Seconding Procedure for New Orleans Convention

The committee reviewed the procedure on nominations and seconds for candidates for International office which has been used for the past few years. After careful consideration, the committee does not recommend any change from the past several years, but believes that the Board should again formally adopt the procedure to be recommended to the International Council at its New Orleans meeting.

Recommendation #2:

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

For the Office of President - one nominating speech of five minutes and one seconding speech of one minute.

For 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 2 be adopted.

(Adopted)

Report of the 1980-81 International Committee on Achievement

The minutes of the meeting of the 1980-81 International Committee on Achievement, held on March 20-22, 1981, are attached as Exhibit B. The minutes of the Achievement Committee contain the names of the winners and honorable mentions in the Kiwanis International Honor Club Program. Your committee commends the Achievement Committee for its devotion to duty and its excellent report.

Recommendation #3:

The committee recommends that the list of Honor Clubs and Honorable Mention Honor Clubs as contained in Exhibit B be approved.

I move that recommendation 3 be adopted.

(Adopted)

The minutes of the Achievement Committee contain two recommendations. Recommendation #1 states that the Awards Luncheon at an International convention be discontinued and that awards to Honor Clubs and Honorable Mention Clubs be

presented during a general session of the convention. It has been noted that the Board Committee on Convention has the matter of the awards luncheon on its agenda for this meeting and the recommendation of the Achievement Committee has been shared with that Board Committee.

Recommendation #2 of the Achievement Committee states that the matter of determining Honor Clubs and Honorable Mention Clubs should be finalized in a meeting of the entire committee at a given location. This committee is in complete agreement that the entire Achievement Committee must meet at one location to finalize the grading. This is too important a matter to be left to just the chairman only. The proposed 1981-82 Club Service Department 20 budget contains a budget allocation for such a meeting of the entire Achievement Committee.

Certification of Winners and Honorable Mentions of 1979-80 District Administrative Excellence Awards

The staff presented the winners and honorable mentions in the 1979-80 District Administrative Excellence Award program. The list of these winners and honorable mentions will be found in Exhibit C of this report. The districts to be so honored are determined completely by the provisions of the Grading Plan for the District Administrative Excellence Award program.

Recommendation #4:

The committee recommends that the list of winners and honorable mentions in the District Administrative Excellence Award program as contained in Exhibit C be approved.

I move that recommendation 4 be adopted.

(Adopted)

Final Report of the 1979-80 International Committee on Administration

The Final Report of the 1979-80 International Committee on Administration is contained in Exhibit D attached to this report. It is most evident that the 1979-80 Committee on Administration has done outstanding work in conducting several surveys. Chairman J. Donovan Jackson is to be particularly highly commended for his leadership and his personal involvement. The information provided by the committee will be valuable in future planning and evaluation.

The Committee on Administration has made a recommendation that Attendance Rule 3b be amended to provide that the words "or within six (6) days immediately prior to or following that month" be changed to "or within thirty (30) days immediately prior to or following that month." Your Board Committee does not concur in this recommendation. Increasing the period to thirty days prior to or following the month would eliminate the possibility of some make-ups being included in determining the monthly attendance percentage of a club as contained in the Official Monthly Report of a club. Further, it is the opinion

of the committee the period currently of approximately 40 to 43 days is adequate for earning such an attendance credit. The proposed change would increase this period to approximately 90 days which is more than double the current period of time.

Duties of Club Committees

The committee received a request for consideration of amending the Standard Form for Club Bylaws to specifically state that club committees were not only to study and propose activities in the areas of a committee's concern, but the Standard Form for Club Bylaws should also provide that each committee has the responsibility of implementing or carrying out any club board-approved activity proposals of a club committee. It is the opinion of the committee that the current construction of the Standard Form for Club Bylaws is proper as related to club board responsibilities and club committee responsibilities. The Standard Form for Club Bylaws currently provides that club committees "devise ways and means" or "suggest methods and means" in the areas of individual committee concern. Quite properly each club committee makes recommendations on ways, methods and means, together with any necessary budget requests, to the club board of directors. The Standard Form for Club Bylaws further properly provides that the club board of directors shall have general management of the club. Therefore, it is the club board which determines who is to implement board-approved activities and it should have the flexibility now provided in the Standard Form for making the appropriate determination on the implementation procedures of such activities.

Distinguished Governors for 1979-80

The committee received the request to reconsider the possible eligibility of the 1979-80 district governors from the Texas-Oklahoma and Wisconsin-Upper Michigan Districts to be named 1979-80 Distinguished Governors. The matter in question was whether or not these two 1979-80 governors met Criterion #1 on membership growth. This reconsideration involved input from Immediate Past President Mark Smith. After careful examination, it is the opinion of the committee that neither of these 1979-80 governors met the requirements of Criterion #1 on membership growth. However, the committee retains for further study the proper measurement of membership growth as this relates to the future Distinguished Governor program.

Criteria for Distinguished Governor for 1980-81 and 1981-82

Attached as Exhibit E of this report is the current Criteria for Distinguished Governor. The committee received from President Merald Enstad a request to reconsider Note #1 which states in part: "To include a new club it must be organized during the administrative year and chartered and meeting as of December 31..." President Merald and current governors believe the requirement of "chartered and meeting as of December 31" is not a practical restriction although there was general agreement that there should be such a requirement but with more time being allowed for the chartering of a club. It was recognized that the determination of Distinguished Governors should be accomplished by the January or early February Board Meeting, but the committee believes the requirement for chartering and meeting of a new club could be changed from December 31 to January 31.

Recommendation #5:

The committee recommends that Note #1 of the Criteria for Distinguished Governor be amended to read: "To include a new club it must be organized during the administrative year and chartered and meeting as of January 31 of the subsequent year; membership growth for such club will be determined by the paid membership as of October 1, with payment required by December 1," effective with the 1980-81 year.

I move that recommendation 5 be adopted.

(Adopted)

Elimination of Standing International Committees

The committee received a request from Treasurer Johnny Roberts to consider the advisability of eliminating the naming of Standing Committees in Article XV, Section 1, of the Bylaws of Kiwanis International to provide more flexibility to the President-elect in naming the necessary committees, with consent of the Board of Trustees, to achieve the goals and objectives of his year as President. Further, if advisable, if it would be practical to accomplish this by a proposed amendment at the New Orleans Convention. It is the opinion of this committee that this concept deserves more study than possibly can be devoted to it at this Board Meeting. Therefore, this request is retained for further study.

Request for Change in Alcoholic Beverage Policy

The committee received a request from the Kiwanis Club of Kingston, Jamaica, that the Board Policy on Alcoholic Beverages be changed to permit the use of alcoholic beverages at official functions of Kiwanis clubs in those countries whose customs and traditions are in harmony with the consumption of alcoholic beverages at meals. The committee makes no recommendation for a change in the current policy.

1981-82 Proposed Budget

The committee examined the proposed budgets for Board Administration and Structure Department #1 and Club Service Department #20. The committee finds the two proposed department budgets to be in order except for one line item in the proposed budget for Board Administration and Structure Department #1. A request was made that each of the thirty-eight 1981-82 International Committee Chairmen be granted \$150 as a postage allowance for the administrative year. This would involve a \$5700 budget expenditure. The committee has deleted this budgeted item.

Respectfully submitted,

FRANK J. DI NOTO

WARREN H. EDWARDS

HARRIS G. HUNTER

JAMES B. RICHARD, Chairman

PROPOSED AMENDMENT NO.
TO THE INTERNATIONAL CONSTITUTION
AND BYLAWS

Exhibit A

Submitted by the Board of Trustees of Kiwanis International.

This amendment consisting of five parts proposes to amend the Constitution and Bylaws of Kiwanis International to provide for a restructure of the Board of Trustees of Kiwanis International.

CONSTITUTION
Part 1-A

Amend Article VII, Section 1, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, a Treasurer, twelve (12) Trustees, and a District Governor for each district. Effective October 1, 1987, and thereafter, the President-elect and the Treasurer shall be the same person. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Part 1-B

Amend Article VII, Section 2, of the Constitution of Kiwanis International by inserting an addition of the present section. The section, as amended, would then read as follows:

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer (during the time when there is the elected office of Treasurer), and twelve (12) Trustees, shall begin on the first day of October of each year.

Part 1-C

Amend Article VII, Section 3, of the Constitution of Kiwanis International by rewording the last sentence of the section. The section, as amended, would then read as follows:

Section 3. Each elected officer shall be an active, privileged, or senior member in good standing of a chartered club and shall have served as a Governor of a district of Kiwanis International, except that an officer from the European Federation shall have served either as a Governor of a district of Kiwanis International or a President of the European Federation. No offices other than those of President-elect and Treasurer shall be combined in one person.

Part 1-D

Amend Article VII, Section 6, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 6. The President, President-elect, two (2) Vice-Presidents, and Treasurer shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws. On or after October 1, 1987, the Treasurer shall not be elected but shall be the same person as the President-elect.

PRESENT PROVISIONS
CONSTITUTION

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, a Treasurer, twelve (12) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer, and twelve (12) Trustees, shall begin on the first day of October of each year.

Section 3. Each elected officer shall be an active, privileged, or senior member in good standing of a chartered club and shall have served as a Governor of a district of Kiwanis International, except that an officer from the European Federation shall have served either as a Governor of a district of Kiwanis International or a President of the European Federation. No offices shall be combined in one person; nor shall any officer simultaneously hold more than one International office.

Section 6. The President, President-elect, two (2) Vice-Presidents, and Treasurer shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws.

Part 1-E

Amend, effective October 1, 1981, Article VII, Section 7 of the Constitution of Kiwanis International by deleting the entire present section and substituting a new Section 7, as follows:

Section 7. The term of office of Trustees elected at each annual convention shall be as hereinafter specified, except for those Trustees elected to fill vacancies as specified in Article XII, Section 10, of the Bylaws. On or after October 1, 1984, no Trustee who, at the date of his election, has served for more than one (1) year as Trustee shall be eligible for reelection to the office of Trustee. The number of Trustees to be elected and the terms of office shall be as follows:

- a. At the Annual Convention in 1982, two (2) Trustees shall be elected for a term of three (3) years, and four (4) Trustees shall be elected for a term of two (2) years.
- b. At the Annual Convention in 1983, three (3) Trustees shall be elected for a term of three (3) years, and three (3) Trustees shall be elected for a term of two (2) years.
- c. At the Annual Convention in 1984, four (4) Trustees shall be elected for a term of three (3) years.
- d. At the Annual Convention in 1985, four (4) Trustees shall be elected for a term of three (3) years, and one (1) Trustee shall be elected for a term of one (1) year.
- e. At the Annual Convention in 1986, and annually thereafter, four (4) Trustees shall be elected for a term of three (3) years.

Part 2

Amend Article VIII, Section 1, of the Constitution of Kiwanis International by inserting an addition to the first paragraph of the present section 1. The first paragraph of Section 1, as amended, would read 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. On or after October 1, 1987, the President-elect and the Treasurer shall be the same person.

(Note: The remainder of the present Section 1 remains unchanged.)

Section 7. The term of office of Trustees elected at each annual convention shall be two (2) years, except for those Trustees elected to fill vacancies as specified in Article XII, Sections 10 and 11, of the Bylaws. No Trustee shall serve for more than two (2) consecutive two-year terms as a Trustee.

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.

BYLAWS
Part 3

amend Article VI, Section 2 of the Bylaws of Kiwanis International by inserting an addition to the present section.2. The section, as amended, would read as follows:

Section 2. *President-elect*. The duties of the President-elect shall be such as are from time to time assigned by the Board of Trustees. On or after October 1, 1987, the President-elect also shall perform the duties of the Treasurer.

Part 4-A

Amend, effective October 1, 1981, Article XII, Sections 3 g and 3 g (1) of the Bylaws of Kiwanis International by deleting the entire first paragraph of Section 3 g and the entire Section 3 g (1) and substituting a new first paragraph of Section 3 g and a new Section 3 g (1), as follows:

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents, Treasurer (but only at the Annual Conventions of 1982 through 1986), and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

(1). The conference shall submit the name of the President-elect as the sole candidate for the office of President.

The conference shall submit no more than two (2) candidates for the office of President-elect, except, at the 1987 Annual Convention only, the conference shall submit no more than three (3) candidates for the office of President-elect.

The conference shall submit no more than four (4) candidates for the two (2) offices of Vice-President, except, at the 1985 Annual Convention only, the conference shall submit no more than five (5) candidates for the two (2) offices of Vice-President.

The conference shall submit, at the 1982 through the 1986 Annual Conventions only, no more than two (2) candidates for the office of Treasurer.

Provided, however, if more candidates for any of the offices named above are suggested to the conference than can be submitted to the Annual Convention as outlined above, the conference shall ballot. Each delegate shall cast ballots separately, one (1) vote each for the offices of President and President-elect, one (1) vote for the office of Treasurer (but only at the Annual Conventions of 1982 through 1986), and two (2) votes for the offices of Vice President. The candidates for any office requiring such ballot receiving the highest number of votes up to the maximum as delineated above shall be submitted by the conference to the Annual Convention.

BYLAWS

Section 2. *President-elect*. The duties of the President-elect shall be such as are from time to time assigned by the Board of Trustees.

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents, Treasurer and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

(1). The conference shall submit to the Annual Convention the name of the President-elect as the sole candidate for the office of President and shall submit all candidates suggested to the conference for the following offices: President-elect, two (2) Vice-Presidents, and Treasurer. Provided, however, if more than two (2) candidates are suggested to the conference for either the office of President-elect or the office of Treasurer, or more than four (4) candidates for the two (2) offices of Vice-President, the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and in such vote the two (2) candidates receiving the highest number of votes for the office of President-elect, or the office of Treasurer, and the four (4) candidates receiving the highest number of votes for the two (2) offices of Vice-President shall be submitted by the conference to the Annual Convention.

Part 4-B

Amend, effective October 1, 1981, Article XII, Section 3 g (2)(a), of the Bylaws of Kiwanis International by deleting the entire present Section 3 g (2)(a) and substituting a new Section 3 g (2)(a), as follows:

(2). The conference shall next proceed to consideration of candidates for the office of Trustee.

The Secretary of Kiwanis International shall have submitted to the conference upon its convening his certification of the number of Trustees to be elected by the current Annual Convention.

(a). For representation from districts, except those districts specified in subsections (b) and (c) of this section, at the Annual Convention in 1982, and thereafter, the conference shall submit to the Annual Convention all candidates for the office of Trustee suggested to it not to exceed two candidates for each office certified by the Secretary. In the event a lesser number is suggested to it, such number shall be submitted. If more candidates than such number are suggested to the conference, then the conference shall ballot each delegate casting a ballot for the maximum number of Trustees who may be elected at the Convention, no more or no less. The number of candidates equal to two times the maximum number of Trustees who may be elected by the Annual Convention who receive the highest number of votes shall be submitted by the conference to the Annual Convention. In the event of the necessity for election of a Trustee for a one year or two-year term (as in Section 10, following), the conference must submit at least one (1) candidate for each such one year or two-year term but not more than two (2) candidates for each such one year or two-year term.

(Note: Sections 3 (g) (2) (b) and (c) remain unchanged.)

Part 4-C

Amend, effective October 1, 1981, Article XII, Section 3 i of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 3 i, as follows:

1. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the nominations for the offices of President, President-elect, Vice Presidents, and Trustees, and of Treasurer (during the time when there is an elected office of Treasurer). They shall be nominated and voted upon in the following order: President, President-elect, Vice Presidents, Treasurer and Trustees.

(2). The conference shall next proceed to consideration of candidates for the office of Trustee.

The Secretary of Kiwanis International shall have submitted to the conference upon its convening his certification of the number of Trustees to be elected by the current Annual Convention.

(a). For representation from the United States Districts, the conference shall submit to the Annual Convention all candidates for the office of Trustee suggested to it up to such number so certified by the Secretary plus three (3). In the event a lesser number is suggested to it, such number shall be submitted. If more candidates than such number plus three (3) are suggested to the conference, then the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and those candidates equaling the number of Trustees to be elected by the Annual Convention plus three (3) who receive the highest number of votes shall be submitted by the conference to the Annual Convention. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following) the conference must submit at least one (1) candidate for each such one-year term but not more than two (2) candidates for each such one-year term.

i. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the nominations for the offices of President, President-elect, Vice-Presidents, Treasurer and Trustees. They shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents, Treasurer, and Trustees. ●

Part 4-D

Amend, effective October 1, 1981, Article XII, Section 6, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 6, as follows:

Section 6. A majority of all votes cast shall be necessary for the election of the President, the President-elect, and the Treasurer (during the time when there is the elected office of Treasurer). In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast. Effective October 1, 1981, the nominees for Vice-President receiving the highest number of votes shall be declared elected.

Part 4-E

Amend, effective October 1, 1981, Article XII, Section 9, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 9, as follows:

Section 9. The procedure for the election of Trustees, except those whose election has been provided in Section 8 above, including any vacancy which may occur by reason of the election of a Trustee to some other office, shall be as follows:

- a. The presiding officer shall announce to the convention the total number and the terms of the Trustees to be elected.
- b. The delegates shall then vote for the number of Trustees to be elected, no more or no less. Should the total number of Trustees to be elected equal the candidates nominated but the terms for the Trustees vary, the delegates shall then vote for one less than the total number of trustees to be elected, no more or no less.
- c. The nominees receiving the largest number of votes cast shall be declared elected Trustees for the announced number of three-year terms, those nominees receiving the next largest number of votes cast respectively shall be declared elected Trustees for the announced number of two-year terms, if any, and those nominees receiving the next largest number of votes cast respectively shall be declared elected Trustees for the announced number of one year terms.
- d. At the 1982 and 1983 Annual Conventions only, when a Trustee is reelected to the office of Trustee, including a Trustee whose election has been provided in Section 8, above, such Trustee, regardless of the number of votes received, shall be elected for a two-year term.

Section 6. A majority of all votes cast shall be necessary for the election of the President, the President-elect, the Vice-Presidents, and the Treasurer. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Section 9. The nominees for Trustees for regular two-year terms, except those whose election has been provided for in Section 8 above, receiving the highest number of votes shall be declared elected, provided no ballot for Trustee shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than there are possible vacancies to be filled. All following Sections in this Article involve only the nominees designated in this section.

Part 4-F

Delete, effective October 1, 1981, Article XII, Section 10 of the Bylaws of Kiwanis International and renumber all subsequent sections.

Part 4-G

Amend, effective October 1, 1981, Article XII, Section 11, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 10, as follows:

Section 10. In case of any vacancy or vacancies occurring in the office of Trustee during the first year of a two-year term, or the first or second year of a three-year term, thus necessitating the election of a Trustee at the next Annual Convention for said one year or two-year term, the Secretary of Kiwanis International shall inform the District Governors of all districts and the European Federation President that nominations may be submitted in accordance with the procedures outlined in Section 3 g (2) of this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations. The delegates shall then vote for the number of Trustees to be elected for the one year or two-year term.

Part 5-A

Amend, effective October 1, 1981, Article XIII, Section 3, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 3, as follows:

Section 3. In the event of a vacancy in the office of Vice-president, or of Treasurer (during the time when there is the elected office of Treasurer), during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Section 10. In the event that a vacancy occurs in the Board of Trustees by reason of the election of a Trustee to some other office, such vacancy or vacancies shall be filled as follows:

- a. The presiding officer shall announce to the convention the total number of Trustees to be elected for the two-year term. He shall also announce the vacancy, or vacancies, to be filled, if any.
- b. The delegates shall then vote for the number of Trustees to be elected for the two-year term, no more and no less.
- c. Trustees shall be elected by the vote of the delegates present and voting, and the nominees receiving the largest number of votes so cast shall be declared elected Trustees for the announced number of two-year terms, and those nominees receiving the next largest number of votes respectively shall be declared elected Trustees to fill the remaining vacancy or vacancies, if any, occurring during the election.

Section 11. In case of any vacancy or vacancies occurring in the Board of Trustees during the first year of a two-year term, thus necessitating the election of a Trustee at the next International Convention for a one-year term, the Secretary of Kiwanis International shall inform all district governors and the European Federation President, that an election for the said one-year term will be held at the first International Convention after the vacancy has been created and that nominations may be submitted in accordance with procedures outlined in Section 3 g (2) in this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations. The delegates shall then vote for the number of Trustees to be elected for the one-year term.

Section 3. In the event of a vacancy in the office of Vice-President or of Treasurer during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Part 5-B

Amend, effective October 1, 1981, Article XIII, Section 5, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 5, as follows:

Section 5. When, due to election results, the European Federation is not represented on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said Federation shall certify to the Secretary of Kiwanis International the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of three (3) years.

When, due to election results, a Canadian district does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the Board of Trustees of that Canadian 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 three (3) years.

Section 5. When, due to election results, the European Federation is not represented on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said Federation shall certify to the Secretary of Kiwanis International the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

When, due to election results, a Canadian district does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the Board of Trustees of that Canadian 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.

Part 5-C

Amend, effective October 1, 1981, Article XIII, Section 8, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 8, as follows:

Section 8. In any year in which no Annual Convention is held, the International Council in May, June, or July of such year shall elect a qualified member of a chartered club for each of the following offices: President, President-elect, Vice-President(s), and Treasurer (during the time when there is the elected office of Treasurer), each office for one administrative year; and Trustee(s) for the term which would have been applicable if such Annual Convention were to be held.

Section 8. In any year in which no Annual Convention is held, the International Council in May, June, or July of such year shall elect a qualified member of a chartered club for one administrative year for each of the following offices: President, President-elect, Vice-President, and Treasurer; and for Trustee for the normal term of said office.

MINUTES OF THE MEETING OF THE 1980-81 INTERNATIONAL COMMITTEE ON ACHIEVEMENT

CHICAGO, ILLINOIS

March 20-22, 1981

The 1981 meeting of the International Committee on Achievement was convened on Friday morning, March 20, 1981 at 8:30 a.m. in the Conference Room of the General Office. Because of budgetary restrictions the Chairman of the Committee, William Thacher was the only member present.

Also present for the meeting was the Staff Representative from the General Office, G. W. Jerry Deas.

Chairman Bill and Jerry reviewed the grading sheets submitted by the members of the committee for completeness of form and score.

Plans were for final determination of the Honor Clubs and Honorable Mention clubs in Multiple Service and Single Service. The clubs were judged in Diamond, Ruby, Emerald and Coral Sections. Three Honor Clubs and Three Honorable Mention Clubs were determined.

The Honor Clubs and Honorable Mention clubs in alphabetical order by club name, are attached as exhibit (1).

Once the grading was completed, the Chairman met with staff to determine procedures for presentation of awards at the New Orleans convention. The Chairman agreed that the awards should be presented on main stage and makes the following recommendation to the Board of Trustees:

Recommendation #1:

The Committee recommends that the awards luncheon be discontinued and that awards to Honor Clubs and Honorable Mention Clubs be presented on main stage at International Convention.

Discussion then followed with staff concerning Committees displeasure with the cancellation of the full committee meeting because of budget cuts. The Committee makes the following recommendation:

Recommendation #2:

The committee recognizes the importance of the total participation of the group as a whole body to determine the best in service in Kiwanis International and recommends that sufficient funds be budgeted for a full committee meeting.

The chairman and the committee take this opportunity to extend their gratitude to staff representative G. W. Jerry Deas for the work and effort that he had done in working with the committee and helping to make sure things ran as smoothly as possible.

Respectfully submitted,

George Bush
Charles E. Hardy
John M. Lutsch
William C. Stiefel
William A. Thacher, Chairman

HONOR CLUBS AND HONORABLE MENTION CLUBS
1979-80 ACHIEVEMENT WINNERS

DIAMOND SECTION

MULTIPLE SERVICE

HONOR CLUBS

Lakeland, North Webster, Indiana
Ottawa, Ontario, Canada
Seminole, Florida

HONORABLE MENTION:

Alpine, Rockford, Illinois
Cheyenne, Wyoming
Wheeling, West Virginia

SINGLE SERVICE

HONOR CLUBS

Brantford, Ontario, Canada
Eau Claire, Wisconsin
Opelika, Alabama

HONORABLE MENTION:

Cape Coral, Florida
Kalamazoo, Michigan
Port Angeles, Washington

RUBY SECTION

HONOR CLUBS

Dawn Busters, Metairie, Louisiana
Massena, New York
West Broward Plantation, Florida

HONORABLE MENTION:

Hemet Valley, California
Kingston, Jamaica
Wawasee, Indiana

HONOR CLUBS

North Little Rock, Arkansas
North St. Andrew, Jamaica
Onawa, Iowa

HONORABLE MENTION:

Idaho Panhandle, Coeur D'Alene,
Junction City, Kansas
Rehoboth Beach, Delaware

EMERALD SECTION

HONOR CLUBS:

Lowville, New York
North Hunterdon, Clinton, New Jersey
Palatine, Illinois

HONORABLE MENTION:

Meade, Kansas
Romeo Area, Michigan
Rostrevor-Campbelltown, Australia

HONOR CLUBS:

Alameda West, Jefferson County, C
Carmel-Clay, Indiana
Tijuana, Baja California, Mexico

HONORABLE MENTION:

Anderson Hills, Cincinnati, Ohio
Corpus Christi, Del Mar, Texas
St. Thomas, Jamaica, W.I.

CORAL SECTION

HONOR CLUBS:

Baton Rouge, Southeast, Louisiana
Eastern Kingston, Port Royal, Jamaica
Greater Beloit, Wisconsin

HONORABLE MENTION:

Burnside, S.A., Australia
Capitol Hill, Oklahoma City, Oklahoma
Golden K, Las Vegas, Nevada

HONOR CLUBS:

Massapequa, New York
Shinnston, West Virginia
West London, Ontario, Canada

HONORABLE MENTION:

Crescent, Oklahoma
Dunedin-Golden K, Florida
Jordan Valley, Midvale, Utah

1979-80

DISTRICT ADMINISTRATIVE EXCELLENCE AWARDS

GOLD GROUP

Winner - New York

Honorable Mention - Florida

Illinois-Eastern Iowa

ORANGE GROUP

Winner - Kentucky-Tennessee

Honorable Mention - Carolinas

Nebraska-Iowa

WHITE GROUP

Winner - Australia

Honorable Mention - Philippine-Luzon

West Virginia

SILVER GROUP

Winner - Michigan

Honorable Mention - Capital

Indiana

BLUE GROUP

Winner - Georgia

Honorable Mention - Minnesota-Dakotas

Southwest

REPORT OF THE INTERNATIONAL COMMITTEE ON ADMINISTRATION

1980-81

The International Committee on Administration took under consideration three areas of concern for 1980-81. The committee reviewed problems and concerns relative to Interclub credit, New Club credit, and Make-up credit.

To achieve the desired results of the committee, survey forms were sent to District Chairmen on Administration and current and past District Governors.

The first area of concern was Inter-club credit. The basic problem centered around small clubs and the four man requirement. The committee asked comments concerning the reduction of the number of members to three and also to two. The resulting factor was a negative reaction from districts on any change at this time and the conclusion of the committee is no recommendation to the International Board of Trustees.

The second area under consideration by the committee was New Club credit for the district governor. Again the same procedure was followed with a survey.

The survey was a two part question. The first part concerned clubs built after August 15 and scheduling the charter night no earlier than six months after the organization date, unless prior permission had been granted by the District Governor. The majority opinion expressed does not support a six month time period as outlined. The committee feels that strong emphasis should be placed on paid membership of the charter members to insure a viable new club. The committee makes no recommendation to the International Board at this time.

The second point of the survey dealt with equal credit for club building for current and future boards after August 15. There was adverse reaction for the following reasons.

1. Clubs formed after August 15, in some cases, have been in formation since May and June and are strong clubs.
2. Clubs formed after August 15 were those clubs organized in the last 10 days or so of the administrative year to get in under the wire, ready or not.

Again, the committee makes no recommendation for change but strongly suggests that consideration should be given to the development of stronger guidelines by Field Service in the building of new clubs the last ten days of the administrative year.

The third area of concern was attendance credit and make-up credit. The present rules read:

"3. Credit for attendance shall be granted to a member of a Kiwanis club; b) When he is actually present at a regular meeting or a Round Table Meeting (Section 2-a) of some other Kiwanis club any day during the calendar month in which the absence occurs, or within six (6) days immediately prior to or following that month (Saturdays, Sunday, and legal holidays excluded)"

The response of the survey found the definite need for change. This result was determined by the mobile society and the traveling Kiwanis member. Based on the results the committee makes the following recommendation to the International Board of Trustees.

Recommendation #1.

The committee recommends that Section 3b of the Official Attendance Rules be changed to delete the words - - - six (6) and insert ... thirty (30)

The committee takes this opportunity to thank the President and the International Board for the appointment and the ability to be able to serve Kiwanis International.

Respectfully submitted

Ralph O. Howard
Otto R. Lawrence
Edward A. Novak, Jr., M.D.
Lawrence W. Young
J. Donovan Jackson, Chairman

CRITERIA FOR DISTINGUISHED GOVERNORMANDATORY CRITERIA

1. Membership Growth - October 1 through September 30 - net increase in membership of 1½% based on the actual paid membership.
See Note 1.
2. New Clubs Chartered - A minimum of the average of new club building for the past 10 years in the district. (In the event a district organizes a Kiwanis club outside the district, equal new club building credit will be given to both districts.) See Note 1.
3. Complete at least one official visit to each division in the district.
4. All required visits of Lieutenant Governors to club completed within the administrative year.
5. All the club officers in the district trained - either by attendance at the district convention or by follow-up by Lieutenant Governors - and properly reported.
6. At least 80% of the clubs participating in the current Major Emphasis Program.
7. 90% of clubs filing Annual Club Report by December 31.
8. Maintain at least as the minimum the same combined number of Key Clubs and Circle K Clubs as on active status at the start of the Kiwanis administrative year.
9. Within the administrative year, personally sponsor for membership at least three (3) active Kiwanis members in clubs within the district.

ELECTIVE CRITERIA

(Must obtain two of the following five Elective Criteria)

10. International and district dues paid by all clubs in the district within the administrative year. (Extenuating circumstances will be considered.)
11. Club monthly reports filed - minimum of 95% filed by December 1.
12. Total attendance from district at International convention - A minimum of the same percentage of the membership registered from the district as at the last previous convention in that region, when applied to current membership.
13. Number of clubs represented at the International convention - A minimum of the same percentage of the clubs registered from the district as at the last previous convention in that city or region, when applied to the current number of clubs.
14. A minimum of 80% of clubs represented at the district convention.

Note 1: To include a new club it must be organized during the administrative year and chartered and meeting as of December 31; membership growth for such club will be determined by the paid membership as of October 1, with payment required by December 1.

REPORT OF SPECIAL BOARD COMMITTEE
ON THE NEW INTERNATIONAL OFFICE BUILDING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
MAY 1-4, 1981

Dates of Committee Meeting: April 30 & May 3, 1981

Place of Committee Meeting: General Office

Present: Members: E. B. "Mac" McKittrick (Ex-officio, part-time)
Raymond W. Lansford (part-time)
Donald E. Williams
Chairman: John T. Roberts
Staff: R. P. Merridew
Consultants: L. A. Hapgood, C. Fuller, J. Gibson and
M. Rogers

At the special Board meeting in Chicago on April 4, 1981, the Building Committee was instructed to develop complete plans and specifications and obtain competitive bids for the new International Office Building in Indianapolis, with the building to be 60,000 square feet and not higher than 3 stories. After informing all contending design-build teams of the Board's action rejecting their proposals, the Committee met by conference telephone and selected the firm of Bohlen, Meyer, Gibson and Associates as the architects for our building. The architects determined that a 3-story building would be the most cost effective design, and plans proceeded on that basis. A subcommittee (Donald E. Williams, William A. Brown and R. P. Merridew) developed in detail the present and future space needs of each Department--the logical flow of work tasks, as well as the departmental interfaces--and the optimum location of functions within the building. This information was reviewed in detail with the architects and was the basis of initial conceptual designs that they prepared. Our architects are with us today, and with your permission, Mr. President, we would introduce them and ask them to review with you the concept they have developed. I want you to understand from the outset, however, that we may be revamping floor plans and some design features up until some cutoff date when the design will be frozen--the specifications completed--and the package submitted to contractors for bidding.

(Presentation by Architects)

The Committee believes that the design concept you have seen fills our needs admirably. We cannot tell you the cost until we have received and evaluated bids. However, our architects believe that bids will approach

\$60 per square foot, gross, or about \$3.6M. The architects have submitted a contract at 6% for their basic fee (ca \$216 k). It may be possible to complete the building by September, 1982, but to do so, certain critical path items must be placed on order as soon as possible.

Therefore, the Committee recommends:

Recommendation #1:

We recommend that the concept referred to herein, as presented to the Board, be approved, that the Committee be empowered to finalize all designs and specifications in preparation for the soliciting of bids, that the President be empowered to enter into contracts as needed to advance the purchase of fabricated steel and elevator cab as specified and identified in the blueprints and such other long delivery items as may affect the building completion date, with such contracts to be assigned to the general contractor upon selection, and that the President be empowered to enter into a contract with the general contractor submitting the overall best bid, should any acceptable bids be received.

I move that recommendation 1 be adopted.

(Adopted)

Recommendation #2:

The Committee recommends that the President be authorized to execute a contract (such as the one shown as Exhibit A) with the firm of Bohlen, Meyer, Gibson and Associates of Indianapolis, Indiana to provide the architectural services enumerated in Exhibit A.

I move that recommendation 2 be adopted.

(Adopted)

Recommendation #3:

The Committee recommends that L and M Hapgood and Associates, Inc. (or such other name as the organization may have of which L. A. Hapgood is a part) be employed to advise and assist the Committee in the progression of the new International Office Building project, as noted in minutes of the April 4 meeting of the Board, under terms as contained in the agreement attached as Exhibit B, and that

the Committee and/or the Chairman of the Committee be empowered to approve disbursements to said corporation in accordance with said terms.

I move that recommendation 3 be adopted.

(Adopted)

Respectfully submitted,

RAYMOND W. LANSFORD

DONALD E. WILLIAMS

JOHN T. ROBERTS, Chairman

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document B141

Standard Form of Agreement Between Owner and Architect

1977 EDITION

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH
AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION

AGREEMENT

made as of the Tenth day of April in the year of Nineteen
Hundred and Eighty-One

BETWEEN the Owner: Kiwanis International
Kiwanis International Building
101 East Erie Street
Chicago, Illinois 60611

and the Architect: Bohlen, Meyer, Gibson & Associates, Inc.
6435 Castleway Drive, Suite 104
Indianapolis, Indiana 46250

For the following Project:
(Include detailed description of Project location and scope.) Kiwanis International Headquarters Building
Woodview Trace
College Park
Indianapolis, Indiana

The Owner and the Architect agree as set forth below.

Copyright 1917, 1926, 1948, 1951, 1953, 1958, 1961, 1963, 1966, 1967, 1970, 1974, © 1977 by The American Institute of Architects, 1735 New York Avenue, N.W., Washington, D.C. 20006. Reproduction of the material herein or substantial quotation of its provisions without permission of the AIA violates the copyright laws of the United States and will be subject to legal prosecution.

TERMS AND CONDITIONS OF AGREEMENT BETWEEN OWNER AND ARCHITECT

ARTICLE 1

ARCHITECT'S SERVICES AND RESPONSIBILITIES

BASIC SERVICES

The Architect's Basic Services consist of the five phases described in Paragraphs 1.1 through 1.5 and include normal structural, mechanical and electrical engineering services and any other services included in Article 15 as part of Basic Services.

1.1 SCHEMATIC DESIGN PHASE

1.1.1 The Architect shall review the program furnished by the Owner to ascertain the requirements of the Project and shall review the understanding of such requirements with the Owner.

1.1.2 The Architect shall provide a preliminary evaluation of the program and the Project budget requirements, each in terms of the other, subject to the limitations set forth in Subparagraph 3.2.1.

1.1.3 The Architect shall review with the Owner alternative approaches to design and construction of the Project.

1.1.4 Based on the mutually agreed upon program and Project budget requirements, the Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components.

1.1.5 The Architect shall submit to the Owner a Statement of Probable Construction Cost based on current area, volume or other unit costs.

1.2 DESIGN DEVELOPMENT PHASE

1.2.1 Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program or Project budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

1.2.2 The Architect shall submit to the Owner a further Statement of Probable Construction Cost.

1.3 CONSTRUCTION DOCUMENTS PHASE

1.3.1 Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the Project budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

1.3.2 The Architect shall assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and the Contractor.

1.3.3 The Architect shall advise the Owner of any adjustments to previous Statements of Probable Construction

Cost indicated by changes in requirements or general market conditions.

1.3.4 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

1.4 BIDDING OR NEGOTIATION PHASE

1.4.1 The Architect, following the Owner's approval of the Construction Documents and of the latest Statement of Probable Construction Cost, shall assist the Owner in obtaining bids or negotiated proposals, and assist in awarding and preparing contracts for construction.

1.5 CONSTRUCTION PHASE—ADMINISTRATION OF THE CONSTRUCTION CONTRACT

1.5.1 The Construction Phase will commence with the award of the Contract for Construction and, together with the Architect's obligation to provide Basic Services under this Agreement, will terminate when final payment to the Contractor is due, or in the absence of a final Certificate for Payment or of such due date, sixty days after the Date of Substantial Completion of the Work, whichever occurs first.

1.5.2 Unless otherwise provided in this Agreement and incorporated in the Contract Documents, the Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

1.5.3 The Architect shall be a representative of the Owner during the Construction Phase, and shall advise and consult with the Owner. Instructions to the Contractor shall be forwarded through the Architect. The Architect shall have authority to act on behalf of the Owner only to the extent provided in the Contract Documents unless otherwise modified by written instrument in accordance with Subparagraph 1.5.16.

1.5.4 The Architect shall visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the Architect in writing to become generally familiar with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of such on-site observations as an architect, the Architect shall keep the Owner informed of the progress and quality of the Work, and shall endeavor to guard the Owner against defects and deficiencies in the Work of the Contractor.

1.5.5 The Architect shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractor, Sub-

contractors or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.

1.5.6 The Architect shall at all times have access to the Work wherever it is in preparation or progress.

1.5.7 The Architect shall determine the amounts owing to the Contractor based on observations at the site and on evaluations of the Contractor's Applications for Payment, and shall issue Certificates for Payment in such amounts, as provided in the Contract Documents.

1.5.8 The issuance of a Certificate for Payment shall constitute a representation by the Architect to the Owner, based on the Architect's observations at the site as provided in Subparagraph 1.5.4 and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated; that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents (subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to the results of any subsequent tests required by or performed under the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications stated in the Certificate for Payment); and that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment shall not be a representation that the Architect has made any examination to ascertain how and for what purpose the Contractor has used the moneys paid on account of the Contract Sum.

1.5.9 The Architect shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder by both the Owner and Contractor. The Architect shall render interpretations necessary for the proper execution or progress of the Work with reasonable promptness on written request of either the Owner or the Contractor, and shall render written decisions, within a reasonable time, on all claims, disputes and other matters in question between the Owner and the Contractor relating to the execution or progress of the Work or the interpretation of the Contract Documents.

1.5.10 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in written or graphic form. In the capacity of interpreter and judge, the Architect shall endeavor to secure faithful performance by both the Owner and the Contractor, shall not show partiality to either, and shall not be liable for the result of any interpretation or decision rendered in good faith in such capacity.

1.5.11 The Architect's decisions in matters relating to artistic effect shall be final if consistent with the intent of the Contract Documents. The Architect's decisions on any other claims, disputes or other matters, including those in question between the Owner and the Contractor, shall be subject to arbitration as provided in this Agreement and in the Contract Documents.

1.5.12 The Architect shall have authority to reject Work which does not conform to the Contract Documents. Whenever, in the Architect's reasonable opinion, it is

necessary or advisable for the implementation of the intent of the Contract Documents, the Architect will have authority to require special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work be then fabricated, installed or completed.

1.5.13 The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for conformance with the design concept of the Work and with the information given in the Contract Documents. Such action shall be taken with reasonable promptness so as to cause no delay. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

1.5.14 The Architect shall prepare Change Orders for the Owner's approval and execution in accordance with the Contract Documents, and shall have authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are not inconsistent with the intent of the Contract Documents.

1.5.15 The Architect shall conduct inspections to determine the Dates of Substantial Completion and final completion, shall receive and forward to the Owner for the Owner's review written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment.

1.5.16 The extent of the duties, responsibilities and limitations of authority of the Architect as the Owner's representative during construction shall not be modified or extended without written consent of the Owner, the Contractor and the Architect.

1.6 PROJECT REPRESENTATION BEYOND BASIC SERVICES

1.6.1 If the Owner and Architect agree that more extensive representation at the site than is described in Paragraph 1.5 shall be provided, the Architect shall provide one or more Project Representatives to assist the Architect in carrying out such responsibilities at the site.

1.6.2 Such Project Representatives shall be selected, employed and directed by the Architect, and the Architect shall be compensated therefor as mutually agreed between the Owner and the Architect as set forth in an exhibit appended to this Agreement, which shall describe the duties, responsibilities and limitations of authority of such Project Representatives.

1.6.3 Through the observations by such Project Representatives, the Architect shall endeavor to provide further protection for the Owner against defects and deficiencies in the Work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the Architect as described in Paragraph 1.5.

1.7 ADDITIONAL SERVICES

The following Services are not included in Basic Services unless so identified in Article 15. They shall be provided if authorized or confirmed in writing by the Owner, and they shall be paid for by the Owner as provided in this Agreement, in addition to the compensation for Basic Services.

1.7.1 Providing analyses of the Owner's needs, and programming the requirements of the Project.

1.7.2 Providing financial feasibility or other special studies.

1.7.3 Providing planning surveys, site evaluations, environmental studies or comparative studies of prospective sites, and preparing special surveys, studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.

1.7.4 Providing services relative to future facilities, systems and equipment which are not intended to be constructed during the Construction Phase.

1.7.5 Providing services to investigate existing conditions or facilities or to make measured drawings thereof, or to verify the accuracy of drawings or other information furnished by the Owner.

1.7.6 Preparing documents of alternate, separate or sequential bids or providing extra services in connection with bidding, negotiation or construction prior to the completion of the Construction Documents Phase, when requested by the Owner.

1.7.7 Providing coordination of Work performed by separate contractors or by the Owner's own forces.

1.7.8 Providing services in connection with the work of a construction manager or separate consultants retained by the Owner.

1.7.9 Providing Detailed Estimates of Construction Cost, analyses of owning and operating costs, or detailed quantity surveys or inventories of material, equipment and labor.

1.7.10 Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

1.7.11 Providing services for planning tenant or rental spaces.

1.7.12 Making revisions in Drawings, Specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given, are required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents or are due to other causes not solely within the control of the Architect.

1.7.13 Preparing Drawings, Specifications and supporting data and providing other services in connection with Change Orders to the extent that the adjustment in the Basic Compensation resulting from the adjusted Construction Cost is not commensurate with the services required of the Architect, provided such Change Orders are required by causes not solely within the control of the Architect.

1.7.14 Making investigations, surveys, valuations, inventories or detailed appraisals of existing facilities, and services required in connection with construction performed by the Owner.

1.7.15 Providing consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing services as may be required in connection with the replacement of such Work.

1.7.16 Providing services made necessary by the default of the Contractor, or by major defects or deficiencies in the Work of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction.

1.7.17 Preparing a set of reproducible record drawings showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect.

1.7.18 Providing extensive assistance in the utilization of any equipment or system such as initial start-up or testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.

1.7.19 Providing services after issuance to the Owner of the final Certificate for Payment, or in the absence of a final Certificate for Payment, more than sixty days after the Date of Substantial Completion of the Work.

1.7.20 Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration proceeding or legal proceeding.

1.7.21 Providing services of consultants for other than the normal architectural, structural, mechanical and electrical engineering services for the Project.

1.7.22 Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

1.8 TIME

1.8.1 The Architect shall perform Basic and Additional Services as expeditiously as is consistent with professional skill and care and the orderly progress of the Work. Upon request of the Owner, the Architect shall submit for the Owner's approval, a schedule for the performance of the Architect's services which shall be adjusted as required as the Project proceeds, and shall include allowances for periods of time required for the Owner's review and approval of submissions and for approvals of authorities having jurisdiction over the Project. This schedule, when approved by the Owner, shall not, except for reasonable cause, be exceeded by the Architect.

ARTICLE 2

THE OWNER'S RESPONSIBILITIES

2.1 The Owner shall provide full information regarding requirements for the Project including a program, which shall set forth the Owner's design objectives, constraints and criteria, including space requirements and relationships, flexibility and expandability, special equipment and systems and site requirements.

2.2 If the Owner provides a budget for the Project it shall include contingencies for bidding, changes in the Work during construction, and other costs which are the responsibility of the Owner, including those described in this Article 2 and in Subparagraph 3.1.2. The Owner shall, at the request of the Architect, provide a statement of funds available for the Project, and their source.

2.3 The Owner shall designate, when necessary, a representative authorized to act in the Owner's behalf with respect to the Project. The Owner or such authorized representative shall examine the documents submitted by the Architect and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Architect's services.

2.4 The Owner shall furnish a legal description and a certified land survey of the site, giving, as applicable, grades and lines of streets, alleys, pavements and adjoining property; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and complete data pertaining to existing buildings, other improvements and trees; and full information concerning available service and utility lines both public and private, above and below grade, including inverts and depths.

2.5 The Owner shall furnish the services of soil engineers or other consultants when such services are deemed necessary by the Architect. Such services shall include test borings, test pits, soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistivity tests, including necessary operations for determining subsoil, air and water conditions, with reports and appropriate professional recommendations.

2.6 The Owner shall furnish structural, mechanical, chemical and other laboratory tests, inspections and reports as required by law or the Contract Documents.

2.7 The Owner shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including such auditing services as the Owner may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor uses the moneys paid by or on behalf of the Owner.

2.8 The services, information, surveys and reports required by Paragraphs 2.4 through 2.7 inclusive shall be furnished at the Owner's expense, and the Architect shall be entitled to rely upon the accuracy and completeness thereof.

2.9 If the Owner observes or otherwise becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents, prompt written notice thereof shall be given by the Owner to the Architect.

2.10 The Owner shall furnish required information and services and shall render approvals and decisions as expeditiously as necessary for the orderly progress of the Architect's services and of the Work.

ARTICLE 3

CONSTRUCTION COST

3.1 DEFINITION

3.1.1 The Construction Cost shall be the total cost or estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

3.1.2 The Construction Cost shall include at current market rates, including a reasonable allowance for overhead and profit, the cost of labor and materials furnished by the Owner and any equipment which has been de-

signed, specified, selected or specially provided for by the Architect.

3.1.3 Construction Cost does not include the compensation of the Architect and the Architect's consultants, the cost of the land, rights-of-way, or other costs which are the responsibility of the Owner as provided in Article 2.

3.2 RESPONSIBILITY FOR CONSTRUCTION COST

3.2.1 Evaluations of the Owner's Project budget, Statements of Probable Construction Cost and Detailed Estimates of Construction Cost, if any, prepared by the Architect, represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project budget proposed, established or approved by the Owner, if any, or from any Statement of Probable Construction Cost or other cost estimate or evaluation prepared by the Architect.

3.2.2 No fixed limit of Construction Cost shall be established as a condition of this Agreement by the furnishing, proposal or establishment of a Project budget under Subparagraph 1.1.2 or Paragraph 2.2 or otherwise, unless such fixed limit has been agreed upon in writing and signed by the parties hereto. If such a fixed limit has been established, the Architect shall be permitted to include contingencies for design, bidding and price escalation, to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents, to make reasonable adjustments in the scope of the Project and to include in the Contract Documents alternate bids to adjust the Construction Cost to the fixed limit. Any such fixed limit shall be increased in the amount of any increase in the Contract Sum occurring after execution of the Contract for Construction.

3.2.3 If the Bidding or Negotiation Phase has not commenced within three months after the Architect submits the Construction Documents to the Owner, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect any change in the general level of prices in the construction industry between the date of submission of the Construction Documents to the Owner and the date on which proposals are sought.

3.2.4 If a Project budget or fixed limit of Construction Cost (adjusted as provided in Subparagraph 3.2.3) is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall (1) give written approval of an increase in such fixed limit, (2) authorize rebidding or renegotiating of the Project within a reasonable time, (3) if the Project is abandoned, terminate in accordance with Paragraph 10.2, or (4) cooperate in revising the Project scope and quality as required to reduce the Construction Cost. In the case of (4), provided a fixed limit of Construction Cost has been established as a condition of this Agreement, the Architect, without additional charge, shall modify the Drawings and Specifications as necessary to comply

with the fixed limit. The providing of such service shall be the limit of the Architect's responsibility arising from the establishment of such fixed limit, and having done so, the Architect shall be entitled to compensation for all services performed, in accordance with this Agreement, whether or not the Construction Phase is commenced.

ARTICLE 4

DIRECT PERSONNEL EXPENSE

4.1 Direct Personnel Expense is defined as the direct salaries of all the Architect's personnel engaged on the Project, and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

ARTICLE 5

REIMBURSABLE EXPENSES

5.1 Reimbursable Expenses are in addition to the Compensation for Basic and Additional Services and include actual expenditures made by the Architect and the Architect's employees and consultants in the interest of the Project for the expenses listed in the following Subparagraphs:

5.1.1 Expense of transportation in connection with the Project; living expenses in connection with out-of-town travel; long distance communications, and fees paid for securing approval of authorities having jurisdiction over the Project.

5.1.2 Expense of reproductions, postage and handling of Drawings, Specifications and other documents, excluding reproductions for the office use of the Architect and the Architect's consultants.

5.1.3 Expense of data processing and photographic production techniques when used in connection with Additional Services.

5.1.4 If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates.

5.1.5 Expense of renderings, models and mock-ups requested by the Owner.

5.1.6 Expense of any additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants.

ARTICLE 6

PAYMENTS TO THE ARCHITECT

6.1 PAYMENTS ON ACCOUNT OF BASIC SERVICES

6.1.1 ~~An initial payment as set forth in Paragraph 14.1 is the minimum payment under this Agreement.~~

6.1.2 ~~Subsequent~~ payments for Basic Services shall be made monthly and shall be in proportion to services performed within each Phase of services, on the basis set forth in Article 14.

6.1.3 If and to the extent that the Contract Time initially established in the Contract for Construction is exceeded

or extended through no fault of the Architect, compensation for any Basic Services required for such extended period of Administration of the Construction Contract shall be computed as set forth in Paragraph 14.4 for Additional Services.

6.1.4 When compensation is based on a percentage of Construction Cost, and any portions of the Project are deleted or otherwise not constructed, compensation for such portions of the Project shall be payable to the extent services are performed on such portions, in accordance with the schedule set forth in Subparagraph 14.2.2, based on (1) the lowest bona fide bid or negotiated proposal or, (2) if no such bid or proposal is received, the most recent Statement of Probable Construction Cost or Detailed Estimate of Construction Cost for such portions of the Project.

6.2 PAYMENTS ON ACCOUNT OF ADDITIONAL SERVICES

6.2.1 Payments on account of the Architect's Additional Services as defined in Paragraph 1.7 and for Reimbursable Expenses as defined in Article 5 shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.

6.3 PAYMENTS WITHHELD

6.3.1 No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Architect is held legally liable.

6.4 PROJECT SUSPENSION OR TERMINATION

6.4.1 If the Project is suspended or abandoned in whole or in part for more than three months, the Architect shall be compensated for all services performed prior to receipt of written notice from the Owner of such suspension or abandonment, together with Reimbursable Expenses then due ~~and all Termination Expenses as defined in Paragraph 10.4.~~ If the Project is resumed after being suspended for more than three months, the Architect's compensation shall be equitably adjusted.

ARTICLE 7

ARCHITECT'S ACCOUNTING RECORDS

7.1 Records of Reimbursable Expenses and expenses pertaining to Additional Services and services performed on the basis of a Multiple of Direct Personnel Expense shall be kept on the basis of generally accepted accounting principles and shall be available to the Owner or the Owner's authorized representative at mutually convenient times.

ARTICLE 8

OWNERSHIP AND USE OF DOCUMENTS

8.1 Drawings and Specifications as instruments of service are and shall remain the property of the Architect whether the Project for which they are made is executed or not. The Owner shall be permitted to retain copies, including reproducible copies, of Drawings and Specifications for information and reference in connection with the Owner's use and occupancy of the Project. The Drawings and Specifications shall not be used by the Owner on

other projects, for additions to this Project, or for completion of this Project by others provided the Architect is not in default under this Agreement, except by agreement in writing and with appropriate compensation to the Architect.

8.2 Submission or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's rights.

ARTICLE 9

ARBITRATION

9.1 All claims, disputes and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. No arbitration, arising out of or relating to this Agreement, shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the Architect, the Owner, and any other person sought to be joined. Any consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named or described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly consented to by the parties to this Agreement shall be specifically enforceable under the prevailing arbitration law.

9.2 Notice of the demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

9.3 The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

ARTICLE 10

TERMINATION OF AGREEMENT

10.1 This Agreement may be terminated by either party upon seven days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

10.2 This Agreement may be terminated by the Owner upon at least seven days' written notice to the Architect in the event that the Project is permanently abandoned.

10.3 In the event of termination not the fault of the Architect, the Architect shall be compensated for all services performed to termination date, together with Reimbursable Expenses then due and all Termination Expenses as defined in Paragraph 10.4.

10.4 Termination Expenses include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount computed as a percentage of the total Basic and Additional Compensation earned to the time of termination, as follows:

- 1** 20 percent if termination occurs during the Schematic Design Phase; or
- 2** 10 percent if termination occurs during the Design Development Phase; or
- 3** 5 percent if termination occurs during any subsequent phase.

ARTICLE 11

MISCELLANEOUS PROVISIONS

11.1 Unless otherwise specified, this Agreement shall be governed by the law of the principal place of business of the Architect.

11.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

11.3 As between the parties to this Agreement: as to all acts or failures to act by either party to this Agreement, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than the relevant Date of Substantial Completion of the Work, and as to any acts or failures to act occurring after the relevant Date of Substantial Completion, not later than the date of issuance of the final Certificate for Payment.

11.4 The Owner and the Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages covered by any property insurance during construction as set forth in the edition of AIA Document A201, General Conditions, current as of the date of this Agreement. The Owner and the Architect each shall require appropriate similar waivers from their contractors, consultants and agents.

ARTICLE 12

SUCCESSORS AND ASSIGNS

12.1 The Owner and the Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Owner nor the Architect shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

ARTICLE 13

EXTENT OF AGREEMENT

13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

ARTICLE 14
BASIS OF COMPENSATION

The Owner shall compensate the Architect for the Scope of Services provided, in accordance with Article 6, Payments to the Architect, and the other Terms and Conditions of this Agreement, as follows:

14.1 AN INITIAL PAYMENT of -No- dollars (\$ -0-)
shall be made upon execution of this Agreement and credited to the Owner's account as follows:

14.2 BASIC COMPENSATION

14.2.1 FOR BASIC SERVICES, as described in Paragraphs 1.1 through 1.5, and any other services included in Article 15 as part of Basic Services, Basic Compensation shall be computed as follows:

(Here insert basis of compensation, including fixed amounts, multiples or percentages, and identify Phases to which particular methods of compensation apply, if necessary.)

Six percent (6%) of Construction Cost as defined in Article 3.

14.2.2 Where compensation is based on a Stipulated Sum or Percentage of Construction Cost, payments for Basic Services shall be made as provided in Subparagraph 6.1.2, so that Basic Compensation for each Phase shall equal the following percentages of the total Basic Compensation payable:

(Include any additional Phases as appropriate.)

Schematic Design Phase:	Twenty-five	percent (25%)
Design Development Phase:	Forty	percent (40%)
Construction Documents Phase:	Seventy-five	percent (75%)
Bidding or Negotiation Phase:	Eighty	percent (80%)
Construction Phase:	One hundred	percent (100%)

14.3 FOR PROJECT REPRESENTATION BEYOND BASIC SERVICES, as described in Paragraph 1.6, Compensation shall be computed separately in accordance with Subparagraph 1.6.2.

14.4 COMPENSATION FOR ADDITIONAL SERVICES

14.4.1 FOR ADDITIONAL SERVICES OF THE ARCHITECT, as described in Paragraph 1.7, and any other services included in Article 15 as part of Additional Services, but excluding Additional Services of consultants, Compensation shall be computed as follows:

(Here insert basis of compensation, including rates and/or multiples of Direct Personnel Expense for Principals and employees, and identify Principals and classify employees, if required. Identify specific services to which particular methods of compensation apply, if necessary.)

On an hourly basis at the rate of two point seventy-five (2.75) times (x) direct personnel expense as defined in Article 4. For Principals' Time when directly related to the Project at the rate of forty-five dollars (\$45.00) per hour.

Principals are: Melvin B. G. Meyer
John M. Gibson

14.4.2 FOR ADDITIONAL SERVICES OF CONSULTANTS, including additional structural, mechanical and electrical engineering services and those provided under Subparagraph 1.7.21 or identified in Article 15 as part of Additional Services, a multiple of one point two five (1.25) times the amounts billed to the Architect for such services.

(Identify specific types of consultants in Article 15, if required.)

14.5 FOR REIMBURSABLE EXPENSES, as described in Article 5, and any other items included in Article 15 as Reimbursable Expenses, a multiple of _____ times the amounts expended by the Architect, the Architect's employees and consultants in the interest of the Project.

14.6 Payments due the Architect and unpaid under this Agreement shall bear interest from the date payment is due at the rate entered below, or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

(Here insert any rate of interest agreed upon.)

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Architect's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletion, modification, or other requirements such as written disclosures or waivers.)

14.7 The Owner and the Architect agree in accordance with the Terms and Conditions of this Agreement that:

14.7.1 IF THE SCOPE of the Project or of the Architect's Services is changed materially, the amounts of compensation shall be equitably adjusted.

14.7.2 IF THE SERVICES covered by this Agreement have not been completed within thirty-six (36 months of the date hereof, through no fault of the Architect, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.

ARTICLE 15
OTHER CONDITIONS OR SERVICES

This Agreement entered into as of the day and year first written above.

OWNER

Kiwanis International

ARCHITECT

Bohlen, Meyer, Gibson & Assoc., Inc.

BY _____

BY _____



bohlen, meyer, gibson & associates, inc.
6435 castleway drive, suite 104
indianapolis, in 46250
317 842 4981

established 1853

SCHEDULE OF EVENTS

DESIGN OF HEADQUARTERS BUILDING

- April 24, 1981 - Discussion of Program Content.
- April 30, 1981 - Presentation of building concept for discussion -Architect.
- May 4, 1981 - Approval of concept of building to proceed with design of building structure and shell - Kiwanis.
- May 5-8, 1981 - Initiate preliminary review of project concept for acceptance for College Park and Indiana Lumbermens Mutual Insurance - Architect.
- May 5-8, 1981 - Approval to have soil tests and survey made as may be needed - Kiwanis.

Necessary actions by Kiwanis.

- May 20-30, 1981 - Approval of design development to proceed with contract documents:
 - 1. Architects recommendations of building materials, mechanical and electrical systems.
 - 2. Area layouts and locations of departments in terms of areas, wall locations, and door locations as have been worked out in mutual coordination between May 4 and May 20.
 - 3. Procedures for selection of bidders and bidding methods.
 - 4. Consideration of early initial input by our interior design department to aid Kiwanis in making determinations of space use, equipment, and furnishings.
 - 5. Special needs such as raised computer floor, need for a dumbwaiter, need for a security alarm system, and use of open office systems such as power poles.

- June 1-15 - Flow of information to architects:
1. Electrical and mechanical needs of equipment in building such as for computers, printing and duplicating; and type of communications system.
 2. Basic layouts of the various departments for telephone, electrical outlet, and clock locations; and locations of time clocks and built-in equipment such as casework, shelving, projection screens.
 3. Special considerations such as cornerstone content and location; flag poles, landscaping, reuse of existing building items such as paneling and emblems.
 4. Selections of materials for specifying as to type, location and appearance.
- June 30, 1981 - Progress review.
- July 15, 1981 - Review of specified contract provisions such as insurance provisions and special requirements, and alternates to the base bids.
- August 3, 1981 - Present drawings and specifications to owner for review and approval to go out for bids.
- Aug. 10, 1981 - Go out for bids.
- Sept. 3, 1981 - Receive Bids.

A N A G R E E M E N T

This agreement is between Kiwanis International and L.A. Hapgood of L and M Hapgood and Associates.

L.A. Hapgood agrees to act as consultant to the Special Board Committee on the International Office Building and the Special Board Committee on Relocation.

Kiwanis International will provide compensation of \$125 (one hundred twenty-five dollars) per day and will reimburse L.A. Hapgood for any authorized travel beyond the Metropolitan Area of Chicago. Such reimbursement will include travel by air coach or 19¢ per mile by automobile, hotel and meals.

Kiwanis International will also reimburse L.A. Hapgood for related business long distance telephone calls made from his home office or in the field.

L.A. Hapgood agrees that one day shall represent eight hours of work, either performed at the General Office of Kiwanis International or in the field, such definition to include work at his home office.

Kiwanis International also agrees to provide whatever clerical and secretarial assistance that L.A. Hapgood may require in carrying out this assignment.

This agreement shall be implemented beginning April 30, 1981.

Dated 5-4-81

Signed

Walter P. Entee
For Kiwanis International
L. A. Hapgood

REPORT OF BOARD COMMITTEE ON CIRCLE K
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1 - 4, 1981

Date of Committee Meeting: May 2, 1981

Place of Committee Meeting: General Office

Present: Members - Harris G. Hunter, Henry L. "Les" Myers, Jr.
Chairman - Albert L. Cox
Staff - Robert M. Abramson, William H. Jepson

As a preface to the agenda, and to set the tone of the Board Committee Meeting, the Chairman read the Resolutions Committee's final draft as corrected and approved by the International Board of Trustees and entitled "Tribute to Youth."

Next, the Chairman made reference to letters from Circle K President Tom Andrews recognizing the necessity of raising the Circle K International Sponsorship Fee moderately, and supporting worldwide expansion of Circle K. President Tom's letter of April 14, 1981, was then shared with Committee members Harris Hunter and Les Myers.

Additional letters from Circle K Vice President Eric Lindstrom and Marjory Sheehy, and Circle K International Secretary Jim Cook, relating to International expansion, increased budget allowances, and administration of Circle K were at this time shared with the Committee members and staff present.

The Board Committee on Circle K would like to congratulate Gerald P. Christiano, International Committee Chairman of Circle K, for his efforts in support of programs and extension of Circle K. The Board Committee also wishes to commend Jerry on his efforts to staff the Circle K Booth at the New Orleans Kiwanis International Convention.

The Chairman then expressed concern and dismay with the statement that "we are heading for another planned deficit" for the Philadelphia Circle K International Convention as stated in a letter over William H. Jepson's signature. It is hoped that collectively we can avoid all deficit financing.

Circle K Statistics

The Committee reviewed and compared the Circle K statistics for 1979-80 and 1980-81. It was shown that there are now 772 Circle K Clubs compared to 760 at this time last year. There are 64 new clubs this year as compared to 63 last year, and 12,854 members versus 12,570 one year ago. It was also pointed out that there are 74 non-meeting clubs to date as compared to 65 last year, and \$70,860 in dues collected compared to \$67,260 last year. Appropriate action is continuing to insure that all delinquent Sponsorship Fees are being paid.

Review of the 1980-81 Circle K Budget

The Committee reviewed in detail the 1980-81 Circle K Department budget and commends the staff in their efforts to keep all expenditures to only those which

are absolutely necessary. Note was taken of those specific areas which were apparently underbudgeted and will show a deficit at the end of this administrative year. The Committee also discussed at length the postal charges to Circle K and those other departments which assign charges to Circle K without the Department's prior knowledge and therefore recommends that no charges whatsoever be applied to Circle K accounts without the specific knowledge of and approval by the Circle K Administrator.

Recommendation #1:

The Committee recommends that no charges whatsoever be applied to Circle K accounts without the specific knowledge of and approval by the Circle K Administrator.

I move that recommendation 1 be adopted.

(Defeated)

Circle K Clubs to be Placed on Non-Meeting Status

The Committee received and reviewed the list of clubs recommended for non-meeting status and found it in order. (Exhibit A)

May 1981 Regional Training Conferences

The Committee reviewed and accepted the schedule for the upcoming May, 1981 Regional Training Conferences as presented. The Committee does, however, suggest that the Regional Training Conference program be re-evaluated following the conclusion of this year's conferences and reviewed by the Board Committee.

Report of the Kiwanis International Foundation Grants

The Committee reviewed the proposals for funding of Circle K programs submitted to the Kiwanis International Foundation, and would at this time like to express its sincere gratitude to the Foundation Board for funding those programs.

Extension of Circle K International Worldwide

The Committee has discussed at great length, and has given careful consideration to all aspects of extending Circle K International worldwide. Additionally, this Committee examined various exhibits submitted pertaining to this extremely important question. It is the consensus of the Committee that the question of extending Circle K International worldwide be postponed. The Committee would, at this time, like to commend Circle K President Tom and the other members of his Board for their hard work and dedication relative to this matter.

Circle K International Sponsorship Fee

The Committee reviewed the current \$120 Circle K International Sponsorship Fee and found that inflation and the rising costs for printing, postage, labor, and materials are definite factors in the budgetary problems of Circle K. The International Sponsorship Fee has not been increased since 1976, and the Committee feels there is a need to increase the Sponsorship Fee if proper service to Circle K Clubs and sponsoring Kiwanis Clubs is to be maintained. It is also the opinion of the Circle K International Board of Officers that an increase in the Sponsorship Fee is justifiable at this time if proper service to Circle K International is to be maintained. Therefore, the Committee recommends that the Circle K International Sponsorship Fee be raised from the current \$120 annually

to \$145 - and that appropriate changes be made in the Circle K Constitution.

Recommendation #2:

The Committee recommends that the Circle K International Sponsorship Fee be raised from the current \$120 to \$145 annually, effective at the beginning of the 1981-82 administrative year.

I move that recommendation 2 be adopted.

(Adopted)

1981 Circle K International Convention

The Committee reviewed the proposed budget for the 1981 Circle K International Convention and noted the need for a convention attendance of at least 1100 to break even (See Exhibit B). The Committee suggests that the staff investigate the possibility of Circle K International sponsoring a "Superstar Night" which would be open to the public as means of reducing convention expenses. The Committee accepts the 1981 Convention budget as presented and commends the staff in their efforts to keep expenses of this year's convention to a minimum. The Committee recommends that all members of the Kiwanis International Board of Trustees actively support Circle K Convention registration and attendance in their home district as well as their counseled districts.

Respectfully submitted,

HARRIS G. HUNTER
HENRY L. "LES" MYERS, JR.
ALBERT L. COX, Chairman

CIRCLE K CLUBSBE PLACED NON-MEETING

APRIL, 1981

CALIFORNIA-NEVADA-HAWAII

University of Southern California

University Park, Los Angeles, CA

EASTERN CANADA & THE CARIBBEAN

The Sault College

Sault Ste. Marie, ON

LOUISIANA-MISSISSIPPI-WEST TENNESSEE

Nicholls State University

Thibodaux, LA

NEBRASKA-IOWA

Indian Hills Community College

Hy-Non, Ottumwa, IA

TEXAS-OKLAHOMAAbilene Christian University
Amarillo CollegeAbilene, TX
South Amarillo & Amarillo-Hi
Plans, TXCameron State College
McLennan Community College
Temple Junior CollegeLawton, OK
Northwest Waco, TX
Temple, TX

PROPOSED BUDGET CATEGORIESCIRCLE K INTERNATIONAL CONVENTION
August 16-19, 1981

14-153 CIRCLE K INTERNATIONAL CONVENTION

- 01 Publicity & Promotion (slide show, logos, etc.)
- 02 Travel - Staff (also includes site survey expenses)
- 03 Travel - Non-Staff
- 04 Travel - Board
- 05 Printing (graphics thru production: program, registration form, receipt)
- 06 Supplies (ribbons, badges & inserts, souvenir bells, etc)
- 07 Awards (trophies, plaques, certificates)
- 08 Housing - Staff & Non-Staff
- 09 Housing - Board & Others
- 10 Meals - Staff
- 11 Meals - Non-Staff
- 12 Meals - Board
- 13 Group Meal Functions (Monday & Wednesday Lunch, Monday outing)
- 14 Entertainment & Contingencies - Staff (tips, cabs, etc.)
- 15 Speaker & Program Expense (Travel, rooming, meals, honorariums)
- 16 Equipment & Services (Rental charges, A/V, mikes, labor, copy, etc)
- 17 Host Committee Expense
- 18 Postage & Shipping
- 19 Miscellaneous

1981 CIRCLE K INTERNATIONAL CONVENTION BUDGET

RECEIPTS

	950pp	1000pp	1100pp	1200pp
\$45.00/pp	\$42,750	\$45,000	\$49,500	\$54,000

EXPENDITURES

153-01	Publicity & Promotion	\$ 1,100			
02	Travel - Staff	1,800			
03	Travel - Non-Staff	800			
04	Travel - Board	4,000			
05	Printing	4,000			
06	Supplies	1,200			
07	Awards	3,450			
08	Housing - Staff & Non-Staff	0			
09	Housing - Board & Others	780			
10	Meals - Staff	900			
11	Meals - Non-Staff	690			
12	Meals - Board	2,250			
13	Group Meal Functions				
	Governors' Luncheon \$ 9.46	8,987	9,460	10,406	11,352
	Farewell Luncheon \$10.68	10,146	10,680	11,748	12,816
14	Entertainment & Contingencies	800			
15	Speaker & Program Expense	1,200			
16	Equipment & Services	1,790			
17	Host Committee Expenses	200			
18	Postage & Shipping	1,700			
19	Miscellaneous	500			
		<u>\$46,293</u>	<u>\$47,300</u>	<u>\$49,314</u>	<u>\$51,328</u>
		-(3,543)	-(2,300)	+186	+2,672

1981 CIRCLE K INTERNATIONAL CONVENTION BUDGET

14-153-

01 PUBLICITY & PROMOTION

Slide Show	500
Convention Logo	100
Veloxes	500
	<u>1,100</u>

02 TRAVEL - STAFF

3 x \$400	1,200
Site Survey Trip	600
	<u>1,800</u>

03 TRAVEL - NON-STAFF

2 x \$400	800
	<u>800</u>

04 TRAVEL - BOARD

11 as per Litwack	4,000
	<u>4,000</u>

05 PRINTING

Programs	3,500
Registration Forms	300
Receipts	200
	<u>4,000</u>

06 SUPPLIES

Certificates 20 @ \$3.50	70
Souvenir Bells 25 @ \$8.50	212.50
Badge holders 1,300 @ .25	325
Arm Bands 100 @ \$1.60	160
Gavel Band \$15.50	15.50
Ribbons, pins, etc	417
	<u>1,200</u>

07 AWARDS

Trophies, plaques, etc.	3,450
	<u>3,450</u>

08 HOUSING - STAFF & NON-STAFF

09 HOUSING - BOARD & OTHERS

Mrs. Andrews \$35 x 4n	140
Kiwanis President-elect \$40 x 4n	160
Host Committee Coordinators	
2.x \$20 x 5n	200

Board 2 x \$20 x 7n	280
(4 rooms comped)	
	<u>780</u>

10 MEALS - STAFF

Bob - 13d x \$30 8/9-8/21	390
Rick 8d x \$30 8/13-8/20	240
Bill 9d x \$30 8/12-8/20	270
	<u>900</u>

11. MEALS - NON-STAFF

Toni 13d x \$30 8/9-8/21	390
X 10d x \$30 8/11-8/20	300
	<u>690</u>

12 MEALS - BOARD

Tom 10d x \$25	250
BOARD 10p x 8d x \$25	2,000
	<u>2,250</u>

13 GROUP MEALS

Governors Luncheon \$9.46	8,987	9460	10,406	11,352
Farewell Luncheon \$10.68	10,146	10680	11,748	12,816
	<u>19,133</u>	<u>20,140</u>	<u>22,154</u>	<u>24,168</u>

14 ENTERTAINMENT & CONTINGENCIES

Presidential Gathering	200
Governors Forum - Coffee	50
Host Committee Dinner	150
6p x \$25	
Administrators Reception	400
	<u>800</u>

15 SPEAKER & PROGRAM EXPENSE

Neil- plane	500
\$20 x 4n	80
Key Club Pres. \$20 x 4n	80
Mr. Merridew - plane	400
\$35 x 4n	<u>140</u>
	1,200

16 EQUIPMENT & SERVICES

Platform risers	800
Amp	45
Speakers 2 @ \$50	100
Mikes 10 @ \$12.50	125
Spotlights 2 x 4d x \$40	320
Set-up	300
Xerox	<u>100</u>
	1,790

17 HOST COMMITTEE EXPENSES

<u>200</u>
200

18 POSTAGE & SHIPPING

Consolidated Air Freight	<u>1,700</u>
	1,700

19 MISCELLANEOUS

<u>500</u>
500

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

May 1-4, 1981

Date of Committee Meeting: May 2, 1981

Place of Committee Meeting: General Office

Present: Members: John T. Roberts
Chairman: Aubrey E. Irby
Staff: R. P. Merridew, Raymond G. Jeanes
Other: Verrollton C. Shaul

Budget - 1981-82

The budget was discussed and the Staff was directed to give the budget further study in order to present a final version in which more economies will be effected.

New Orleans Program

The Committee reviewed the convention program and found it to be in order. A few minor changes were made.

Advertising in the Convention Program

The Committee reviewed the proposal to put advertising in the convention program and decided not to accept the proposal.

Showtime Program

The Committee discussed the presentation of "Showtime" on Sunday afternoon and decided that, since there is no budget for stage construction and set-up, and since no other stage area is available, "Showtime" will be performed on the stage in the Superdome Main Floor Arena.

Subsidy for Lt. Governors' Luncheon

Due to the fact that the Lt. Governors' responsibilities are most important to Kiwanis International, and that they deserve to be recognized at the International

Convention, the Committee decided that a luncheon should be set up at the Convention for five hundred (500) Lt. Governors and that soup and a sandwich be served. The cost will be included in the convention budget of Kiwanis International.

Awards Luncheon

On recommendations from the International Committee on Achievement, it was decided that the various awards should not be presented at a luncheon, but would, instead, be presented on stage at various times during the general sessions. The luncheon for the award presentations in New Orleans will, therefore, be cancelled this year. The money will be applied toward covering the expense of the Lt. Governors' Luncheon.

Minneapolis Logo

The Committee approved the logo for the Minneapolis Convention in 1982. (Exhibit A)

Vienna

Vienna was discussed at length because of the many special problems that pertain to this first European Convention. Some confusion exists regarding the hotel accommodations in that city. Egon Kuzmany was in the General Office during the week of April 21st and he advised that we should take steps immediately to begin setting up procedures to be acted on in Vienna. The Committee decided to authorize our Convention Manager, Raymond Jeanes, to enter into final negotiations with INTERNATIONAL TRAVEL SERVICE, INC. of Deerfield, Illinois preparatory to naming them our official "Travel Agent" for the Vienna Convention.

The Committee also feels that a trip to Vienna is urgently needed by authorized staff, John Roberts and Aubrey Irby, to assure that current problems can be ironed out.

Official Airline Carriers

The Committee approved naming the following airlines as official carriers of Kiwanis for the Vienna Convention in 1983: LUFTHANSA, SAS, PAA, TWA, KLM, SWISSAIR, AIR FRANCE, BRANIFF, IBERIA, SABENA, BRITISH AIRWAYS, ALIA, DELTA and AIR CANADA.

Some of these airlines will provide us with complimentary seats to Vienna for the purpose of finalizing preparations for the convention.

Shuttle Bus

The Committee agreed to extend the shuttle bus service in New Orleans to include Tuesday night in order to cover those Kiwanians traveling from the overflow hotels to the headquarter hotels for the district banquets.

Flyer to Further Promote New Orleans

The Committee acknowledged a flyer that is being sent out in the general mailing to further promote the New Orleans Convention.

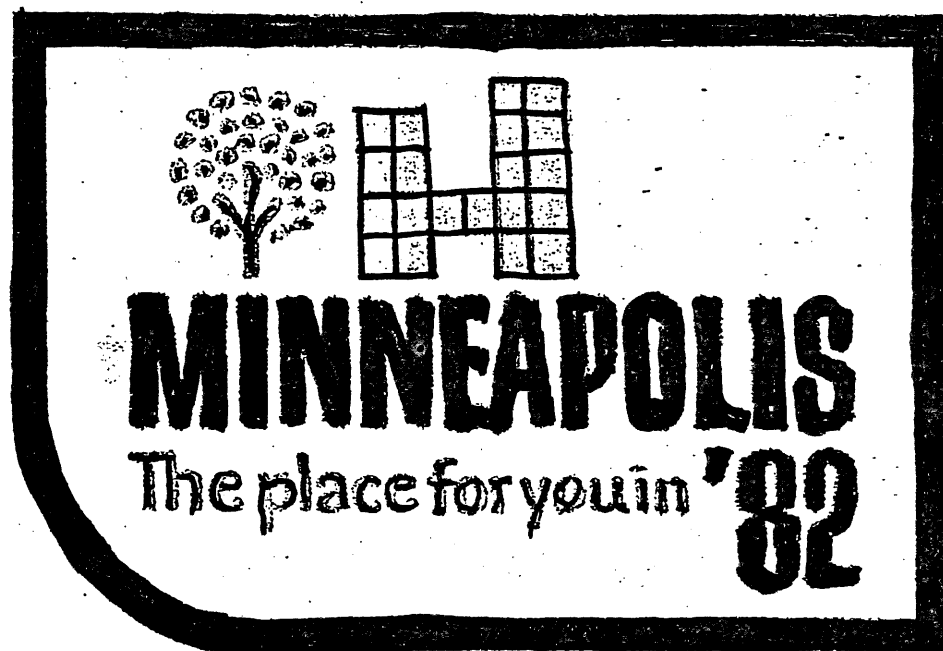
Earlybird Registration for Minneapolis and Vienna

The Committee felt that an Earlybird Registration as important and should be available in New Orleans this year for both Minneapolis and Vienna.

Respectfully submitted,

E. B. "MAC" McKITRICK
JOHN T. ROBERTS
AUBREY E. IRBY, Chairman

RUST BROWN
KELLY GREEN
LIGHT GREEN



REPORT OF BOARD COMMITTEE ON DATA PROCESSING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

MAY 1 - MAY 4, 1981

Date of Committee Meeting: May 2, 1981

Place of Committee Meeting: General Office

Present: Members: Jean Ed. Friedrich, James B. Richard
Chairman: Donald E. Williams
Staff: James W. Kinkade, William H. Jepson

Arthur Young Report

The Arthur Young Report was received and reviewed by this Committee and staff. This report was initiated to assist the Board in assessing the general effectiveness of current E.D.P. information processing systems relating to accounting and financial reporting systems; and other major users of Data Processing services. This Committee reviewed that portion of the report relating to E.D.P. and addresses only those areas.

The problems and concerns that the Arthur Young report refers to is somewhat typical of a growing organization that has operated informally with regards to automated services development practices. Like any growing organization there comes a time to pause and re-evaluate current operating procedures, to determine if they are providing the required management controls, and assurances for an effective and economical operation. This Committee believes that the time has come to pause and re-establish sound management controls for the development of Data Processing services that are both realistic and within our resources.

The Arthur Young report recommends the following for E.D.P. systems:

- 1) Hire a systems/analyst
- 2) Suspend modifications of current programs or development of new programs during the period of transition to Indianapolis
- 3) Install a formalized project request/authorization procedure
- 4) Documentation of manual and key E.D.P. systems
- 5) Development of long-range E.D.P. plans to support the organization's long-range goals and objectives
- 6) Install a formal set of systems development guidelines

The essence of these recommendations are to slow down new program development, establish sound management controls and to re-evaluate management goals and objectives; to stabilize present level of services and prepare for relocation to Indianapolis. After carefully reviewing the recommendations of this report, and in consideration of our present shortage of Data Processing Personnel and financial situations, the following implementation plan for stabilization and deployment of resources are recommended:

- 1) Development of new computer programs would be limited to situations that are critical to our day to day operation, or as a result of Governmental regulation change, and to sensitive control areas. These changes would require management approval before initiating.
- 2) The hiring of a systems/analyst would be deferred until the completion of implementing systems development guidelines. Tentative date for bringing a systems analyst on staff would be October 1, 1981; this would add an estimated \$24,000-28,000 to the 1981-82 proposed budget.
- 3) Stabilize current computer program network by:
 - a) Complete projects now in progress. They are:
 - i. On-line Kiwanis Directory Recording and Retrieval system
 - ii. General ledger budgeting, and year-end close procedures
 - b) Streamline current computer operating systems in concert with projected 1981-82 budget reductions. This will require the attention of our systems and programming personnel in refinements of current programs using marginal computer equipment which reflect a potential savings of \$7,500.
 - c) Documentation of sensitive computer program areas
- 4) Engage the Arthur Young Company to design, develop and implement formal systems development guidelines control systems. This system would provide the framework for evaluating all requests for all Data Processing services. It will insure adequate and timely user involvement; suggests the use of tools and techniques that increase the probability of successful systems development; and to provide the framework to improve technological decision making.

The cost of this project is estimated not to exceed \$15,000. Refer to exhibit "A" for specific details. The 1980-81 budget for this accounting and E.D.P. study is \$15,000; to date our cost for the initial Arthur Young report is \$6,000 leaving a balance of \$9,000. An additional \$6,000 would be needed for the proposed systems development guidelines project, if approved.

If we are to stabilize our present situation and plan for the future growth of this organization, we must seriously consider the next 12 to 16 months to implement these recommendations and to develop a realistic relocation plan. A detailed schedule of activities relating to these recommendations will be developed in the coming weeks and presented to the Board in New Orleans.

Recommendation #1:

The Committee recommends the development of new computer programs be limited to situations that are critical to daily operations and approved by management.

I move that recommendation 1 be adopted.

(Adopted)

This Committee has requested staff to provide a maximum of \$28,000 in the 1981-82 budget for the hiring of business system/analyst.

Recommendation #2:

This Committee recommends that staff be authorized to engage the Arthur Young Company to produce "System Development Guidelines" control system. Cost for this project not to exceed \$15,000, and that an additional \$6,000 be made available for this project in this administrative year.

I move that recommendation 2 be adopted.

(Adopted)

This Committee has requested staff to prepare a realistic implementation plan of activities for stabilization of service, implementing "System Development Guidelines" and relocation plan for Indianapolis to be available at next Board meeting.

The recommendation of the Arthur Young report will in part provide management controls to assist the "Data Processing Steering" committee in its evaluation of requested services.

The Committee is also concerned about the loss of several key Data Processing people. Within a four week period, the Operations Supervisor and a programmer have resigned. The loss of experienced people and the problem currently experienced in finding qualified people will effect daily activities as well as the move to Indianapolis.

Progress Report on 1980-81 Systems and Programming Projects

1) Accounts Receivable Balance Forward System

The accounts receivable system has been expanded to accommodate cash deposits from clubs which can be applied towards future supply orders. The monthly club accounts receivable statement lists each supply order processed as well as cash deposits received for that current month. This provides a comprehensive report of the club's financial activities relating to supply orders and other financial transactions. This project is now complete.

2) On-Line Kiwanis International Directory Recording and Retrieval System

Development of this system is moving somewhat slower than anticipated because of the loss of key department personnel. A revised completion date is June 26, based on current level of personnel.

3) On-Line Kiwanis Club President and Secretary Recording and Retrieval System

In light of the Arthur Young report and our current personnel situation, this project should be deferred until after the move to Indianapolis. An exact production schedule can be determined later.

4) Systems and Maintenance to Current Services

As a result of a recent post office regulation change regarding the distribution of the Kiwanis Magazine, a special statistical report was necessary. This report was designed and implemented at the request of the Circulation Department and was completed on April 24.

New Data Processing Service Project Requests

The Committee was presented with the following project requests which reflect Board and Committee action at the January Board meeting:

- 1) The Board Committee on Membership Growth at the January, 1981 meeting directed staff that the membership figures released monthly should reflect paid membership only; this was to take effect as soon as possible. A report will be provided at the June Board Meeting.
- 2) Separate accounting systems for Key Club and Circle K department. At the direction of the Finance Department, Data Processing divided Key Club and Circle K financial reports into two cost centers reflecting subsidized and non-subsidized financial systems.

3) Central Cashier System

Since the initialization of the Central Cashier system, many changes have been made to accommodate the new procedure. New areas of improvement for this system will require the full attention of Finance and Data Processing.

1980-81 Department Budget Reviews

The Committee reviewed the March Operating statement and found it to be in line with projected activities. Operating expenses for the first six months of this administrative year amounted to 48% of the budget, which is in agreement with projected expenses.

Also, the Committee was informed that because of sharp increases in equipment rental and maintenance fees and deferment of equipment change-over projects, the 07-178 equipment account will be approximately \$3,000-3,500 over budget at year-end. Additionally, the 07-103 account (paper, labels, etc.) will also reflect an unanticipated increase of \$1,000-1,500.

These unexpected increases should be compensated by comparable savings in other data processing accounts. The staff is optimistic in maintaining an overall balanced budget for this year.

1981-82 Proposed Data Processing Budget

The 1981-82 budget incorporates several critical cost saving elements that will require the staff attention this summer in preparing the necessary system changes for October 1, 1981. This budget reflects a potential reduction of expenses by \$7,600.00 by the elimination of one data entry device and the reduction of maintenance fees on non-essential units; it is one key element in holding down the overall actual budget increase of seven percent. If this transfer of equipment cannot be made, the 1981-82 budget must be increased by \$7,600.00.

This Committee believes that the 1981-82 budget proposal provides a realistic approach to 1981-82 in light of the move to Indianapolis and the rate of inflation. Better utilization of personnel and equipment resources can yield improved performance, reduction of unnecessary activities, and the stabilization and/or reduction of some operating cost.

This Committee would like to express its appreciation to Jim Kinkade and his staff for the fine job preparing for this meeting.

Respectfully submitted,

JEAN ED. FRIEDRICH

JAMES B. RICHARD.

DONALD E. WILLIAMS, Chairman

KIWANIS INTERNATIONAL

SYSTEM DEVELOPMENT GUIDELINES

ARTHUR YOUNG & COMPANY

MAY 2, 1981

CONTENTS

- BACKGROUND
- OBJECTIVES OF SYSTEM DEVELOPMENT GUIDELINES
- APPROACH TO THE WORK
- ESTIMATED TIMING AND FEES

BACKGROUND

ARTHUR YOUNG & COMPANY RECENTLY CONDUCTED A PROJECT TO ASSESS THE EFFECTIVENESS OF KIWANIS ACCOUNTING AND FINANCIAL REPORTING SYSTEMS. DURING THE PROJECT, WE REVIEWED THE OPERATIONS OF THE DATA PROCESSING DEPARTMENT. THE KEY FINDINGS OF OUR REVIEW WERE:

- CURRENT SYSTEMS ARE DIFFICULT TO MAINTAIN AND MODIFY.
- THERE IS AN INFORMAL PROCESS USED TO APPROVE AND DEVELOP COMPUTERIZED SYSTEMS.
- THE LONG-RANGE EDP PLAN IS EXTREMELY GENERAL AND DOES NOT RECEIVE INPUT FROM THE LONG-RANGE PLANS OF THE ORGANIZATION.

OBJECTIVES OF SYSTEM DEVELOPMENT GUIDELINES

WE HAVE RECOMMENDED THAT KIWANIS ADOPT A FORMAL SYSTEM DEVELOPMENT METHODOLOGY ALONG WITH A PROCEDURE TO CONTROL THE AUTHORIZATION OF COMPUTER PROJECTS. THE OBJECTIVES OF THESE RECOMMENDATIONS ARE:

- COMPUTER PROJECT AUTHORIZATION PROCEDURE:
 - PROVIDE A PROCESS FOR USERS TO REQUEST COMPUTER SERVICES.
 - SUGGEST CRITERIA FOR MANAGEMENT REVIEW AND APPROVAL OF COMPUTER PROJECTS.
- SYSTEM DEVELOPMENT GUIDELINES:
 - PROVIDE A STANDARD THAT CAN BE USED BY MANAGEMENT TO PLAN AND CONTROL COMPUTER PROJECTS.
 - ASSURE ADEQUATE AND TIMELY USER INVOLVEMENT.
 - SUGGEST THE USE OF TOOLS AND TECHNIQUES THAT INCREASE THE PROBABILITY OF SUCCESSFUL SYSTEM DEVELOPMENT.
 - PROVIDE A FRAMEWORK TO IMPROVE TECHNOLOGICAL DECISION MAKING.

APPROACH TO THE WORK

WE WOULD ACCOMPLISH THE FOLLOWING ACTIVITIES DURING A PROJECT OF THIS NATURE:

- REVIEW EXISTING SYSTEM DEVELOPMENT STANDARDS THAT ARE USED BY OTHER ORGANIZATIONS.
 - INTERVIEW KEY KIWANIS MANAGEMENT TO ESTABLISH EDP PLANNING AND CONTROL GOALS.
 - DRAFT SYSTEM DEVELOPMENT GUIDELINES.
 - REVIEW GUIDELINES WITH KIWANIS MANAGEMENT.
-
-

TIMING AND FEES

WE HAVE MADE THE FOLLOWING ESTIMATES OF PROJECT COST AND SCHEDULE:

- ESTIMATED FEES

- \$12,000-\$15,000

- ESTIMATED TIMING

- 250 MAN HOURS

- 6, WEEKS MINIMUM ELAPSED TIME

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

May 1 - 4, 1981

Date of Committee Meeting: May 2, 1981

Place of Committee Meeting: General Office

Present: Members - Raymond W. Lansford
 Donald E. Williams
 Chairman - Mark A. Smith, Jr.
 Staff - Bruce M. Turnmire
 Robert M. Detloff

REPORT ON ASSISTANT SECRETARY FOR GROWTH'S FAR EAST/AFRICA TRIP

Assistant Secretary for Growth Robert Detloff presented an oral report to the Committee on his trip to the Far East and Africa, from which he returned April 29, 1981. He noted that the 7th Asia-Pacific Conference, held in Tokyo April 5-9, 1981, was the most successful to-date with close to 550 in attendance. One technical problem was noted with respect to simultaneous translating at the Conference, and the Assistant Secretary has discussed this with the 1982 Conference host in Kuala Lumpur to avoid this problem next year. After 1982 Conference planning consultations in Kuala Lumpur, which included a trip to Penang to assist in new club building efforts there, the Assistant Secretary rejoined President Merald in Singapore and travelled with him to India, where they met with the President of India, and from there went to Nigeria for field service work. The Assistant Secretary reported new club building in process in India (Bombay and Madras) and Nigeria, as well as the work in Malaysia as noted above.

PROPOSED GUIDELINES FOR ATTACHING DISTRICT SUBSIDY

The Chairman explained to the Committee that he had requested staff to send a letter to attaching District officials soliciting input for this Program which was approved by the Board at its January, 1981 meeting, but that the former Executive Director had not permitted the International Extension Department to do so. Consequently, the Chairman sent this letter (attached as EXHIBIT A) himself to attaching District Governors, Governors-elect and Secretaries. The percentage of respondents was excellent and the consensus of opinion expressed about the Program was strongly positive. With the input provided by the letter survey, and with the understanding that future improvements could be made based on experience, the Committee worked on the development of guidelines for the implementation of this Program involving financial assistance to attaching Districts for communications with and education of attached area Kiwanians based on a formula of 50¢ per member per District to be taken from the \$1.00 paid by these Kiwanians for international extension. This formula is outlined in EXHIBIT B attached to this Report (prepared and submitted to the Board at the January, 1981 meeting).

Recommendation #1:

The Committee recommends the approval of the following guidelines for the Attaching District Subsidy Program, approved by the Board for the 1981-82 year at its January meeting:

1. 50¢ per member as determined by the APS membership of each attaching District as reported for December, 1980 for the 1981-82 year, and September 30th of the second year preceding each administrative year thereafter (for example, September 30, 1981 for the 1982-83 administrative year), will provide the maximum limit of reimbursement to attaching District under this Program. (See EXHIBIT B)
2. The attaching District Governor is to determine the Kiwanian or Kiwanians to be invited to the District as well as the District function or functions which will serve as the reason for these invitations.
3. Funds under this Program are not to be used to reimburse travel expenses of any individual attached-area Kiwanian for more than one visit, and are not to be used to reimburse travel expenses of attaching District Kiwanians to the attached area. In addition to using funds for reimbursement of travel expenses for District visitation by attached area Kiwanians, funds may also be used for reimbursement of one telephone call to each club in the attached area per year by the attaching District Governor or his representative, provided these phone calls are preceded by letter communication and evidentiary phone expense receipts are provided to the General Office with reimbursement requests.
4. Funds under this Program could be used, within the maximum limit of reimbursement for the attaching District, to provide assistance to attached area Kiwanians for travel in the attached area as approved by the attaching District Governor.
5. Except for telephone expense reimbursal as noted above, funds under this Program are not available for reimbursement of other District office expenses related to other aspects of the Non-Districted Area Attachment Program.

I move that recommendation 1 be adopted.

(Adopted. Trustee DiNoto requested to be recorded as opposing the entire recommendation. Trustee Duffield requested to be recorded as opposing item No. 3.)

The Chairman expressed his desire that the Program be made effective immediately, rather than on October 1, 1981 as approved by the Board in January, 1981, so that attaching Districts could invite attached area Kiwanians to their 1981 District Conventions at the option of the Governor.

Committee member Ray Lansford expressed his desire that funds made available under this Program be referred to as an "incentive" rather than a "subsidy", as the Program was developed to assist attaching Districts to maximize the effectiveness of the Non-Districted Area Attachment Program.

Staff was directed to send letters to attaching District Governors-elect and Secretaries (and Governors if the Program is to be implemented immediately), detailing the guidelines as adopted by the Board and providing the specific reimbursement limit for 1981-82 as determined by the December, 1980 APS membership statistics (EXHIBIT B).

EXTENSION INTO NEW KIWANIS COUNTRIES

President Merald expressed to the Committee his strong concern about Kiwanis extension into countries for the purpose of building only one or two clubs. He said he had discussed this concern with Assistant Secretary for Growth Bob Detloff during his recent Far East trip, and had directed the Assistant Secretary to develop a plan whereby new club building efforts and expenses in new Kiwanis countries would be tied to the organization of a minimum of three clubs in that country in one visit. The Committee thanked the President for sharing his concerns on this subject, and explained how the 50¢-per-member assistance Program for attaching Districts would address these concerns to some extent.

The Committee had been advised through staff contact, at the suggestion of Committee member Ray Lansford, of a group of Missouri Kiwanians interested in starting a Kiwanis Club in Saudi Arabia. These Kiwanians, with 20 or more other Americans, will be leaving in August, 1981 for a 2-to-4 year assignment in Saudi Arabia. The Committee requested Committee member Ray Lansford to contact the interested Kiwanians to inform them of the Board policy requiring that 2/3 of the new club's membership be citizens of the country wherein the new club is located, and that they determine the feasibility of building a club within the parameters of this policy and within the laws and regulations currently in effect in Saudi Arabia. If their research is affirmative, they should be requested to address a formal written report to the International Extension Department of the General Office for further Board consideration.

KIWANIS INTERNATIONAL MEMBERSHIP IN U.N. ORGANIZATIONS

At the request of President-elect E. B. "Mac" McKittrick, the Committee considered the possibility of Kiwanis International's joining certain appropriate U.N. organizations such as the World Health Organization (WHO) and the U.N. International Children's Emergency Fund (UNICEF). President-elect Mac noted the close relationship of such agencies to the 1981-82 Theme & Emphasis Program, and further feels that such affiliations would substantially enhance Kiwanis International's visibility and recognition within the international community. Reportedly one or both of the two larger service organizations are members of these U.N. organizations.

In view of the fact that affirmative action on this request would require revision of Board Policy A-5, the Committee directed staff to make further investigation into the specifics of such memberships, such as costs and obligations to Kiwanis International, and to report its findings back to the Committee for further consideration.

REVIEW OF PROPOSED 1981-82 DEPARTMENTAL BUDGET

The Committee reviewed the proposed 1981-82 International Extension Department budget, and questioned the need to retain travel funding in line item 110-08 for the President-designate since the reason which gave birth to this funding

several years ago was no longer operative.

The Committee strongly objected to the staff directive which prohibited the establishment of new line items of expense, especially with respect to the Attaching District Assistance Program as approved by the Board in January, 1981. The Committee feels that incorporation of such newly-approved expenditures into non-related line items is both deceptive and administratively inadvisable, creating confusion for all who may work with, or on, the budget in the future.

OTHER BUSINESS

The Committee expressed its distress over the operating deficit of Swiss Francs 92'000 reported in the audited statement of Kiwanis International-Europe for the 1979-80 administrative year and is requesting a detailed explanation of the causes of this deficit by KIE.

The Committee noted that the KI-E Secretary/Administrator has sent a list of dates for all KIE Board and Governors' meetings and the European Council and Convention for the 1981-82 year, and has directed staff to carefully check these dates against all KI District Convention and International dates to avoid conflicts such as were experienced this year. Letters are to be sent to all District Governors-elect and Secretaries immediately listing all known KIE and KI District and International function dates urging all Districts to adjust or plan function dates which will not conflict with the reported dates.

Respectfully submitted,

RAYMOND W. LANSFORD
DONALD E. WILLIAMS
MARK A. SMITH, JR., Chairman

WANIS INTERNATIONAL

KIWANIS INTERNATIONAL BUILDING, 101 EAST ERIE STREET, CHICAGO, ILLINOIS 60611

OFFICE OF THE IMMEDIATE PAST PRESIDENT

MARK A. SMITH, JR.
P.O. Box 10026
Atlanta, Georgia 30319

February 27, 1981

PRESIDENT

MERALD T. ENSTAD
127 South Mill Street
Fergus Falls, Minnesota 56537

PRESIDENT-ELECT

E. B. "Mac" McKITRICK
8103 144th Street
Edmonton, Alberta T5R 0R3
Canada

IMMEDIATE PAST PRESIDENT

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Pittsburgh, Pennsylvania 15221

DONALD E. WILLIAMS

19 Parkview Drive
Berea, Ohio 44017

EXECUTIVE DIRECTOR

P. N. HANLY
101 East Erie Street
Chicago, Illinois 60611

Dear

To assist you in the development of Kiwanis in the overseas areas assigned to your district, Kiwanis International will reimburse your district up to 50¢ per member for certain expenses directly related to the overseas area.

We are in the process of developing an itemized list of specific things that will be reimbursible and also specific things that will not be reimbursible and we are very interested in your suggestions for both of these areas. Your suggestions are needed prior to the Board Meeting at the end of April. Please let me know directly. Attached are lists of reimbursible expenses and non-reimbursible expenses.

The intent of this action is to encourage the use of district initiative to spread the ideal of Kiwanis around the world. We are sure that many very beneficial procedures will be developed and that the district governor will use these funds for the benefit of all Kiwanians. Please let me hear from you before the April Board Meeting.

Sincerely,

Mark A. Smith, Jr.
Board Chairman, Overseas Extension

MAS/bw
Enc.

KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL BUILDING, 101 EAST ERIE STREET, CHICAGO, ILLINOIS 60611

OFFICE OF THE IMMEDIATE PAST PRESIDENT

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Reimbursible Expenses**PRESIDENT**

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127 South Mill Street
Fergus Falls, Minnesota 56537

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Expenses for overseas Kiwanian to attend district convention, International Convention or scheduled district training conference at the judgment of the district governor.

Telephone calls for initial contact with overseas Kiwanians.

Postage allowance for overseas Kiwanians

Travel in the overseas area by overseas Kiwanians, as authorized by the district governor.

Non-reimbursible Expenses

Travel expenses for any district representative to visit the overseas area.

District office expense.

0*

Figures for the
PROPOSED ATTACHING DISTRICT SERVICING CREDIT PLAN
(Membership Data as of December 30, 1980)

Non-Districted Area	APS Members	50¢ per Member	District	APS Members*	50¢ per Member
Argentina Council	163	\$ 81.50	- Georgia	8,297	\$ 4,148.50
Brazil	48	24.00	- "		
Singapore/Malaysia**/ Thailand Council	125	62.50	- Utah-Idaho	3,194	1,597.00
Africa	112	56.00	- Illinois-E. Iowa	11,896	5,948.00
Belize	49	24.50	- Kentucky-Tennessee	8,530	4,265.00
Council of Korea**	187	93.50	- "		
Costa Rica	66	33.00	- Nebraska-Iowa	8,343	4,171.50
Jordan	33	16.50	- Michigan	8,701	4,350.50
India**	94	47.00	- New York	13,423	6,711.50
Israel	28	14.00	- Carolinas	10,379	5,189.50
Hong Kong**	136	68.00	- Montana	2,244	1,122.00
Panama	91	45.50	- Indiana	9,215	4,607.50
Dominican Republic	22	11.00	- New Jersey	5,850	2,925.00
Bermuda	49	24.50	- "		
Portugal	27	13.50	- Benelux-France-Monaco	4,893	2,446.50
Spain	20	10.00	- "		
Tunisia	30	15.00	- "		
England***	91	45.50	- Southwest	5,355	2,677.50
Greece***	25	12.50	- New Jersey	See Above	
Caribbean Area	1,786	893.00	- E. C. & C.	8,172	4,086.00
Sub-Total		<u>\$1,591.00</u>		Sub-Total	<u>\$54,246.00</u>
				<u>Grand Total</u>	<u>\$55,837.00</u>

* = Excludes attached area membership

** = Possibly includes non-meeting club membership figures

*** = Status of attachment is in question

Unattached Areas

El Salvador	29	\$ 14.50
Grand Turk & Caicos	20	10.00
Puerto Rico	89	44.50
Guyana	31	15.50
Guam	39	19.50
Ireland	20	10.00
Commonwealth of the Northern Marianas (Saipan)	22	<u>11.00</u>
Total		<u>\$ 125.00</u>

REPORT OF BOARD COMMITTEE ON KEY CLUBS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1 - 4, 1981

Date of Committee Meeting: May 2, 1981

Place of Committee Meeting: General Office

Present: Members - Allen M. Duffield, Raymond W. Lansford
Chairman - E. B. McKittrick (absent)
Staff - James P. Tinsley, Gary R. McCord

Report of Board Representative to Key Club International Board Meeting

Because of the absence of the Chairman, due to official Kiwanis business, no report was given.

Items arising from the Key Club International Board Meeting

(a) The Committee reviewed the tentative budget for the 38th Annual Key Club International Convention, as approved by the Key Club International Board and found it to be in good order.

Recommendation #1:

The Committee recommends approval of the budget for the 38th Annual Key Club International Convention in New Orleans, Louisiana, attached as Exhibit A.

I move that recommendation 1 be adopted.

(Adopted)

(b) The Committee then reviewed, as required by Board policy, two further amendments to the Constitution and Bylaws that are to be presented to the House of Delegates of the 38th Annual Key Club International Convention (attached as Exhibit B) and found no concerns with the amendments as they stand.

(c) The Committee was then apprised of the recent changes made by the Key Club International Board in their official Key Club International Board Policies. (attached as Exhibit C). The Committee reviewed not only the changes made by the Key Club International Board and with the exception of two slight revisions, the Committee found the policy changes to be in good order as well.

(d) The Committee then reviewed a proposed list of dates for the 1981-82 Key Club International Board meetings and training conferences as approved by the Key Club International Board. It was noted by the Committee that the Key Club Board was requesting that a 2-day November meeting be held only for the Executive Committee to assist them in their work with their new Theme and Objectives and that the Key Club Board felt that they could function quite well with their three other full Board meetings. The Committee wishes to commend the Key Club Board for the cost savings involved in this change.

Upon reviewing the Policies and Procedures of the International Board of Trustees pertaining to Key Clubs it was noted that a change would be needed in Policy #1F on Page H-10 in order to accommodate this change as requested by the Key Club International Board.

Recommendation #2:

The Committee recommends that Policy and Procedure #1F on Page H-10 be reworded to read as follows: "The Key Club International Board will meet three times annually; once at Valley Forge, once in February, and at the time of the Key Club International Convention. The Executive Committee of the Key Club International Board will meet during each of the full Board meetings and once in November. At the conclusion of the Key Club International Convention, there will be a training conference for the newly elected Key Club Board."

I move recommendation 2 be adopted and be referred to the Committee on Laws and Policies for implementation.

(Adopted)

The Committee then reviewed the proposed list of dates for the 1981-82 Key Club International Board meetings, training conferences and Executive Committee meeting, and found them to be in good order.

Recommendation #3:

The Committee recommends approval of the list of dates for the 1981-82 Key Club International Board Meetings, Training Conferences, and Executive Committee Meeting as listed on Exhibit D.

I move recommendation 3 be approved.

(Adopted)

(e) The Committee was then informed of the action taken recently by the Key Club International Board regarding the C. E. G. E. P. system of schools in the Province of Quebec (attached as Exhibit E). It was explained that over the years Key Club had been organized in these schools due to the fact that they covered the area of high school similar to grades 12 and 13 of the Ontario school system. Since that time the school system of the Province of Quebec has expanded to cover four years of high school (9-12) and that the C. E. G. E. P. , system now was basically equivalent to the grade levels 13 and 14 - similar to Junior College. The Key Club International Board action taken at the request of the Eastern Canada and Caribbean Key Clubs was done not to remove the C. E. G. E. P. , system from the Kiwanis Family but to move it to its proper level. The Committee concurs with the action of the Key Club International Board in this matter.

Review of Action Re: Sandy Nininger Medal

The Committee reviewed all of the correspondence and other materials regarding the concerns raised by a Key Club District Administrator in the Key Club International Board Policy regarding presenting the Sandy Nininger Medal to students only. The Committee felt that the matter had been resolved in a manner satisfactory to all concerned and was happy to note that the Key Club International Board is currently developing a new award to be given to adults by local clubs and districts.

• Review of "Every Child a Swimmer" Program

The Committee was then apprised of a new program that has been endorsed by the Key Club International Board regarding the establishing of a program to teach children up to Grade 4 level to swim throughout the areas served by Key Club. It was indicated that such a program might merit endorsement and support by Kiwanis International. While the Committee felt the program does have merit, it felt that the program needed to be more fully developed before it could make any recommendation to the full Board.

Review of Request of Kiwanis Club of Seminole, Florida

The Committee again reviewed the request from the Kiwanis Club of Seminole, Florida that they be allowed to charter a Key Club for educable, mentally handicapped children from the ages of 14 to 21 in the Nina Harris Exceptional Student Center of their town. The Committee felt this is definitely an outstanding area for the club to work in and that it is definitely a project for the consideration of the Seminole Kiwanis Club and their sponsored youth groups. The Committee did not feel, however, that the young people of this school would be able to participate fully in the programs and activities of Key Club at all levels and therefore did not feel that they could allow the building of a Key Club in the school.

Review of Travel of Key Club International Officers

The Committee reviewed the reports on the travel of the Key Club International Board since the January meeting and found the travel to be in line with Kiwanis International Board Policies.

Review of 1981-82 Departmental Budget

The Committee extensively reviewed the proposed 1981-82 Key Club Departmental Budget and found it to be in good order as far as all materials presented were concerned. It was noted that the 1982 Key Club Convention Budget will not be established until possibly prior to the October Board meeting due to various problems and the Committee pointed out that one such problem was in the area of the lateness of the receipt of the report of the convention for the previous year. It was hoped by the Committee that this report might be received sooner this year.

Respectfully submitted,

ALLEN M. DUFFIELD
RAYMOND W. LANSFORD
E. B. McKITRICK, Chairman

TENTATIVE BUDGET
KEY CLUB INTERNATIONAL CONVENTION
NEW ORLEANS, LOUISIANA
July 5-8, 1981

Income:1981 Budget

Registration Fees:	2,300 @ \$40.00	\$92,000.00
Ticket Sales:		<u>210.00</u>
	TOTAL	\$92,210.00

Expenses:

15-153-	1. Kickoff Brunch (2,300 @ \$8.70)	20,110.00
	2. Farewell Luncheon (2,100 @ \$11.10)	23,310.00
	3. Board Luncheon - July 4, 1981 (25 @ \$12.00)	300.00
	4. Board Dinner - July 8, 1981	
	A. 60 @ \$14.00	840.00
	B. Bus	150.00
	5. Awards - (trophies, plaques, certificates, bonds)	4,500.00
	6. Program Materials - (slides, projectors, artwork)	3,500.00
	7. Entertainment & Dance (fees and expenses)	1,500.00
	8. Staff and Guest Expenses (air fare, hotel, meals)	12,000.00
	9. Forms and Badges	3,500.00
	10. Printed Program	2,500.00
	11. Hotel and Decorating Charges - (spotlights, operators, microphones, duplicating charges, damage charges)	3,000.00
	12. Postage and Express	4,000.00
	13. Theme and Objectives (booklets, pins or buttons)	2,500.00
	14. Office Supplies (duplicating, equipment, desks)	1,000.00
	15. Telephone & Telegraph	500.00
	16. Host Expenses	2,500.00
	17. Overtime & Temporary Help	3,500.00
	18. Receptions (Key Clubbers & Adults)	1,500.00
	19. Speakers (fees and expenses)	<u>1,500.00</u>
	TOTAL	\$92,210.00

CHANGES TO KEY CLUB INTERNATIONAL
CONSTITUTION AND BYLAWS

The Committee next discussed new rules for Key Club's expanding overseas clubs. This recommendation to the International Board must be approved for presentation to the International House of Delegates in New Orleans.

Recommendation #2:

The Committee recommends that Article 8, Section 2 of the Constitution should be changed to read as follows:

"Each Officer, except the Treasurer and the Administrator of Key Club International shall be an active member in good standing of a Key Club in an organized district and shall be eligible for at least one (1) school year of active membership following his election as an International Officer."

I move that Recommendation #2 be adopted.

Recommendation #3:

The Committee recommends that Article 10, Section 3 of the Key Club International Bylaws should be changed to read as follows:

"The President of Key Club International shall, when the program of an annual convention specifies nomination of officers as the order of business, receive nominations from the floor for the several offices to be filled at the convention. All nominees for International Office shall be from organized districts and must be in attendance at the convention. He shall also....".

CHANGES TO KEY CLUB INTERNATIONAL

BOARD POLICIES

Board Policy #13 regarding the removal of an International Officer was discussed. It was felt by the Committee that the current Board policy was very confusing, and therefore, the Committee recommends the following:

Recommendation #1:

The Committee recommends that International Board Policy #13, regarding the steps for removal of an International Officer, be changed to read as found in appendix A.

I move that Recommendation #1 be adopted.

The Committee next moved on to International Board Policy regarding overseas clubs. To clarify the definition of an organized district, the following recommendation was made:

Recommendation #4:

The Committee recommends that a new Board Policy, #36, should be established to read as follows:

"An officially organized district of Key Club International shall be a district that has been recognized and approved by both the Key Club and Kiwanis International Boards."

I move that Recommendation #4 be adopted.

The Committee then discussed limitations on the campaign spending limit. The following recommendation was then made:

Recommendation #7:

The Committee recommends that Board Policy #6, subsection (a), that the campaign spending limit be raised to \$75.00.

I move that Recommendation #7 be adopted.

The Committee then discussed limitations on the type of literature to be used by candidates campaigning for International Office. The following recommendation was formulated:

Recommendation #8:

The Committee recommends that International Board Policy #6, Article g, be added. "Campaign material will be limited to 3000 8½ x 11 sheets of paper, for flyers, and 15 hand made posters. The posters shall not bear any photographs. Campaign flyers may be used in place of posters. In addition the following rules will be observed on campaign flyers:

1. The flyers will be printed on one side only.
2. The paper will be non-glossy.
3. Only one color ink will be used.
4. Only one color paper will be used.
5. Only one picture will be permitted.
6. No embossed printing will be used.

The committee suggests that the following information be included on the campaign flyers: .

1. Key Club qualifications.
2. Other qualifications.
3. Platform.

I move that Recommendation #8 be adopted.

13. In the event of the reported misconduct of a member of the Key Club International Board of Trustees, or an International Board member is not performing his/her assigned duties; it will be up to the discretion of the Executive Committee in consultation with the Administrator of Key Club International to take action accordingly.

STEPS TO BE ABIDED BY

- A. Any member in Key Club International may propose the removal of his/her International Board representative or the International President by writing a thorough explanation, citing several examples, to the chairman of the Executive Committee on the International Board, or the Key Club International Administrator.
- B. After careful study, the Executive Committee, in consultation with the International Administrator, will determine the validity of the request. At this time the Governor and the Administrator of the counselled districts of the officer in question, will be notified.
- C. Should the request be found valid, then immediately following the study period:
1. The chairman will notify the Board member, who has been asked to be removed from office. After a precise description of the circumstances, the Board member may wish to see the motion voted upon.

OR

2. He/she may wish to resign. If he/she resigns, follow the procedures as stated in the International Bylaws. (Article II - Vacancies in Office Between Conventions.)
- D. Depending on his/her decision, not to resign, the Board of Trustees will take appropriate action.
1. A main motion must be made (which requires a second) by one of the International Board of Trustees. The motion is debatable, amendable, and can be reconsidered if a negative vote appears.
 2. Once such a motion is made, the Chairman will send notice to the International Board of Trustees for a fifteen (15) day review period.
 3. At the end of the fifteen (15) day review period, the Board of Trustees will either vote by mail, phone, or at an International Board Meeting, whichever way is more efficient. The officer in question will be allowed to vote.
 4. The official vote for action at the end of the fifteen (15) day review period will require a 2/3's vote of the entire membership of the International Board of Trustees.
 5. The Chairman of the Executive Committee will report the final tabulations to the Board.

- E. If an officer is removed from office, the replacing of said officer shall be handled as stated in Article II, Sections 1 and 3 of the Bylaws and Constitution.

1980-81 Edition of:
KEY CLUB INTERNATIONAL BOARD POLICIES

Key Club International Board policies are meant to represent the consensus of opinion and general feeling of the Key Club International Board of Trustees. These policies are binding and final concerning the aspects of Key Club International that it covers.

1. Key Club International Board Policy is to remain fixed from year to year unless specifically altered by the Key Club International Board of Trustees.
2. Any member in good standing who is an underclassman may become a candidate for International Office. Officer candidates cannot extend their pre-convention campaigning out of their home districts. If qualified, however, they will be permitted to travel to the following Key Club functions:
 1. The Freedoms Foundation Seminar
 2. The International Regional Training Conference; (only current District Governors and District Administrators may attend the Regional Training Conference.)
 3. The International Convention.
 4. CONOVACT (Conference on Voluntary Action) Note: This is only open to those districts west of the Mississippi.
 5. The "K-Family Conference" (Note: This is only open to those districts east of the Mississippi.)

In addition, that underclassman will be allowed travel to official Key Club functions in three districts; one being his home district, the remaining two of his own discretion. In the event that said underclassman is an International Officer himself, and he counsels two districts other than his home district, his district travel will be limited to three (3) districts, one being his home district, and the other two being his counselled districts.

Anyone in violation of this policy may forfeit their right to be an International officer candidate and their name will not be permitted to be placed in nomination at the Nominating Conference at the International Convention.

Exceptions to this policy will be considered by the Executive Committee of the Key Club International Board.

3. No pre-convention campaigning will be permitted outside of a candidate's home district. Potential candidates may correspond with International officers and District Governors for the purpose of seeking Key Club organizational information and/or making a simple announcement of their candidacy; however, they are not permitted to explain platforms or seek support in these letters. No other individuals may communicate with the International or District officers either on behalf of the candidate or on their own to publicize the candidacy of any individual prior to the Key Club International Convention.
4. The Key Club International Board requires that no more than one candidate be endorsed by any district for the office of Trustee, Secretary, or Vice-President, and this candidate, regardless of office, can only be endorsed by the district House of Delegates of that particular District Convention. In addition, the aforementioned House of Delegates may endorse a candidate for President. No candidate shall seek endorsement by any district House of Delegates outside of their home district, nor shall they seek or claim to have the endorsement of their home district board. A candidate need not be endorsed to run for International office.

5. Only Key Clubbers can participate in campaigning for candidates for International office, either at the International Convention or at any district convention.
6. Rules for International Convention Campaigning
 - a. Campaign materials will be limited to 3000 8 1/2" X 11" sheets of papers for flyers and 15 handmade posters. The retail value for all materials used in a campaign for any International office must not exceed \$75.00. An itemized list of expenses, including receipts, must be submitted to the International Officer Candidate Training Conference held on Sunday during each convention. The International Board reserves the right to request samples of each type of campaign material.
 - b. The following guidelines must be observed for campaign flyers:
 - 1) The flyers will be printed on one side only.
 - 2) The paper will be non-glossy.
 - 3) Only one color ink will be used.
 - 4) Only one color paper will be used.
 - 5) Only one picture will be permitted.
 - 6) No embossed printing will be used.
 - c. It is also suggested that the following information be included on the campaign flyers:
 - 1) Key Club qualifications
 - 2) Other qualifications.
 - 3) Platform.
 - d. The size of posters shall not exceed 18" X 20". The posters cannot bear any photographs. The number of posters permitted shall be limited to 15 per candidate. This includes all posters and flyers if they are affixed to the walls, furniture, doors, etc. Campaign flyers may be used in place of posters. All posters must be certified and so designated by the International Board.
 - e. If any hospitality suite or other similar function is held in the name of any candidate, is publicized on the posters or flyers of any candidate, or if the sole purpose of the hospitality suite or similar function is to promote the campaign of any candidate with delegates other than those from the candidate's home district; then all expenses must be included in the \$75.00 campaign spending limit. In addition, no campaign materials may be displayed in any hospitality suite.
 - f. No meal function may be held to promote the candidacy of any member with delegates from districts other than the candidate's home district unless all expenses are included in the \$75.00 campaign spending limit.
 - g. No campaign materials shall be affixed to walls or distributed to any convention delegates prior to 8:00 A.M., the day of the first official convention function (Sunday). No caucus schedules shall be arranged prior to the meeting of the International Council on Sunday morning, the first day of the convention.
 - h. No pre-convention campaigning will be permitted outside of the candidate's home district. The only announcement of candidacy shall be letters which may be sent to International Officers and District Officers, for the purpose of seeking Key Club organizational information. They may not explain

platforms or seek support in these letters. No other individuals may communicate with the International or District Officers either on behalf of the candidate or on their own to publicize the candidacy of any individual prior to the Key Club International Convention.

- i. The Key Club International Board will confiscate all campaign materials and may disqualify any candidate not complying with these rules or other Board Policies.
7. The International board requires that, in order to relieve any overloading, all International and district officers relinquish any other Key Club positions they might hold, either on the local or district level.
8. There shall be no sweetheart contests on the International level.
9. A coat and tie will be mandatory for all male participants and a dress will be required for female participants at all convention sessions.
10. The International Board forbids anyone to wear or display material (hats, flags, etc.) having reference to the War Between the States at the International Convention.
11. Each International officer is required to attend every official function of that board in its entirety. Exceptions will be considered by the Board.
12. It is suggested that the Executive Committee meet prior to the full board to discuss the agenda and prepare suggestions to the full board on matters which require detailed preparation.
13. In the event of the reported misconduct of a member of the Key Club International Board of Trustees, or an International Board member is not performing his/her assigned duties; it will be up to the discretion of the Executive Committee in consultation with the Administrator of Key Club International to take action accordingly.

STEPS TO BE ABIDED BY

- A. Any member in Key Club International may propose the removal of his/her International Board representative or the International President by writing a thorough explanation, citing several examples, to the chairman of the Executive Committee on the International Board, or the Key Club International Administrator.
- B. After careful study, the Executive Committee, in consultation with the International Administrator, will determine the validity of the request. At this time the Governor and the Administrator of the counselled districts of the officer in question, will be notified.
- C. Should the request be found valid, then immediately following the study period:
 1. The chairman will notify the Board member, who has been asked to be removed from office. After a precise description of the circumstances, the Board member may wish to see the motion voted upon.

OR

2. He/she may wish to resign. If he/she resigns, follow the procedures as stated in the International Bylaws.
(Article 11-Vacancies in Office Between Conventions.)

D. Depending on his decision, not to resign, the Board of Trustees will take appropriate action.

1. A main motion must be made (which requires a second) by one of the International Board of Trustees. The Motion is debatable, amendable, and can be reconsidered if a negative vote appears.
2. Once such a motion is made, the Chairman will send notice to the International Board of Trustees for a fifteen (15) day review period.
3. At the end of the fifteen (15) day review period, the Board of Trustees will either vote by mail, phone, or at an International Board Meeting, whichever way is more efficient. The officer in question will be allowed to vote.
4. The official vote for action at the end of the fifteen (15) day review period will require a 2/3's vote of the entire membership of the International Board of Trustees.
5. The Chairman of the Executive Committee will report the final tabulations to the Board.

- E. If an officer is removed from office, the replacing of said officer shall be handled as stated in Article 11, Section 1 and 3 of the Bylaws and Constitution.
14. The International Board can consider the disbanding of Key Clubs at only regular meetings.
 15. The Key of Honor is the highest award given by the organization for contributions to the Key Club program, or for youth in general. It may be given to any person, who is not elected or salaried by the organization, or any organization that rather than simply doing a good job, has gone beyond the scope of what is normally expected. The International President shall be ineligible to receive this award unless he continues to serve youth after the completion of his term. General letters must be sent to all Key Club Governors seeking nominations for the award.
 16. The new Theme and Objectives should not be released for publication until the International Convention.
 17. Key Club International Themes should run from convention to convention rather than from fiscal year to year.
 18. Key Clubs that pay their International dues, but not their district dues, are not in good standing with Key Club International.
 19. The International Board advises the reorganization of divisions if travel distance between local clubs is great.
 20. The Lieutenant Governor shall be the head administrative officer within

the division and all subsequent uniting groups within the division, whether city-wide or divisional. He shall be the only elected officer of the division and there shall be no divisional treasury.

21. A division, a divisional council, or a city-wide council shall not collect dues from the individual Key Clubbers or solicit any mandatory funds from individual clubs which are represented on the council.
22. There shall be no position of governor-elect on the district board.
23. Because of the desire to comply with the wishes of school officials, no divisional convention, workshop, or any other get-together shall exceed a one (1) day limit, except in those cases where they achieve the approval of the school principal.
24. All non-member females attending conventions must be accompanied by a chaperone, preferably an adult member of the immediate family.
25. Four members must be in attendance at another club's meeting in order to have an official inter-club meeting.
26. The Sandy Nininger Medal is to be given for special merit only to high school students.
27. The filing of Achievement Reports is compulsory for every Key Club.
28. The International Board forbids initiations.
29. No young person shall be eligible for membership in a club who holds membership (other than honorary) in other service clubs of like character to Key Clubs.
30. Key Club International shall not start a student exchange program at this time, but should support accredited ones.
31. An active club that does not pay International dues within sixty (60) days of October 1st will be said to be "not in good standing" or have a "delinquent" status. At the following Key Club International Convention the said club will be put into a "suspended" status if dues are still unpaid. A club will retain the "suspended" status for a period of one year. If at the end of this time it has not paid International dues, the International Board may vote to revoke its charter in compliance with the Key Club International Bylaws, Article 4, Section 1.
32. As provided in Article 8, Section 1 of the Key Club International Bylaws, the Key Club International Board has the power to take whatever action it deems necessary when the behavior of the delegates attending district caucuses has been determined by the Key Club International Board--following a review of the situation by the Key Club International Board with the District Governor, Administrator, and Kiwanis International Board Counselor present--to be unbefitting to the Key Club organization. Such action could include the suspension of the Governor's right to serve as Chairman of that caucus. If suspension occurs, then the Key Club International Board has the power to appoint a suitable replacement.
33. The official colors of Key Club International are blue, white, and gold. Respectively these colors stand for unwavering character, purity, and service.

34. The official song of Key Club International is "Show Your K."
35. The Letters K-E-Y in Key Club stand for Kiwanis-Educates-Youth.
36. An officially organized district of Key Club International shall be a district that has been recognized and approved by both the Key Club and Kiwanis International Boards.

EXHIBIT D

Suggested Dates for 1981-82 Key Club Board Meetings

September 2-4, 1981	Valley Forge Board Meeting
November 20-22, 1981	Executive Committee Meeting
February 13-15, 1982	Winter Board Meeting
July 3, 1982	Board Meeting at International Convention

Dates for 1982 Regional Training Conferences

May 6-9, 1982	Birmingham, Alabama
May 13-16, 1982	Phoenix, Arizona
May 20-23, 1982	Chicago, Illinois

Action Taken by Key Club Board at Recommendation of E.C.&C. District
Administrator in Regards to the C.E.G.E.P. System of Schools in Quebec

Recommendation #5:

The committee recommends that Key Club International not charter Key Clubs in the schools at the C.E.G.E.P. level in the Province of Quebec in Canada.

Furthermore, the committee recommends that the Key Club now currently in the C.E.G.E.P. program in the Province of Quebec in Canada be revoked by the Board in July.

REPORT OF BOARD COMMITTEE ON KIWANIS EDUCATION AND PUBLIC RELATIONS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1-4, 1981

Date of Committee Meeting: May 3, 1981

Place of Committee Meeting: General Office

Present - Members - Albert L. Cox, C. E. "Pete" Thurston, Jr.
Co-Chairmen - Mark Arthur, Jr., Jean Ed. Friedrich
Staff - Alonzo J. Bryan, Gerald W. Deas, John L. McGehee

KIWANIS EDUCATION

Audio-Visual Update:

The committee was advised that there currently are four recent audio-visual presentations available for clubs. The newest is "Club Committee - A Meeting of the Minds." Two more are scheduled for release in the foreseeable future: "Weekly Club Meetings," by convention time; and "Telling the Kiwanis Story" by the end of the current administrative year.

Co-Chairman Friedrich volunteered to translate the English cassette tapes into French and German. Co-Chairman Arthur observed that there are three additional A/V presentations under consideration for the next administrative year.

Kiwanis Education at New Orleans

There will be a Kiwanis Education booth at the New Orleans convention with members of the International Committee on Education staffing the booth. All scheduled education materials are currently in production.

New Member Kit

The committee considered the suggestions of the five Coordinators for content of the New Member Kit. The committee suggests that, with due consideration to the 1981-82 Coordinators' suggestions, each kit contain:

- Certificate of Membership
- Decal
- Flyer or bulletin describing the Supplies Catalog and suggesting that the new member contact Club Secretary for information on items available
- Membership pin
- Three or four page "History of Kiwanis" to be prepared by staff
- Copy of club bylaws

- And these items, at the discretion of the club or district:

- letter to member's wife
- letter from governor
- history of club (if available)
- club directory
- order form for membership plaques
- bulletin saying that the new "History of Kiwanis" is available
at \$ 7.50 per copy.

Induction Ceremony and Education Workshop

The committee studied the suggestions by the Coordinators concerning the club induction ceremonies. Although the Coordinators suggested such ceremonies be held quarterly or semi-annually, the committee felt that they should be held as soon as possible after a new member's affiliation. The induction ceremony is required by Article VIII, Section 2 in the Standard Form for Club Bylaws.

The committee discussed the Coordinator's suggestions on Mandatory Education Workshops. Like induction ceremonies, these are required by the club bylaws. The committee also considered the suggestion that no member be inducted until his workshop orientation be completed. The committee believes that, as a practical matter, this should be discretionary with the individual club.

Reporting

The committee studied the Coordinators suggestion that the Kiwanis Education Committee should be a required reporting committee. Kiwanis Education is currently combined with Membership Growth for reporting purposes. It is believed that no additional or separate reporting is desirable.

The Kiwanis Magazine

The committee concurs with the Coordinators suggestion that "a section of the Kiwanis magazine should be devoted to Kiwanis Education" and requests that the Publications Committee give it consideration.

Automatic Transfer of Members

The Coordinator's suggest that there be an automatic transfer of members from club to club. Concern was expressed by the committee that such random transfers would infringe on the local club's autonomy.

New Materials

The committee considered the "flipchart" for new member indoctrination which has been produced by the Georgia District. A request was made of the Supplies Department that it provide the committee with an estimate of production costs for the "flipchart"

as a new member indoctrination aid.

International Kiwanis Birthday Party

The committee agrees with the Coordinators that local emphasis should be given to the annual Kiwanis International Birthday, but that it should not be a "fund-raiser" for Kiwanis International. It also agrees with the Coordinators on the value of monthly bulletins on training and promotion, but believes that these should be developed and distributed by the International Committee Chairmen.

Distinguished Awards Programs

The committee cannot condone the Coordinators' idea that Kiwanis Education should be "tied-in" to the Distinguished Award Programs.

The committee expresses its sincere appreciation to the Coordinators for their assistance in developing ideas to strengthen the Kiwanis Education Program.

Club Handbook

The new "Club Handbook" is prepared and is ready for distribution.

PUBLIC RELATIONS

Farm-City

Staff reported that most of the preliminary work on this year's Farm-City Council activity has been completed. Considerable thought was given to the idea of asking the Farm-City Council's Board to accept a Kiwanis Board member as a participant, but the "pros" stand against the "cons" of expense. A motion was made by Trustee Albert Cox that a Kiwanis Board member be appointed to the Farm-City Board and that Kiwanis pay his necessary expenses up to \$1,000 per year. The vote produced a tie and no further action was taken.

Kiwanis Convention Preparations

All Kiwanis convention preparations are under way.

1981-82 Major Emphasis Program

Public Relations and Promotional Support Material for this program are now being completed by the Public Relations Department.

District Bulletin Competition

The judging of 1980-81 District Bulletins took place on Thursday, April 30. Winners and runners-up will be notified privately and winners will be honored at the New Orleans Convention. Winners in the various categories are as follows:

GOLD (251 or more clubs)

First Place:	Florida
Second Place:	Pacific Northwest
Third Place:	California-Nevada-Hawaii

SILVER (201 - 250 clubs)

First Place:	Missouri-Arkansas
Second Place:	Michigan
Third Place:	Capital

ORANGE (126-200 clubs)

First Place:	Georgia
Second Place:	Nebraska-Iowa
Third Place:	Wisconsin-Upper Michigan

BLUE (125 or fewer clubs)

First Place:	New Zealand
Second Place:	Alabama
Third Place:	Utah-Idaho

Connelly Medals

The committee considered the following nominations:

- Kenneth A. Truitt, (deceased) 49 years old; James Y. McDaniel (deceased), 53 years old; Gene Gandy (deceased), 49 years old; and Chris Hall, 28 years oldnominated by the Kiwanis Club of Daingerfield, Texas, who subdued an armed gunman terrorizing a church congregation. Three of the four were killed.

- Jim Plummer, Jr., 26 years of age, of Jackson, Ohio, nominated by the Kiwanis Club of Jackson, Ohio, who rescued an 82-year old neighbor from his house which was in flames.
- Wayne A. Woodard, 48 years of age, of Joplin, Missouri, nominated by the Kiwanis Club of Joplin, who pulled a neighbor from a burning automobile.
- C. Ed Lance, 64 years of age, of Lyons, Kansas, nominated by James Putnam of Kansas Kiwanis Foundation, who rescued a small boy from a flaming auto.

Recommendation #1:

The committee recommends that Connelly medals be awarded to Gene Gandy (posthumously), James Y. McDaniel (posthumously), Kenneth A. Truitt (posthumously), and Chris Hall of Daingerfield, Texas; Jim Plummer, Jr. of Jackson, Ohio; Wayne A. Woodard of Joplin, Missouri; and C. Ed Lance of Lyons, Kansas.

I move that recommendation 1 be adopted.

(Adopted)

Connelly Medal recipient to be honored at New Orleans

Recommendation #2:

The committee recommends that Donald M. Goodwillie, Jr., South Haven, Michigan, who rescued four people from drowning in Lake Michigan, be invited to New Orleans to accept the Connelly Medal on stage at the 66th Annual Convention of Kiwanis International. Should he be unable to attend, Jim Plummer, Jr., of Jackson, Ohio, should be invited to receive a Connelly Medal at New Orleans.

I move that recommendation 2 be adopted.

(Adopted)

"Spirit of Service" Radio Show

The committee noted that the contract with Dennis Elia for producing this show will be signed during the week commencing May 4, 1981 and that production should get underway by the months of August or September, 1981. Kiwanis-wide promotion of the show will be provided by the General Office.

Kiwanis Decency Award

This year's Kiwanis Decency Award will be presented to the Osmond Family of stage and TV fame with Mrs. Olive Osmond, Marie Osmond, and possibly Donny Osmond accepting the award in person at New Orleans.

Budget

The committee considered the departmental budget for 1981-82. During the discussion, it was strongly urged that, to provide continuity in the department's operation provisions should be made when feasible to employ an understudy to the current Public Relations Director who would assume the public relations responsibility upon the current director's retirement.

Recommendation #3:

The committee recommends that the Board approve the employing of an Assistant Director of Public Relations since the current director will be retiring at the end of 1982.

I move that recommendation 3 be adopted.

(Adopted)

Respectfully submitted,

ALBERT L. COX

C. E. "PETE" THURSTON, JR.

MARK ARTHUR, JR., Co-Chairman

JEAN ED. FRIEDRICH, Co-Chairman

REPORT OF BOARD COMMITTEE ON LAWS AND POLICIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1 - 4, 1981

Date of Committee Meeting: May 3, 1981

Place of Committee Meeting: General Office

Present: Members - Anton J. "Tony" Kaiser, James B. Richard
Chairman - Frank J. Di Noto
Staff - Fay H. McDonald

Continuation of Policy Study

At the January 29 - February 2, 1981 meeting of the Board of Trustees, the committee was authorized to proceed with a segregation of policies and procedures. The committee hopes to complete the first phase by the next meeting of the Board.

At this meeting of the Board of Trustees, you will be receiving revised pages of the policies and procedures which incorporate the policies and procedures which were adopted at the January 29-February 2, 1981 meeting of the Board of Trustees.

Amendments for the New Orleans Convention

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

Proposed Amendment No. 1 amends Article XII, Section 2, of the Constitution of Kiwanis International to increase the amount of the annual per capita International dues from eight dollars (\$8.00) to ten dollars (\$10.00).

Recommendation #1:

The committee recommends the adoption of the wording of the amendment to Article XII, Section 2, of the Constitution of Kiwanis International as delineated in Proposed Amendment No. 1 in Exhibit A, for presentation to the House of Delegates in New Orleans.

I move that recommendation 1 be adopted.

(Adopted)

Proposed Amendment No. 2 amends Article XII of the Constitution of Kiwanis International by adding a new section which is Section 7, so that the word "dollar(s)" shall mean "United States dollars or the equivalent thereof."

Recommendation #2:

The committee recommends the adoption of the wording of the amendment to Article XII of the Constitution of Kiwanis International as delineated in Proposed Amendment No.2 in Exhibit A, for presentation to the House of Delegates in New Orleans.

I move that recommendation 2 be adopted.

(Adopted, with the wording of the preamble of Proposed Amendment No. 2 amended to read: "Amend, effective October 1, 1982, Article XII of the Constitution of Kiwanis International by adding a new Section 7 which would read as follows:")

Proposed Amendment No. 3 amends Article II, Section 5, of the Bylaws of Kiwanis International to increase the fee for Life Member Status from one hundred and fifty dollars (\$150.00) to two hundred dollars (\$200.00).

Recommendation #3:

The committee recommends the adoption of the wording of the amendment to Article II, Section 5, of the Bylaws of Kiwanis International as delineated in Proposed Amendment No. 3 in Exhibit A. for presentation to the House of Delegates in New Orleans.

I move that recommendation 3 be adopted.

(Adopted, with the wording of the preamble of Proposed Amendment, No. 3 amended to read: "Amend, effective October 1, 1981, Article II, Section 5(a), of the Bylaws of Kiwanis International by deleting the entire present Section 5(a), and substituting a new Section 5(a), as follows:")

Proposed Amendment No. 4 amends the Constitution and Bylaws of Kiwanis International to provide for the restructure of the Board of Trustees of Kiwanis International. The wording of this proposed amendment was presented by the Board Committee on Administration and Structure for adoption.

No amendment is presented to change the title of "Secretary" to "Executive Director" because the committee has not received specific direction to do so.

A copy of the proposed amendments submitted by the Kiwanis Club of North DeKalb, Georgia, was received in the General Office on April 28, 1981. These amendments will be presented as submitted by the club with only clerical corrections to be made, and the club will be contacted to determine if it wishes to propose one or more separate amendments.

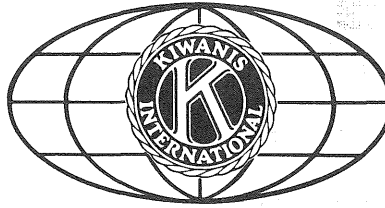
(NOTE: Contact with club was made - see Proposed Amendment No. 5 in Exhibit A.)

Respectfully submitted,

ANTON J. "TONY" KAISER

JAMES B. RICHARD

FRANK J. DI NOTO, Chairman



PROPOSED AMENDMENTS

to the Constitution and Bylaws of Kiwanis International

Submitted to the Sixty-sixth Annual Convention

New Orleans, Louisiana, June 28-July 1, 1981

May 26, 1981

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 New Orleans, Louisiana, on June 30, 1981.

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 the proposed amendments are included the articles and sections of the present Constitution and Bylaws referred to in the proposed amendments.

At the International Council Meeting, October 5, 1980, Article II, Section 3, of the Bylaws was amended. Complying with Article XVI, Section 1, of the Constitution, we are including the amendment adopted by the Council. The Constitution provides that amendments to the Bylaws adopted by the Council shall remain in force unless disapproved at the next succeeding convention.

A handwritten signature in dark ink, appearing to read 'R.P. Merridew', is written above the printed name.

R.P. MERRIDEW
Secretary

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

Submitted by the Board of Trustees of Kiwanis International.

This amendment proposes to amend the Constitution of Kiwanis International to increase the annual per capita International dues from eight dollars (\$8.00) to ten dollars (\$10.00).

Amend, effective October 1, 1981, Article XII, Section 2, of the Constitution of Kiwanis International by deleting the entire first sentence and substituting a new sentence, as follows:

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

**PRESENT PROVISIONS
CONSTITUTION**

First sentence of Article XII, Section 2.

Each member club shall pay to Kiwanis International for each and every member, with the exception of those holding life member status and honorary members, the sum of eight dollars (\$8.00) per annum in semi-annual installments, due on the first day of the first and seventh months of the administrative year, and payable not later than sixty (60) days thereafter.

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

Submitted by the Board of Trustees of Kiwanis International.

This amendment proposes to amend the Constitution of Kiwanis International to provide that all members will pay the same amount of dues and other costs of membership.

Amend, effective October 1, 1982, Article XII of the Constitution of Kiwanis International by adding a new Section 7 which would read as follows:

Section 7. The word "dollar(s)" shall mean "United States dollar(s) or the equivalent thereof", effective October 1, 1982.

**PRESENT PROVISIONS
CONSTITUTION**

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

Submitted by the Board of Trustees of Kiwanis International.

This amendment proposes to amend the Bylaws of Kiwanis International to increase the life member status fee from one hundred fifty dollars (\$150.00) to two hundred dollars (\$200.00).

Amend, effective October 1, 1981, Article II, Section 5 (a), of the Bylaws of Kiwanis International by deleting the entire present Section 5 (a), and substituting a new Section 5 (a), as follows:

Section 5. (a) Any Kiwanian in good standing holding active, privileged, or senior membership may be granted life member status on payment of a fee of two hundred dollars (\$200.00) to Kiwanis International in not more than three (3) annual installments. No life member status shall become effective until said fee is paid in full.

**PRESENT PROVISIONS
BYLAWS**

Article II, Section 5 (a)

Section 5. (a) Any Kiwanian in good standing holding active, privileged, or senior membership may be granted life member status on payment of a fee of one hundred fifty dollars (\$150.00) to Kiwanis International in not more than three (3) annual installments. No life member status shall become effective until said fee is paid in full.

**PROPOSED AMENDMENT NO. 4
TO THE INTERNATIONAL CONSTITUTION
AND BYLAWS**

Submitted by the Board of Trustees of Kiwanis International.

This amendment consisting of five parts proposes to amend the Constitution and Bylaws of Kiwanis International to provide for a restructure of the Board of Trustees of Kiwanis International.

CONSTITUTION

Part 1-A

Amend Article VII, Section 1, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, a Treasurer, twelve (12) Trustees, and a District Governor for each district. Effective October 1, 1987, and thereafter, the President-elect and the Treasurer shall be the same person. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Part 1-B

Amend Article VII, Section 2, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer (during the time when there is the elected office of Treasurer), and twelve (12) Trustees, shall begin on the first day of October of each year.

Part 1-C

Amend Article VII, Section 3, of the Constitution of Kiwanis International by rewording the last sentence of the section. The section, as amended, would then read as follows:

Section 3. Each elected officer shall be an active, privileged, or senior member in good standing of a chartered club and shall have served as a Governor of a district of Kiwanis International, except that an officer from the European Federation shall have served either as a Governor of a district of Kiwanis International or a President of the European Federation. No offices other than those of President-elect and Treasurer shall be combined in one person.

Part 1-D

Amend Article VII, Section 6, of the Constitution of Kiwanis International by inserting an addition to the present section. The section, as amended, would then read as follows:

Section 6. The President, President-elect, two (2) Vice-Presidents, and Treasurer shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws. On or after October 1, 1987, the Treasurer shall not be elected but shall be the same person as the President-elect.

Part 1-E

Amend, effective October 1, 1981, Article VII, Section 7 of the Constitution of Kiwanis International by deleting the entire present section and substituting a new Section 7, as follows:

Section 7. The term of office of Trustees elected at each Annual Convention shall be as hereinafter specified, except for those Trustees elected to fill vacancies as specified in Article XII, Section 10, of the Bylaws. On or after October 1, 1984, no Trustee who, at the date of his election, has served for more than one (1) year as

PRESENT PROVISIONS

CONSTITUTION

Article VII, Section 1

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, a Treasurer, twelve (12) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Article VII, Section 2

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer, and twelve (12) Trustees, shall begin on the first day of October of each year.

Article VII, Section 3

Section 3. Each elected officer shall be an active, privileged, or senior member in good standing of a chartered club and shall have served as a Governor of a district of Kiwanis International, except that an officer from the European Federation shall have served either as a Governor of a district of Kiwanis International or a President of the European Federation. No offices shall be combined in one person; nor shall any officer simultaneously hold more than one International office.

Article VII, Section 6

Section 6. The President, President-elect, two (2) Vice-Presidents, and Treasurer shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws.

Article VII, Section 7

Section 7. The term of office of Trustees elected at each annual convention shall be two (2) years, except for those Trustees elected to fill vacancies as specified in Article XII, Sections 10 and 11, of the Bylaws. No Trustee shall serve for more than two (2) consecutive two-year terms as a Trustee.

Trustee shall be eligible for reelection to the office of Trustee. The number of Trustees to be elected and the terms of office shall be as follows:

- a. At the Annual Convention in 1982, two (2) Trustees shall be elected for a term of three (3) years, and four (4) Trustees shall be elected for a term of two (2) years.
- b. At the Annual Convention in 1983, three (3) Trustees shall be elected for a term of three (3) years, and three (3) Trustees shall be elected for a term of two (2) years.
- c. At the Annual Convention in 1984, four (4) Trustees shall be elected for a term of three (3) years.
- d. At the Annual Convention in 1985, four (4) Trustees shall be elected for a term of three (3) years, and one (1) Trustee shall be elected for a term of one (1) year.
- e. At the Annual Convention in 1986, and annually thereafter, four (4) Trustees shall be elected for a term of three (3) years.

Part 2

Amend Article VIII, Section 1, of the Constitution of Kiwanis International by inserting an addition to the first paragraph of the present Section 1. The first paragraph of Section 1, as amended, would read 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. On or after October 1, 1987, the President-elect and the Treasurer shall be the same person.

BYLAWS

Part 3

Amend Article VI, Section 2, of the Bylaws of Kiwanis International by inserting an addition to the present section 2. The section, as amended, would read as follows:

Section 2. President-elect. The duties of the President-elect shall be such as are from time to time assigned by the Board of Trustees. On or after October 1, 1987, the President-elect also shall perform the duties of the Treasurer.

Part 4-A

Amend, effective October 1, 1981, Article XII, Sections 3 g and 3 g (1) of the Bylaws of Kiwanis International by deleting the entire first paragraph of Section 3 g and the entire Section 3 g (1) and substituting a new first paragraph of Section 3 g and a new Section 3 g (1), as follows:

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents, Treasurer (but only at the Annual Conventions of 1982 through 1986), and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

- (1). The conference shall submit the name of the President-elect as the sole candidate for the office of President.

The conference shall submit no more than (2) candidates for the office of President-elect, except, at the 1987 Annual Convention only, the conference shall submit no more than three (3) candidates for the office of President-elect.

The conference shall submit no more than four (4) candidates for the two (2) offices of Vice-President, except, at the 1985 Annual Convention only, the conference shall submit no more than five (5) candidates for the two (2) offices of Vice-President.

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.

PRESENT PROVISIONS

BYLAWS

Article VI, Section 2

Section 2. President-elect. The duties of the President-elect shall be such as are from time to time assigned by the Board of Trustees.

Article XII, Sections 3 g and 3 g (1)

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents, Treasurer and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

- (1). The conference shall submit to the Annual Convention the name of the President-elect as the sole candidate for the office of President and shall submit all candidates suggested to the conference for the following offices: President-elect, two (2) Vice-Presidents, and Treasurer. Provided, however, if more than two (2) candidates are suggested to the conference for either the office of President-elect or the office of Treasurer, or more than four (4) candidates for the two (2) offices of Vice-President, the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and in such vote the two (2) candidates receiving the highest number of votes for the office of President-elect, or the office of Treasurer, and the

The conference shall submit, at the 1982 through the 1986 Annual Conventions only, no more than two (2) candidates for the office of Treasurer.

Provided, however, if more candidates for any of the offices named above are suggested to the conference than can be submitted to the Annual Convention as outlined above, the conference shall ballot. Each delegate shall cast ballots separately, one (1) vote each for the offices of President and President-elect, one (1) vote for the office of Treasurer (but only at the Annual Conventions of 1982 through 1986), and two (2) votes for the offices of Vice-President. The candidates for any office requiring such ballot receiving the highest number of votes up to the maximum as delineated above shall be submitted by the conference to the Annual Convention.

Part 4-B

Amend, effective October 1, 1981, Article XII, Section 3 g (2) (a), of the Bylaws of Kiwanis International by deleting the entire present Section 3 g (2) (a), and substituting a new Section 3 g (2) (a), as follows:

(a). For representation from districts, except those districts specified in subsections (b) and (c) of this section, at the Annual Convention in 1982, and thereafter, the conference shall submit to the Annual Convention all candidates for the office of Trustee suggested to it, not to exceed two (2) candidates for each office certified by the Secretary. In the event a lesser number is suggested to it, such number shall be submitted. If more candidates than such number are suggested to the conference, then the conference shall ballot, each delegate casting a ballot for the maximum number of Trustees who may be elected at the Convention, no more or no less. The number of candidates equal to two times the maximum number of Trustees who may be elected by the Annual Convention who receive the highest number of votes shall be submitted by the conference to the Annual Convention. In the event of the necessity for election of a Trustee for a one-year or two-year term (as in Section 10, following), the conference must submit at least one (1) candidate for each such one-year or two-year term but not more than two (2) candidates for each such one-year or two-year term.

Part 4-C

Amend, effective October 1, 1981, Article XII, Section 3 i of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 3 i, as follows:

i. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the nominations for the offices of President, President-elect, Vice-Presidents, and Trustees, and of Treasurer (during the time when there is an elected office of Treasurer). They shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents, Treasurer and Trustees.

four (4) candidates receiving the highest number of votes for the two (2) offices of Vice-President shall be submitted by the conference to the Annual Convention.

Article XII, Section 3 g (2) (a)

(a). For representation from the United States Districts, the conference shall submit to the Annual Convention all candidates for the office of Trustee suggested to it up to such number so certified by the Secretary plus three (3). In the event a lesser number is suggested to it, such number shall be submitted. If more candidates than such number plus three (3) are suggested to the conference, then the conference shall ballot, each delegate casting one (1) vote for one (1) candidate for each such office separately, and those candidates equaling the number of Trustees to be elected by the Annual Convention plus three (3) who receive the highest number of votes shall be submitted by the conference to the Annual Convention. In the event of the necessity for election of a Trustee for a one-year term (as in Section 11, following) the conference must submit at least one (1) candidate for each such one-year term but not more than two (2) candidates for each such one-year term.

Article XII, Section 3 i

i. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the nominations for the offices of President, President-elect, Vice-Presidents, Treasurer and Trustees. They shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents, Treasurer, and Trustees.

Part 4-D

Amend, effective October 1, 1981, Article XII, Section 6, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 6 as follows:

Section 6. A majority of all votes cast shall be necessary for the election of the President, the President-elect and the Treasurer (during the time when there is the elected office of Treasurer). In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast. Effective October 1, 1981, the nominees for Vice-President receiving the highest number of votes shall be declared elected.

Part 4-E

Amend, effective October 1, 1981, Article XII, Section 9, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 9, as follows:

Section 9. The procedure for the election of Trustees, except those whose election has been provided in Section 8 above, including any vacancy which may occur by reason of the election of a Trustee to some other office, shall be as follows:

a. The presiding officer shall announce to the convention the total number and the terms of the Trustees to be elected.

b. The delegates shall then vote for the number of Trustees to be elected, no more or no less. Should the total number of Trustees to be elected equal the candidates nominated but the terms for the Trustees vary, the delegates shall then vote for one less than the total number of trustees to be elected, no more or no less.

c. The nominees receiving the largest number of votes cast shall be declared elected Trustees for the announced number of three-year terms, those nominees receiving the next largest number of votes cast respectively shall be declared elected Trustees for the announced number of two-year terms, if any, and those nominees receiving the next largest number of votes cast respectively shall be declared elected Trustees for the announced number of one-year terms.

d. At the 1982 and 1983 Annual Conventions only, when a Trustee is reelected to the office of Trustee, including a Trustee whose election has been provided in Section 8, above, such Trustee, regardless of the number of votes received, shall be elected for a two-year term.

Part 4-F

Delete, effective October 1, 1981, Article XII, Section 10 of the Bylaws of Kiwanis International and renumber all subsequent sections.

Article XII, Section 6

Section 6. A majority of all votes cast shall be necessary for the election of the President, the President-elect, the Vice-Presidents, and the Treasurer. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Article XII, Section 9

Section 9. The nominees for Trustees for regular two-year terms, except those whose election has been provided for in Section 8 above, receiving the highest number of votes shall be declared elected, provided no ballot for Trustee shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than there are possible vacancies to be filled. All following Sections in this Article involve only the nominees designated in this section.

Article XII, Section 10

Section 10. In the event that a vacancy occurs in the Board of Trustees by reason of the election of a Trustee to some other office, such vacancy or vacancies shall be filled as follows:

a. The presiding officer shall announce to the convention the total number of Trustees to be elected for the two-year term. He shall also announce the vacancy, or vacancies, to be filled, if any.

b. The delegates shall then vote for the number of Trustees to be elected for the two-year term, no more and no less.

c. Trustees shall be elected by the vote of the delegates present and voting, and the nominees receiving the largest number of votes so cast shall be declared elected Trustees for the announced number of two-year terms, and those nominees receiving the next largest number of votes respectively shall be declared elected Trustees to fill the remaining vacancy or vacancies, if any, occurring during the election.

Part 4-G

Amend, effective October 1, 1981, Article XII, Section 11, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 10, as follows:

Section 10. In case of any vacancy or vacancies occurring in the office of Trustee during the first year of a two-year term, or the first or second year of a three-year term, thus necessitating the election of a Trustee at the next Annual Convention for said one-year or two-year term, the Secretary of Kiwanis International shall inform the District Governors of all districts and the European Federation President that nominations may be submitted in accordance with the procedures outlined in Section 3 g (2) of this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations. The delegates shall then vote for the number of Trustees to be elected for the one-year or two-year term.

Part 5-A

Amend, effective October 1, 1981, Article XIII, Section 3, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 3, as follows:

Section 3. In the event of a vacancy in the office of Vice-President, or of Treasurer (during the time when there is the elected office of Treasurer), during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Part 5-B

Amend, effective October 1, 1981, Article XIII, Section 5, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 5, as follows:

Section 5. When, due to election results, the European Federation is not represented on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said Federation shall certify to the Secretary of Kiwanis International the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of three (3) years.

When, due to election results, a Canadian district does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the Board of Trustees of that Canadian 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 three (3) years.

Part 5-C

Amend, effective October 1, 1981, Article XIII, Section 8, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 8, as follows:

Section 8. In any year in which no Annual Convention is held, the International Council in May, June, or July of such year shall elect a qualified member of a chartered club for each of the following offices: President, President-elect, Vice-President(s), and Treasurer (during the time when there is the elected office of Treasurer), each office for one administrative year; and Trustee(s) for the term which would have been applicable if such Annual Convention were to be held.

Article XII, Section 11

Section 11. In case of any vacancy or vacancies occurring in the Board of Trustees during the first year of a two-year term, thus necessitating the election of a Trustee at the next International Convention for a one-year term, the Secretary of Kiwanis International shall inform all district governors and the European Federation President, that an election for the said one-year term will be held at the first International Convention after the vacancy has been created, and that nominations may be submitted in accordance with procedures outlined in Section 3 g (2) in this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations. The delegates shall then vote for the number of Trustees to be elected for the one-year term.

Article XIII, Section 3

Section 3. In the event of a vacancy in the office of Vice-President or of Treasurer during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Article XIII, Section 5

Section 5. When, due to election results, the European Federation is not represented on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said Federation shall certify to the Secretary of Kiwanis International the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

When, due to election results, a Canadian district does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the Board of Trustees of that Canadian 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 (2) years.

Article XIII, Section 8

Section 8. In any year in which no Annual Convention is held, the International Council in May, June or July of such year shall elect a qualified number of a chartered club for one administrative year for each of the following offices: President, President-elect, Vice-President, and Treasurer; and for Trustee for the normal term of said office.

**PROPOSED AMENDMENT NO. 5
TO THE INTERNATIONAL CONSTITUTION
AND BYLAWS**

Submitted by the Kiwanis Club of North DeKalb, Georgia.

This amendment proposes to amend the Constitution and Bylaws of Kiwanis International to provide for a restructure of the Board of Trustees of Kiwanis International.

CONSTITUTION

Amend Article VII, 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 officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, fifteen (15) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Amend Article VII, Section 2, of the Constitution of Kiwanis International by deleting the entire present section and substituting a new Section 2, as follows:

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents and fifteen (15) Trustees, shall begin on the first day of October of each year.

Amend Article VII, Section 4, of the Constitution of Kiwanis International by deleting the entire present section and substituting a new Section 4, as follows:

Section 4. All officers, except the Secretary, shall serve without compensation. No elected officer shall accept any remunerative employment from Kiwanis International.

Amend Article VII, Section 6, of the Constitution of Kiwanis International by deleting the entire present section and substituting a new Section 6, as follows:

Section 6. The President, President-elect, two (2) Vice-Presidents, shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws.

Amend Article VII, Section 7, of the Constitution of Kiwanis International by deleting the entire present section and substituting a new Section 7, as follows:

Section 7. The term of office of Trustees elected at each annual convention shall be three (3) years except for those Trustees elected to fill vacancies as specified in Article XII, Sections 10 and 11, of the Bylaws. No Trustee shall serve for more than three (3) years as a Trustee.

**PRESENT PROVISIONS
CONSTITUTION**

Article VII, Section 1

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, two (2) Vice-Presidents, a Secretary, a Treasurer, twelve (12) Trustees, and a District Governor for each district. The authority and duty of each official shall be such as are defined in the Constitution and Bylaws.

Article VII, Section 2

Section 2. The administrative year of the President, President-elect, Immediate Past President, two (2) Vice-Presidents, Treasurer, and twelve (12) Trustees, shall begin on the first day of October of each year.

Article VII, Section 4

Section 4. All officers, except the Treasurer and the Secretary, shall serve without compensation. The Treasurer shall be paid one dollar (\$1.00) per annum for his services. No elected officer shall accept any remunerative employment from Kiwanis International.

Article VII, Section 6

Section 6. The President, President-elect, two (2) Vice-Presidents, and Treasurer shall be elected at the Annual Convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws.

Article VII, Section 7

Section 7. The term of office of Trustees elected at each annual convention shall be two (2) years, except for those Trustees elected to fill vacancies as specified in Article XII, Sections 10 and 11, of the Bylaws. No Trustee shall serve for more than two (2) consecutive two-year terms as a Trustee.

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, and fifteen (15) Trustees.

Amend Article VIII, Section 3, of the Constitution of Kiwanis International by deleting the entire present section and substituting a new Section 3, as follows:

Section 3. The construction and the interpretation of the Constitution and Bylaws by the Board of Trustees shall be submitted to the next convention of Kiwanis International before becoming final and binding.

Amend Article X, Section 5, of the Constitution of Kiwanis International by deleting the entire present section and substituting a new Section 5, as follows:

Section 5. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention. There shall be no voting by proxy.

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. The remaining members of the Board of Trustees not specified in paragraphs a, b, and c above may emanate from any district of Kiwanis International, subject to the provisions of paragraph e following.
- e. No district or federation may have more than one (1) member on the Board of Trustees at any one time.
- f. 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.

Article VIII, Section 3

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

Article X, Section 5

Section 5. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any convention, except as prescribed in the Bylaws and related to the election of specified representatives as delineated in Article VIII of the Constitution. There shall be no voting by proxy.

BYLAWS

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

Section 1. President. The President shall preside at all conventions and at all meetings of the Board of Trustees, Executive Committee, and the International Council of Kiwanis International. He shall be its chief executive officer, exercising general supervision over the work and activities of Kiwanis International. He shall have full authority over all employees. He shall perform such other duties as usually pertain to the office of President.

Amend Article VI, Section 3, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new Section 3, as follows:

Section 3. Immediate Past President. The duties of the Immediate Past President, except as otherwise provided in the Constitution and Bylaws, shall be such as are from time to time assigned by the Board of Trustees. He shall be the Treasurer of Kiwanis International.

Amend Article VI, Section 6, of the Bylaws of Kiwanis International by deleting the first and fourth paragraphs of the section and substituting new first and fourth paragraphs, as follows:

Section 6. Secretary. The Secretary shall be the active managing officer of Kiwanis International under the supervision and direction of the President and the Board of Trustees. He shall assist the President and the Board of Trustees in conducting the business of Kiwanis International, and shall perform such duties as are specified in the Constitution and Bylaws, or as may be assigned to him by the Board of Trustees or the President.

He shall make a report to Kiwanis International at the Annual Convention and such other reports as directed by the President or the Board of Trustees. His records and books shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as are required by the Board of Trustees.

Amend Article VI, Section 7, of the Bylaws of Kiwanis International by deleting the entire Section 7.

PRESENT PROVISIONS

BYLAWS

Article VI, Section 1

Section 1. President. The President shall preside at all conventions and at all meetings of the Board of Trustees, Executive Committee, and the International Council of Kiwanis International. He shall be its chief executive officer, exercising general supervision over the work and activities of Kiwanis International. He shall perform such other duties as usually pertain to the office of President.

Article VI, Section 3

Section 3. Immediate Past President. The duties of the Immediate Past President, except as otherwise provided in the Constitution and Bylaws, shall be such as are from time to time assigned by the Board of Trustees.

First and fourth paragraphs of Article VI, Section 6

Section 6. Secretary. The Secretary shall be the active managing officer of Kiwanis International under the supervision and direction of the President and the Board of Trustees. He shall assist the President and the Board of Trustees in conducting the business of Kiwanis International, and shall perform such duties as are specified or implied in the Constitution and Bylaws, or as may be assigned to him by the Board of Trustees.

He shall make a report to Kiwanis International at the Annual Convention and such other reports as directed by the President or the Board of Trustees. His records and books shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as are required by the Board of Trustees.

Article VI, Section 7

Section 7. Treasurer. The Treasurer shall receive from the Secretary all funds paid to Kiwanis International and shall deposit the same in the official depositories designated by the Board of Trustees, and shall disburse the same by order of said Board of Trustees. His accounts and books shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees.

He shall make a report at the Annual Convention of Kiwanis International and at such other times as the President or the Board of Trustees may require. He shall give bond for the faithful discharge of his duties in a sum and with such sureties as are required by the Board of Trustees.

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

Section 1. The official program of the Annual Convention shall indicate the days and the hours for nomination and election of officers and shall be subject to change only in accordance with the rules of convention procedure and will provide time for a question and answer forum with all candidates for President-Elect and Vice-President on the first or second day of the convention.

Amend Article XII, Section 3 a, of the Bylaws of Kiwanis International by deleting the entire present section 3 a, and substituting a new Section 3 a, as follows:

a. The conference shall consist of three (3) registered delegate representatives from each of the several districts selected by the majority vote of the duly registered delegates thereof at a meeting called by the Governor of such district, or in his absence by the most recent Past Governor present at the Convention, or in the absence of the Governor and any Past Governor, by the President of Kiwanis International. At said meeting the Governor or in his absence the most recent Past Governor present at the convention, shall preside. If none of these officers be present, the delegates at said meeting shall select a chairman from among those in attendance. The chairman shall forthwith certify to the Secretary of Kiwanis International the names of the three (3) representatives selected.

Amend Article XII, Section 3 g, of the Bylaws of Kiwanis International by deleting the first paragraph of the section and substituting a new first paragraph, as follows:

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

Amend Article XII, Section 3 g (2), of the Bylaws of Kiwanis International by deleting subsections (b) and (c).

Article XII, Section 1

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

Article XII, Section 3 a

a. The conference shall consist of three (3) registered delegate representatives from each of the several districts and the European Federation selected by the majority vote of the duly registered delegates thereof at a meeting called by the Governor of such district or the Federation President, or in his absence by the most recent Past Governor or Federation President present at the convention, or in the absence of the Governor or Federation President and any Past Governor or Past Federation President, by the President of Kiwanis International. At said meeting the Governor or Federation President, or in his absence the most recent Past Governor or Past Federation President present at the convention, shall preside. If none of these officers be present, the delegates at said meeting shall select a chairman from among those in attendance. The chairman shall forthwith certify to the Secretary of Kiwanis International the names of the three (3) representatives selected.

First paragraph of Article XII, Section 3 g

g. Upon completion of organization as above outlined, the conference shall proceed to select candidates for the offices of President, President-elect, two (2) Vice-Presidents, Treasurer and Trustees of Kiwanis International to be submitted to the Annual Convention in accordance with the following provisions:

Article XII, Section 3 g (2) (b) and (c)

(b). For the European Federation representation, 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 President of the European Federation in accordance with the action taken by the Federation Board. 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 President of the European Federation in accordance with the action taken by the Federation Board.

(c). For representation from a Canadian 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 the appropriate Canadian district.

Amend Article XII, Section 3 i, of the Bylaws of Kiwanis International by deleting the entire present subsection i, and substituting a new subsection i, as follows:

i. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the nominations for the offices of President, President-elect, Vice-Presidents, and Trustees. They shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents and Trustees.

Amend Article XII, Section 6, of the Bylaws of Kiwanis International by deleting the entire present section, and substituting a new Section 6, as follows:

Section 6. A majority of all votes cast shall be necessary for the election of the President, the President-elect and the Vice-Presidents. In the event that any ballot cast does not show a majority of any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Amend Article XII, Section 8, of the Bylaws of Kiwanis International by deleting the entire present section, and substituting a new Section 8, as follows:

Section 8. a. A district can have only one (1) member on the Board of Trustees at any given time.

b. No Trustee can be elected to a term which would cause him to serve in that office more than three (3) years.

c. Effective October 1, 1982, a district can present a candidate at the second International Convention following the date of that district not having representation on the Board of Trustees.

Amend Article XII, Section 9, of the Bylaws of Kiwanis International by deleting the entire present section, and substituting a new Section 9, as follows:

Section 9. The nominees for Trustees for regular three-year terms receiving the highest number of votes shall be declared elected, provided no ballot for Trustee shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than there are possible vacancies to be filled. All following Sections in this Article involve only the nominees designated in this section.

Article XII, Section 3 i

i. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the Annual Convention, the report of the conference shall be presented by the Secretary of Kiwanis International and such report shall constitute the nominations for the offices of President, President-elect, Vice-Presidents, Treasurer and Trustees. They shall be nominated and voted upon in the following order: President, President-elect, Vice-Presidents, Treasurer, and Trustees.

Article XII, Section 6

Section 6. A majority of all votes cast shall be necessary for the election of the President, the President-elect, the Vice-Presidents, and the Treasurer. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Article XII, Section 8

Section 8. a. The nominee for the office of Trustee from the European Federation 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 the clubs in the European Federation shall not be eligible to vote for Trustee candidates from other areas.

b. The nominee for the office of Trustee from each of the two (2) Canadian Districts as presently constituted, including all areas attached thereto, 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 the clubs in said Canadian Districts shall not be eligible to vote for Trustee candidates from other areas.

Article XII, Section 9

Section 9. The nominees for Trustees for regular two-year terms, except those whose election has been provided for in Section 8 above, receiving the highest number of votes shall be declared elected, provided no ballot for Trustee shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees than there are possible vacancies to be filled. All following Sections in this Article involve only the nominees designated in this section.

Amend Article XII, Section 10, of the Bylaws of Kiwanis International by deleting the entire present subsections a, b, and c, and substituting new subsections a, b, and c, as follows:

- a. The presiding officer shall announce to the convention the total number of Trustees to be elected for the three-year term. He shall also announce the vacancy, or vacancies, to be filled, if any.
- b. The delegates shall then vote for the number of Trustees to be elected for the three-year term, no more and no less.
- c. Trustees shall be elected by the vote of the delegates present and voting, and the nominees receiving the largest number of votes so cast shall be declared elected Trustees for the announced number of three-year terms, and those nominees receiving the next largest number of votes respectively shall be declared elected Trustees to fill the remaining vacancy or vacancies, if any, occurring during the election.

Amend Article XII, Section 11, of the Bylaws of Kiwanis International by deleting the entire present section, and substituting a new Section 11, as follows:

Section 11. In case of any vacancy or vacancies occurring in the Board of Trustees during the first or second year of a three-year term, thus necessitating the election of a Trustee at the next International Convention for a one- or two-year term, the Secretary of Kiwanis International shall inform all district governors that an election for the said one- or two-year term will be held at the first International Convention after the vacancy has been created, and that nominations may be submitted in accordance with procedures outlined in Section 3 g (2) in this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations. The delegates shall then vote for the number of Trustees to be elected for the one- or two-year term.

Amend Article XIII, Section 3, of the Bylaws of Kiwanis International by deleting the entire present section, and substituting a new Section 3, as follows:

Section 3. In the event of a vacancy in the office of Vice-President during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Amend Article XIII, Section 5, of the Bylaws of Kiwanis International by deleting the entire present Section 5, and renumbering the following sections.

Article XII, Section 10 a, b, and c

- a. The presiding officer shall announce to the convention the total number of Trustees to be elected for the two-year term. He shall also announce the vacancy, or vacancies, to be filled, if any.
- b. The delegates shall then vote for the number of Trustees to be elected for the two-year term, no more and no less.
- c. Trustees shall be elected by the vote of the delegates present and voting, and the nominees receiving the largest number of votes so cast shall be declared elected Trustees for the announced number of two-year terms, and those nominees receiving the next largest number of votes respectively shall be declared elected Trustees to fill the remaining vacancy or vacancies, if any, occurring during the election.

Article XII, Section 11

Section 11. In case of any vacancy or vacancies occurring in the Board of Trustees during the first year of a two-year term, thus necessitating the election of a Trustee at the next International Convention for a one-year term, the Secretary of Kiwanis International shall inform all district governors and the European Federation President, that an election for the said one-year term will be held at the first International Convention after the vacancy has been created, and that nominations may be submitted in accordance with procedures outlined in Section 3 g (2) in this Article, such nominations to be presented to the Annual Convention by the Conference on Nominations. The delegates shall then vote for the number of Trustees to be elected for the one-year term.

Article XIII, Section 3

Section 3. In the event of a vacancy in the office of Vice-President or of Treasurer during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Article XIII, Section 5

Section 5. When, due to election results, the European Federation is not represented on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the said Federation shall certify to the Secretary of Kiwanis International the name of its nominee who shall be seated by the Board of Trustees as a Trustee to serve for a term of two (2) years.

When, due to election results, a Canadian district does not have the specified representation on the Board of Trustees, as defined in Article VIII, Section 1, of the Constitution, the Board of Trustees of that Canadian 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 (2) years.

Amend Article XIII, Section 8, of the Bylaws of Kiwanis International by deleting the entire present section and substituting a new section which will become Section 7, as follows:

Section 7. In any year in which no Annual Convention is held, the International Council in May, June or July of such year shall elect a qualified member of a chartered club for one administrative year for each of the following offices: President, President-elect, Vice-President, and for Trustee for the normal term of said office.

Article XIII, Section 8

Section 8. In any year in which no Annual Convention is held, the International Council in May, June or July of such year shall elect a qualified member of a chartered club for one administrative year for each of the following offices: President, President-elect, Vice-President, and Treasurer; and for Trustee for the normal term of said office.

AMENDMENT

TO THE BYLAWS OF KIWANIS INTERNATIONAL ADOPTED BY THE INTERNATIONAL COUNCIL Chicago, Illinois, October 5, 1980

Amend Article II, Section 3, of the Bylaws of Kiwanis International by rewording the section, as follows:

Section 3. Senior Membership. a. Any active member of a chartered club who shall have been an active member in good standing of one or more Kiwanis clubs for no fewer than fifteen (15) years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by the club in its bylaws, may be elected a senior member upon making written application.

b. A senior member shall meet the standards of attendance and participation as set forth by the club Board of Directors, which standards shall include attendance at no fewer than twelve (12) club meetings annually. A senior member shall pay annual membership dues and shall be entitled to all privileges of the club.

c. Annually, the Board of Directors of the club shall, at its first meeting, review the membership of each senior member and shall have the authority to either renew such senior membership for a period of one year, or for such reasons as seem adequate, to terminate the senior membership and reinstate such member as an active member.

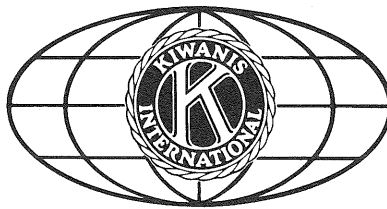
PREVIOUS PROVISIONS BYLAWS

Article II, Section 3

Section 3. Senior Membership. a. Any active member of a chartered club who shall have been an active member in good standing of one or more Kiwanis clubs for such number of years, not less than ten (10), and who is unable to meet attendance requirements because of health, business or other extenuating circumstances and who shall have met such other conditions as may be prescribed by the club in its bylaws, may be elected a senior member upon making written application.

b. A senior member shall meet the standards of attendance and participation as set forth by the club Board of Directors. A senior member shall pay annual membership dues and shall be entitled to all privileges of the club.

c. The Board of Directors of the club shall review the list of senior members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such members' senior membership, or to reinstate any such members as active members.



Litho in U.S.A.

REPORT OF BOARD COMMITTEE ON LEADERSHIP AND COUNCIL
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1 - 4, 1981

Date of Committee Meeting: May 3, 1981

Place of Committee Meeting: General Office

Present: Members - Aubrey E. Irby, John T. Roberts
Chairman - Raymond W. Lansford
Staff - Percy H. Shue

March Conference for Governors-elect: Evaluation

Committee members and staff shared their evaluation of the recently held March Conference for Governors-elect in which we all participated as faculty members. While no formal evaluation survey has been conducted among governors-elect, none of us are aware of any principal criticism of the conference and a number of letters of compliment have been received from governors-elect.

Council Meeting at New Orleans

The next meeting of the Council will be on the morning of Sunday, June 28, in New Orleans.

The recommended agenda is attached as Exhibit A, and the items follow the pattern we have followed for some years.

Council Meeting in Chicago, October 2-4, 1981

The fall meeting of the 1981-82 Council will be held at the Hotel Continental Plaza, October 2-4, 1981. The tentative agenda is attached as Exhibit B, and this will be confirmed at our meeting in New Orleans prior to the Convention.

March 1981 Conference for Governors-elect

The Board has previously established the dates of the first Conference for 1981-82 Governors-elect as March 24-27, 1982. (Easter 1982 is April 11.) The Committee now wishes to recommend the site.

Recommendation #1:

The Committee recommends that the first Conference for 1981-82 Governors-elect be held at the Hotel Continental Plaza, Chicago, during the period of March 24-27, 1982.

I move that recommendation 1 be adopted.

(Adopted)

Fall 1982 Council Meeting

At this point it would be difficult for anyone to be certain whether the new office in Indianapolis will be fully occupied and in operation by the first of October, 1982. We have a tentative hold on the Hotel Continental Plaza at this time but nothing reserved in Indianapolis as to the hotel facilities. The Committee has asked Percy Shue to visit Indianapolis within the next several weeks and check facilities available at at least two hotels and obtain information on availability dates and costs. We can then probably place a hold on one of those until it is necessary for us to make a final decision.

Regional Workshops for Lieutenant Governors and Club Officers

One of our objectives for the 1981-82 Regional Workshops for Lieutenant Governors and Club Officers is to tie each of these in to some district or regional conference already planned by a district in order to get a larger audience than we have experienced the past several years. So far nine governors-elect have invited us to schedule a workshop on that basis (and we can probably have a tenth if we schedule it in Montreal), and we plan to give these ten priority consideration in scheduling. The geographical distribution of these is good. At New Orleans, staff will discuss these sites individually with governors-elect who would be involved to make sure that the schedule and agenda are entirely acceptable to both parties.

In five of these workshops, each of the five Coordinators could participate either in his own district or a contiguous district. The Committee does feel, however, that at least two staff members should be present at each workshop. While the Committee has no objection to a third staff member participating in a workshop to give him that experience, it has directed that the two primary staff members must be drawn from those General Office resident staff members who are past lieutenant governors (Bill Brown, Lonny Bryan, Jerry Deas, Bob Detloff, Fay McDonald, Terry Shaffer, and Percy Shue) or any of the Field Service Representatives who will, for other reason, be in the area of the workshop site at the time it is held.

It is contemplated that these workshops will be held over a three-month period (November through January) on weekends and that no one staff member will need to participate for five consecutive weeks as was done this past fall.

Saturday Events at New Orleans

President-elect Mac McKittrick has scheduled three events for the Saturday preceding the opening of the New Orleans Convention. In the morning there will be a Conference for Governors-elect and 1981-82 International Committee Chairmen who are in New Orleans. The primary faculty will be the President-elect and the five 1981-82 Coordinators, assisted by our Board Committee members and staff. At noon, that group (with their wives) will have a luncheon, during which Past President Bob Weber will make a presentation on "Kiwanis Protocol." The session will continue for two hours in the afternoon and, for that afternoon, those 1981-82 International Committee members who are in New Orleans will be invited to participate.

1981-82 Budget

The Committee reviewed the proposed Department 18 budget for 1981-82. The staff proposal for 1981-82 suggests an increase of about 8%. There are areas in which appreciable reductions are probable (materials production, for example) or are possible (the cost of the printed Council program, for example) but most increased costs related to air travel, meals, and hotel expenses are inevitable for next year unless we are willing to eliminate the event or reduce the number of persons invited to participate.

Respectfully submitted,

AUBREY E. IRBY

JOHN T. ROBERTS

RAYMOND W. LANSFORD, Chairman

AGENDA FOR INTERNATIONAL COUNCIL
New Orleans, Louisiana
June 28, 1981 - 8:15 A.M.

Merald T. Enstad, President, Presiding

ANTHEM

Verrollton C. "Vic" Shaul, Director, Council and Convention Music

INVOCATION

J. Ray Hunter, Chairman, Committee on Support of Spiritual Aims

BREAKFAST

DEVOTIONS

Responsive Litany: Raymond C. Lansford, Trustee
Old Testament Reading: Harris G. Hunter, Trustee
New Testament Reading: Mark Arthur, Jr., Trustee
Devotional Message: John T. Roberts, Treasurer
Musical Selection: Mim Kaiser, Bethpage, New York

GREETINGS FROM THE PRESIDENT

Merald T. Enstad, President

THE CONVENTION PROGRAM

Aubrey E. Irby, Chairman, Board Committee on Convention

REMARKS ON CONVENTION MUSIC

Verrollton C. "Vic" Shaul, Director, Council and Convention Music

GROUP SINGING

KIWANIS ELECTION PROCEDURE

Mark A. Smith, Jr., Chairman, Conference on Nominations

DISCUSSION

CONVENTION RESOLUTIONS

G. Bruce Bartels, Chairman, Committee on Resolutions

DISCUSSION

PROPOSED AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Frank J. Di Noto, Chairman, Board Committee on Laws and Policies

DISCUSSION

PRESIDENT'S REPORT ON KIWANIS GROWTH AND EMPHASIS PROGRAMS

Merald T. Enstad

DISCUSSION

ADJOURNMENT

OFFICIAL PROGRAM - Fall 1981 Council

FRIDAY, OCTOBER 2

1:30-2:30 P.M.

FIRST GENERAL SESSION

Presentation of Kiwanis Flags (of nations represented)
Singing

The Star-Spangled Banner
When Kiwanis Calls

Invocation

Welcome to Council

Purpose and Plan of the Council

2:15-4:15 P.M.

WORKSHOPS FOR GOVERNORS (see notes below)

CONFERENCE FOR DISTRICT SECRETARIES

4:30 P.M.

MEETING OF THE GOVERNORS (with the President)

7:00 P. M.

THE PRESIDENT'S BANQUET

Prayer of Thanks

Dinner

Introductions

Group Singing

Installation of Governors

Group Singing

Announcements

The President's Message

.....
Re: Workshop Plan

As a starting point, let's divide the workshop time (five hours) into five subjects: YOUTH, GROWTH, SERVICE, COMMUNICATIONS, EDUCATION. These correspond to the Coordinators. Small-group workshops can then be scheduled so that each governor spends one hour on each of these five topics. If that much is agreed upon, then agreement can probably be reached quickly on the plan for presiding officers, resource people, etc. We would use five rooms.

An alternate plan is to stay in the Wellington Ballroom throughout and use the same set-up we used for the March Conference with round-tables and discussion leaders --- five hours, five topics. The desire, as staff understands it, is that this be primarily an opportunity for governors-elect to talk among themselves rather than listen to presentations.

The Saturday morning post-breakfast period could be used for incidental agenda items as determined by the president. The "Growth" session following breakfast last fall was not appealing to a number, we have learned.

SATURDAY, OCTOBER 3

7:30 A.M.

BREAKFAST (for Governors and Board Members; President's agenda)

9:00 A.M.

SECOND GENERAL SESSION

Invocation

Address (guest speaker)

9:45-11:45 A.M.

WORKSHOPS FOR GOVERNORS

CONFERENCE FOR DISTRICT SECRETARIES

12:15 P.M.

LUNCHEON HONORING THE PAST PRESIDENTS

Prayer of Thanks

Luncheon

Introductions

Group Singing

Message of the President of Key Club International

Message of the President of Circle K International

Address (by a Past President)

2:30-4:30 P.M.

WORKSHOPS FOR GOVERNORS (3:30-4:30 with Board counselor)

CONFERENCE FOR DISTRICT SECRETARIES

7:30 P.M. (Dancing will begin at 7:00 P.M.)

DINNER DANCE FEATURING THE MINNEAPOLIS CONVENTION

Prayer of Thanks

Dinner and Dancing

(Presentation by Minneapolis Host Committee Chairman and Board
Committee on Convention)

SUNDAY, OCTOBER 4

9:00 A.M.

THIRD GENERAL SESSION

Devotional Period

Invocation

Old Testament Reading

New Testament Reading

Hymn

Address (guest speaker)

The Meeting of the 1981-82 Council

Call to Order

Report of the District Secretaries

Report of the Past Presidents

Proposed Amendment(s) to the Bylaws

Report of Kiwanis International Foundation

Other Business

President's closing challenge

Adjournment

(all items
are
illustrative
only at this point)

11:30 A.M.

AU REVOIR

REPORT OF BOARD COMMITTEE ON MEMBERSHIP GROWTH
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1-4, 1981

Date of Committee Meeting: May 2, 1981

Place of Committee Meeting: General Office

Present: Members - Henry L. "Les" Myers, Jr., Mark A. Smith, Jr.
Chairman - Anton J. "Tony" Kaiser
Staff - Alonzo J. Bryan, Robert M. Detloff

Membership Statistics

The Committee reviewed the membership statistics as released for the period ending April 30, 1981. Though a loss of 2,389 in APS membership is reported, it is anticipated that once the adjustments have been made for the second-half billing period, we hope the losses will be recouped and the end-of-the-year report will reflect a gain.

Monthly Membership Trend Figures

The Committee again reviewed with Staff its desire that membership reports issued from this office reflect only paid membership. James Kinkade explained the current procedures being followed in the Data Processing Department and that several changes remain to be made in them to enable him to provide the information requested by the Committee. In the meantime he is undertaking to provide as soon as possible the Committee members with a complete breakdown of what remains to be done to be able to produce the paid membership print out and a schedule listing the Data Processing Department programs currently being developed and their priorities, including the subject program.

Membership Promotion 1980-81

Staff brought to the attention of the Committee that requests are being received for new member sponsorship awards (Ruby K tie tacs) for sponsoring more than 100 new members. Staff was directed to obtain and provide these recognition awards in increments of 125, 150, 175, and 200; awards above 100 to have a color added, possibly a light blue enamel, so as to distinguish the awards from those currently being issued for up to 100 new members sponsored. Funds are available in the Membership Growth budget for these awards.

The Diamond Growth Award Program currently recognizes a club attaining its New Member Add Goal with a banner patch. The Committee has directed that the same program be continued in 1981-82.

Year-end Incentive Program

The Committee reviewed and finalized the last quarter incentive program "Take Ten To Care" and decided that due to the success of the Membership Roundup Programs being conducted by a number of clubs, the year-end program should be

tied in with the Roundup Program, and that clubs which have held a Roundup during the year be encouraged to hold another one before the end of this administrative year. Clubs which do not plan a Membership Roundup Program before September 30 will be especially urged to nevertheless participate in the new "Take Ten To Care" program during the months of August and September. Staff was directed to prepare the necessary promotional items, for which budgeted funds are available.

To recognize Kiwanians who sponsor new members under the "Take Ten To Care" and the Membership Roundup Program, the Committee reviewed several suggestions and concluded that the most acceptable recognition would be a "Red Circle of Distinction" to be worn under the lapel button. Board members will recall that these red circles were well received several years ago. The Committee recognizes that Board Policy #5 under "Emblems" on page A-5 reads: "No attachments shall be affixed or placed with the lapel button except attendance tabs." The Committee believes that an exception to said policy should be granted for this membership promotion. The production and distribution costs would be low and budgeted funds are available.

Recommendation #1:

The Committee recommends that the special "Take Ten To Care" incentive program be implemented by Staff and that each club be provided with a starter supply of the "Red Circles of Distinction" and that this Board grant special permission for these new member sponsor recognition awards to be worn under the lapel button.

I move that recommendation 1 be adopted.

(Adopted)

President Merald has requested the Committee to consider some special recognition of small clubs which bring themselves up to at least charter strength before September 30, 1981. The Committee was advised of the "Charter II Program" being promoted by the Rocky Mountain District. The Committee believes that encouraging lieutenant governors to hold or attend a special meeting recognizing the members of a club brought back to charter strength, and presenting a "Charter II Certificate," might be effective. Production and distribution costs would be low and budgeted funds are available.

Recommendation #2:

The Committee recommends that lieutenant governors be encouraged to hold or attend special meetings recognizing the members of clubs brought back to charter strength by year-end 1980-81, and that "Charter II Certificates" be prepared and provided for presentation at such meetings.

I move that recommendation 2 be adopted.

(Adopted)

The Committee reviewed the revised wallet-size folder "What Is Kiwanis?" and wishes to compliment Staff on the improved appearance and quality of this item. In view of the great need to involve as many Kiwanians as possible in the sponsorship of new members, the Committee repeats its previous requests that several of these folders be included in all Kiwanis and You Kits and each registration packet at the International Convention in New Orleans. The cost of these folders is \$15.90 per 1,000, and some 300,000 additional folders would be required.

Recommendation #3:

The Committee recommends that six of the new wallet-size "What Is Kiwanis?" folders be included in all Kiwanis and You Kits, with the cost of same to be included in the sale cost of the Kiwanis and You Kits.

I move that recommendation 3 be adopted.

(Adopted)

Recommendation #4:

The Committee recommends that one of the new wallet-size "What Is Kiwanis?" folders be included in each registration packet at the International Convention in New Orleans.

I move that recommendation 4 be adopted.

(Adopted)

Cost of Life Member Status Recognitions

The Committee considered increasing the cost of Life Member Status in view of the proposed dues increase. As districts have not used up their current Life Member Status allocations, the Committee suggests that no change in the cost be considered at this time.

Membership Promotion 1981-82

The Committee was informed of the promotional plans for growth, including the "Around The World in 80 Days" theme developed by Andy Waters, International Coordinator for the 1981-82 administrative year. The plan contemplates awards being given to district governors who achieve at least 1/3 of their goals in new member adds and new Kiwanis clubs during the year's first quarter, a special award for the "top" district governor, and other recognition awards to be determined. Not all details of the plan were presented; presumably some remain to be worked out. However, the plan as presented appears promising indeed and the Committee, having been assured that budgeted funds to implement it are available, raises no objection to the plan.

The Committee respectfully suggests that in the future ample time be given the President-elect during the January Meeting of the Board to discuss his plans and goals with the full Board so that when programs are presented for Board consideration, the Board members will have advance knowledge of the plans and goals.

Respectfully submitted,

HENRY L. "LES" MYERS, JR.

MARK A. SMITH, JR.

ANTON J. "TONY" KAISER, Chairman

REPORT OF BOARD COMMITTEE ON NEW CLUB BUILDING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

MAY 1 - 4, 1981

Date of Committee Meeting: May 1, 1981

Place of Committee Meeting: General Office

Present: Members - Mark Arthur, Jr., Donald E. Williams
Chairman - Warren H. Edwards
Staff - Robert M. Detloff

REVOCATION OF CHARTERS

The Committee first considered the list of clubs suggested for charter revocation and noted that the majority of them had not been on the "Not Meeting" List for one year. The Committee reviewed the policy on Charter Revocation - Non-Meeting Club (C-8) and noted that it does contain some ambiguity since it does not clearly state that a not-meeting club cannot have its charter revoked before being on the Not-Meeting List for one year.

The Committee suggests that the Laws and Policies Committee take action to remove this ambiguity. However, it was the opinion of the Committee that the intent of this policy is that a club be on the Not-Meeting List at least one year before its charter is suggested for revocation.

Since most of the clubs on the list suggested for revocation at this meeting have not been on the Not-Meeting List for one year, the Committee decided to delay recommending action in their regard until this policy is clarified. Although recommendations signed by the district secretaries and governors that the charters be revoked have been received concerning all the clubs on the list, the Committee believes that reaffirmations should be received from each of the districts involved that proper district board action has been taken to recommend the revocation of these charters and has requested staff to obtain these.

The Committee will then reconsider the matter of charter revocation at its next meeting to be held during convention.

NEW CLUB BUILDING STATISTICS, 1980-81

At the time of the meeting 178 clubs have been organized in comparison to 188 organized at this time last year. The Committee noted that this year's total had fallen behind last year's during the recently completed Eastertide which occurred some two weeks later than last year. With an increase in new club production this year similar to that which occurred last year after Easter, this year's total could quickly equal or surpass last year's.

The Committee would like to give special credit to the Minnesota-Dakota District which leads in new clubs with 15 organized.

NEW CLUB BUILDING PROMOTION

The Committee was pleased to note that the new club promotions it recommended at its last meeting have been implemented by staff. Included in these was a two-color-flyer showing the benefits of sponsoring a new club sent to all club presidents. A special mailing was sent to all lieutenant governors which included a letter from President Merald promoting new club growth and offering a free "lunch with the President" ticket to the lieutenant governors' luncheon at convention to each lieutenant governor in whose division a club is organized between March 1 and May 31. Also included in the mailing to attract attention was a specially imprinted key ring.

Each governor has also been informed by a letter from President Merald that if he attains 75 percent of his new club building goal by the start of Convention he will be awarded a specially prepared Kiwanis desk pen set.

A letter of encouragement under President Merald's signature has also been sent and will continue to be sent to the president of each potential sponsoring club as the office receives information in this regard.

New Club Building Chairmen Gene Overholt of Worldwide East and Bob Wales of Worldwide West and their committees are maintaining close contact regarding new club building with the districts assigned to them. They have also already made arrangements to ensure that the New Club Building Booth at Convention will be manned by at least two experienced new club builders during all times the exhibition area is open.

All these efforts, plus forecasts for new club production in their assigned districts received this week from the Field Service Representatives, strengthen the expectation of the Committee that President Merald will reach his goal of organizing the equivalent of one club every 18 hours during his year.

NEW CLUB BUILDING PROGRAM PLANS, 1981-82

The Committee reviewed the new club building goals set for next year's governors by 1981-82 Growth Coordinator Andy Waters and presented them during the Governors-Elect Conference. These goals total 443 new clubs.

NEW CLUB BUILDING CRITERION FOR DISTINGUISHED GOVERNOR.

The criteria for distinguished governor contain this footnote regarding new club building: "To include a new club it must be organized during the administrative year and chartered and meeting as of December 31 ...". The Committee had received a request that this date be extended to April 1. It is the Committee's opinion that no change should be made in this regard.

SUPPLIES FOR NEW CLUBS IN ORGANIZATION KITS

The Committee reviewed the current supplies included in the Organization Kit and made some suggestions to staff to reduce quantities of various items. It also requests that staff maintain an ongoing review of all the items in the kit and to economize in this regard whenever possible.

REVIEW OF BUDGET

The Committee carefully reviewed the proposed 1981-82 budget for Field Service and note it proposes a 7.6 percent increase. The Committee believes this proposed budget to be realistic and suggests no changes.

The Committee did request Assistant Secretary for Growth Bob Detloff to prepare figures to show how much extra a sixth fieldman in North America would cost and to present this during the Committee's meeting during Convention. The Committee is interested to see how much the reduced travel costs, which would result from the assignment of a sixth fieldman, would offset the total cost of such an assignment.

OTHER ITEMS

The Committee also considered a request received from Past Governor Blaine Eddy of West Virginia that permission be given for a club to be organized in Ohio to have three officially recognized sponsoring clubs. The three sponsoring clubs would be located in three states, West Virginia, Ohio, and Kentucky. While the Committee is most anxious to see this club organized and appreciates the reasons for this special request it is of the opinion that no exceptions should be made to the policy which states that a new club can have no more than two officially recognized sponsors.

The Committee also considered a recommendation made by the district secretaries at their recent meeting that "consideration be given to reinstating the governors' charter expense allowance up to \$100 per charter. Particularly in light of the current financial conditions, the Committee decided to make no recommendation in this regard.

The Committee also reviewed "a second recommendation of the district secretaries that consideration be given to "waiving dues for new clubs until the next semi-annual dues period." The Committee noted that the pro-rata dues currently charged to a new club are mandated by Article XII, Section 4 of the Constitution. Making this change would, therefore, require an amendment to be voted upon by the delegate body at Convention. The Committee suggests that anyone wishing to so amend the Constitution should follow the prescribed procedures for proposing an amendment.

Respectfully submitted,

MARK ARTHUR, JR.

DONALD E. WILLIAMS

WARREN H. EDWARDS, Chairman

REPORT OF BOARD COMMITTEE ON OFFICE MANAGEMENT
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1 - 5, 1981

Date of Committee Meeting: May 3, 1981

Place of Committee Meeting: General Office

Present: Members - Albert L. Cox, Aubrey E. Irby
Chairman - C. E. "Pete" Thurston, Jr.
Staff - William A. Brown

Review of the March Operating Statement for the General Office Property

The Board Committee reviewed the Operating Statement for the General Office Property for the period ending March 31, 1981. The Committee noted in the first six months of this administrative year the operation and maintenance of the property was \$1,200.00 over budget. It was noted that this negative variance in the budget was because of the increase in the cost of utilities. The Committee directed staff to continue to watch these costs closely and to continue its effort in conservation of energy.

Review of the March, 1981 Office Management

The Committee reviewed the Office Management Statement line by line through March 31, 1981. It was noted by the Committee that many areas of the budget are not under the direct responsibility of Office Management. Without direct allocation of expenses to the various departments, it is difficult to control expenses in such areas as telephone, postage, paper, and the other expenses that are initiated by the departments.

It was the consensus of the Committee that to provide proper control over expenses there should be an allocation of expenses to the various departments. The Committee agrees with the Arthur Young and Company report with reference to the direct control of the expenses by the individual departments.

Review of the 1981-82 Proposed Office Management Budget

The Committee reviewed line by line the proposed budget and made several recommendations to staff for the reduction of expenses in the various line items. Staff was directed to review the budget and to make further reductions wherever possible.

Review of the Proposal from UOP, Inc.

The Committee reviewed the proposal from UOP, Inc., a Records Management Consulting Service, for the development of a Records Management Program for Kiwanis International. The Committee agreed that there was a need for such a program of records management, but, because of the current concerns with the budget, it was the consensus of the Committee that the funds needed to retain the services of UOP, Inc. were not available at this time.

The Board Committee, recognizing the need for a Records Management Program, has directed staff to develop such a program for review by the Committee at its next scheduled meeting.

Respectfully submitted,

ALBERT L. COX

AUBREY E. IRBY

C. E. "PETE" THURSTON, JR., Chairman

REPORT OF BOARD COMMITTEE ON PROGRAM DEVELOPMENT
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

MAY 1-4, 1981

Date of Committee Meeting: May 2, 1981

Place of Committee Meeting: General Office

Present: Members: Mark Arthur, Jr., Warren H. Edwards
Chairman: Allen M. Duffield
Staff: Richard S. Christopher, A. G. Terry Shaffer

Progress Report on Development of 1981-82 Major Emphasis Programs

The Committee reviewed materials which will be contained in the Major Emphasis Section of the 1981-82 Club Handbook and expressed its satisfaction with all items. The Committee noted that in order to assure the success of the "SHARE GOOD HEALTH" Major Emphasis Program, continuous promotion on all levels will be necessary.

The materials which will be included in the MEP section of the Club Handbook are, the Committee feels, excellent in terms of providing guidance for implementation of both the primary health care and the communications disabilities programs. Since the new MEP concept for 1981-82 deals with an international program, the committee feels that special promotion and marketing is needed to successfully present the idea. The Committee suggested that all levels of Kiwanis leadership be involved in promoting the "SHARE GOOD HEALTH" program. The 1981-82 theme folder and MEP brochure are attached as Exhibit A and Exhibit B, respectively.

"SPIRIT OF SERVICE" Radio Show--Relationship To Program Development
Department

The Committee noted that the Program Development Department will be the primary contact with EBS Productions in providing the organization with success stories and other material for use in the "SPIRIT OF SERVICE" radio series, which the Board approved in February.

Results of the 1979-80 MEP Efforts and Other Service Programs

The Committee reviewed, and was impressed with, the results of club involvement in the 1979-80 Major Emphasis Program, "Rightstart—Hand-in-Hand With Youth," as tabulated from the Annual Reports received, see Exhibit C, as attached.

Builders Club Report

The Committee was briefed on the progress of the Builders Club program to date. The first Builders Club Directory was completed, and one copy was mailed to Kiwanis club presidents of sponsoring Builders Clubs.

Semi-annual reports of Builders Club activities received in the General Office will be used to develop future Builders Club Newsletters. The newsletters are designed to aid sponsoring Kiwanis clubs and Builders Clubs in the selection of viable service projects.

The committee was advised that all requests for a Builders Club audio-visual presentation, "Building For A Better Tomorrow--Builders Club" will be accompanied by a Builders Club organizational kit.

Audiovisual Update

The audiovisual potential of Kiwanis International has continued to progress with the completion of the fourth program relating to committee functioning, "Your Club Committee--A Meeting of Minds." The program effectively shows Kiwanians the principles of committee functioning as well as providing club members with a better understanding of their roles.

The 40-slide, 5-minute narrative program was shown to the committee at the conclusion of its meeting. A flyer on the four audiovisual presentations was forwarded to all club presidents, secretaries and lieutenant governors in the April, 1981, general mailing.

Two new audiovisual presentations are currently in production and will be completed before the New Orleans Convention. They are: "Responsibilities of the President-Designate," a free-loan program which will be sent to all lieutenant governors, and "The Weekly Club Meeting." The latter program will be a sales item to all Kiwanis clubs.

The Program Development Department will produce another audiovisual program following the New Orleans Convention entitled, "Fund Raising for Service and Club Administration."

1981-82 Proposed Budget

The Committee reviewed the 1981-82 Proposed Budget for the Program Development Department and found it to be in order.

The Committee concluded by thanking staff for its assistance and contributions during the 1980-81 Program Development Board Committee Meetings.

Respectfully submitted,

MARK ARTHUR, JR.

WARREN H. EDWARDS

ALLEN M. DUFFIELD, Chairman



1981-82
KIWANIS
INTERNATIONAL
THEME, GOALS
AND
MAJOR EMPHASIS
PROGRAM

1981-82 MAJOR EMPHASIS PROGRAM

"SHARE GOOD HEALTH"

During the 1981-82 administrative year, Kiwanis International will have two Major Emphasis Programs under the title, "SHARE GOOD HEALTH."

The first, a continuation of "C.D.—Communications Disabilities," which was introduced during the 1980-81 Kiwanis year, is designed to provide services to children and others, directly or indirectly, which will enable them to break through any barriers to communication.

The primary focus in this program are those disabilities associated with speech, hearing, and sight. However, any disabilities which prevent normal communication—such as learning, language, and isolation—should not be overlooked.

The second priority program will be helping to make *Primary Health Care* available worldwide.

If you have ever been immunized against a disease...if somewhere along the way you have learned what constitutes a generally balanced diet...if you know that the last glass of water you drank was germ free and unpolluted by waste...if a physician or nurse was in attendance when you or your children were born...and if you have a bottle of aspirin in your home or office, more health care has been accessible to you than has ever been available to the more than hundreds of millions of people in the world. To more than half these people, especially those in developing countries, proper health care has never been available.

"A main social target of governments, international organizations and the whole world community in the coming decades should be the attainment by all peoples of the world by the year 2000 of a level of health that will permit them to lead a socially and economically productive life. Primary health care is the key to attaining this target as part of development in the spirit of social justice."

—Declaration of Alma-Ata, International Conference on Primary Health Care, September 1978

What does the term *Primary Health Care* mean?

It can be partially defined in a number of ways:

- It's health care that everyone needs and should have.
- It's health care that is practical and scientifically sound to those providing it—and socially acceptable to those to whom it is made accessible.
- It's "primary" in the sense of being the first level of contact between an individual or community and whatever larger health system may exist; it's the hub of the total health system of a nation.
- It's health care made possible by the full par-

ticipation of the community in its development and maintenance; it is not an imposed program.

What does *primary health care* include?

At least, it includes:

- Education concerning prevailing health problems; and the methods of preventing and controlling them.
- Promotion of food supply and proper nutrition.
- An adequate supply of safe water and basic sanitation.
- Maternal and child health care, including family planning.
- Immunization against the major infectious diseases.
- Prevention and control of locally endemic diseases.
- Appropriate treatment of common diseases and injuries.
- Provision of essential drugs.

Where do *primary health care* programs need to be initiated?

They need to be initiated in any area where primary health care is not currently available to all people. That could be in my community or my nation—or in some other nation of the world.

In less developed countries, the estimate is that no more than ten to fifteen percent of rural populations have access to modern health care facilities.

Specifically, how can a *primary health care* program be started?

Contrary to what you might expect, the primary strategy is not the construction of clinics and hospitals for treatment of patients. The primary strategy is to show people how to prevent, and to help them prevent, health problems which would otherwise require curative treatment.

The key person in this program is a person selected by his peers in the community to receive training as a *Community Health Worker* (CHW). (In some programs he is called a Primary Health Care Worker and in others, a Village Health Worker.)

What does a community health worker do once he is trained?

Following his training, an individual will be assigned to a particular area of responsibility. For example, he may be the CHW for his village and for the people who live within a radius of ten or fifteen miles—perhaps much more.

The CHW is a promoter, a planner, a coordinator, and a supervisor for primary health care activities accepted and supported by the local government and by the people of his area.

He is directly involved in the health care activities that help to prevent illness and disease—by teaching people about nutrition and sanitation and child care, by getting people involved in community projects which improve health conditions for all, by immunizing people.

When illness or injury occur, he applies the skill he has learned in curative care. In those areas where he is less qualified, he refers the case to the next level of health care—the physician, the clinic, the hospital.

He maintains records and submits reports to his superiors. And whenever he can, he learns more through consultations and refresher courses which are part of the larger plan.

How do the community health workers themselves get trained initially?

In the less developed countries, a cadre of trainers from a more developed nation may come in and provide the training of CHWs in a specific region. This training program should be a cooperative arrangement between the sponsor of the cadre of trainers and the government of the less developed nation.

It is at this point that a service organization such as a Kiwanis International can become involved in a Primary Health Care Program in a less developed nation.

What can our Kiwanis club do about a program in another country?

Project Concern, Inc., a non-governmental, non-profit organization in San Diego, California, has agreed with Kiwanis International on a plan which can involve your club. Under this plan, all funds contributed by Kiwanis clubs to Project Concern during the 1981-82 administrative year will be directly applied by Project Concern to the training of Community Health

Workers in three nations: The Gambia, Bolivia, and Indonesia.

Your 1981-82 club president will receive further details concerning this special objective of training community health workers abroad.

In what other ways can our Kiwanis club support the *primary health care* effort?

If your Kiwanis club can apply some of its resources (whether it be financial, material, or manpower) towards making basic health education and health care available to people who do not already have it, you will to that extent be participating in the 1981-82 "SHARE GOOD HEALTH" Major Emphasis Program. Whether those resources are applied abroad, or within your own nation or within your own community, is not a criterion of participation.

Kiwanis clubs are now located in more than seventy nations of the world and in more than seven thousand communities. All have primary health care needs; the difference is whether those needs are being met, and whether primary health care is available to all the people.

Somewhere, a Kiwanis club will be responsible for the introduction of health instruction into the school system. Somewhere, a Kiwanis club will be responsible for the eradication of a disease-carrying insect. Somewhere, a Kiwanis club will be responsible for a child receiving a nutritious diet. Somewhere, people will have their first pure drinking water because a Kiwanis club made it possible.

Around the world, Kiwanis is "SERVING THE WORLD." In primary health care programming, you can help your club find a role.

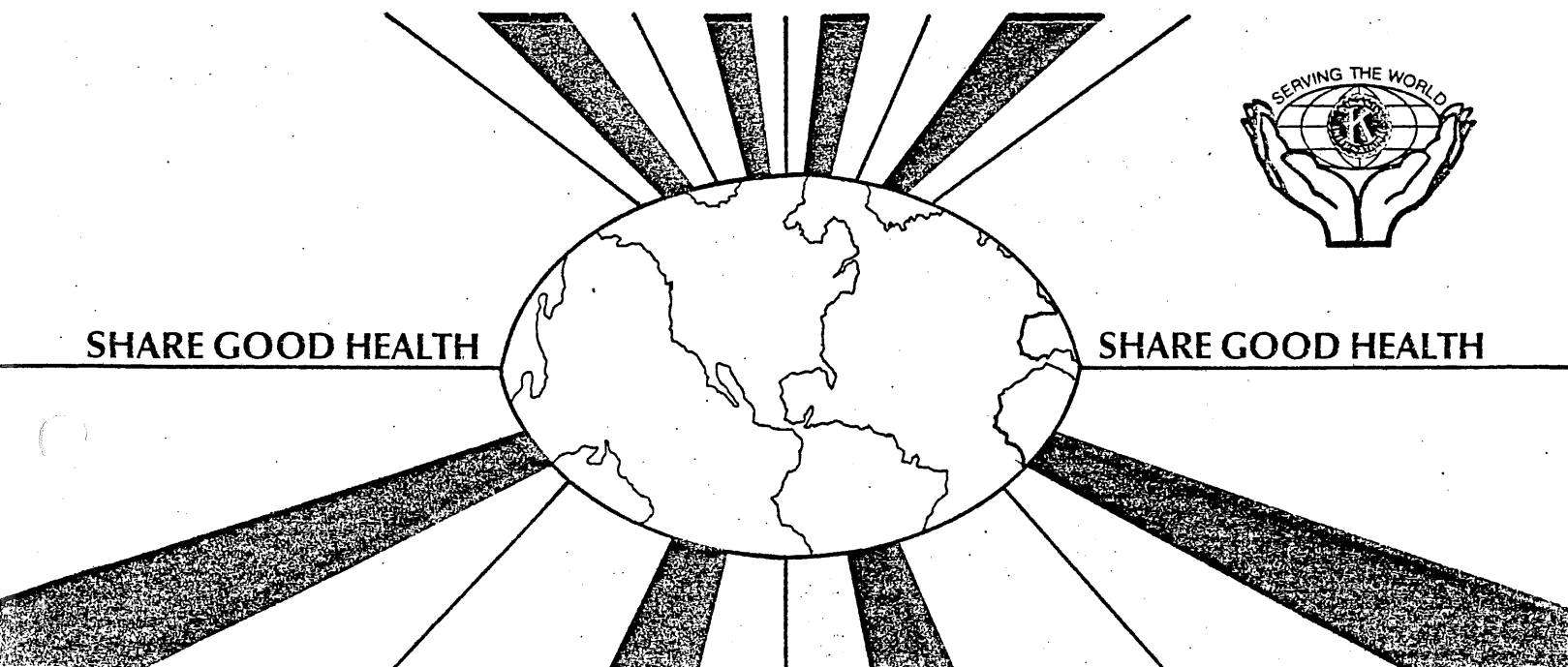
Kiwanis International
101 East Erie Street
Chicago, Illinois 60611 U.S.A.

Litho in U.S.A.



SHARE GOOD HEALTH

SHARE GOOD HEALTH





KIWANIS CLUB INVOLVEMENT IN "RIGHTSTART — HAND-IN-HAND WITH YOUTH"
MAJOR EMPHASIS PROGRAM (1979-80)

"RIGHTSTART — HAND-IN-HAND WITH YOUTH" was specifically designed by Kiwanis International as its Major Emphasis Program for the 1979-80 Administrative year. During the period of October 1, 1979 to September 30, 1980, Kiwanis clubs were asked to encourage their members to involve themselves personally in activities with individual children and youth.

Listed below are services that Kiwanis clubs provided within the context of this program. The list is only a representative sampling of club activities and should not be considered complete. These statistics, which were excerpted from the 1979-80 Annual Club Reports, provide an excellent overview of Major Emphasis Program involvement.

The following number of Kiwanis clubs reported their participation in the various activities listed below:

Number of Kiwanis Districts Reporting: 31
Total Number of Clubs Reporting: 5,910

- 1,712 INSTRUCTED CHILDREN IN AN AREA OF INTEREST (SUCH AS GARDENING, CARPENTRY, PHOTOGRAPHY, ETC.)
- 2,319 WORKED WITH HANDICAPPED CHILDREN (OTHER THAN SPECIAL OLYMPICS PROGRAM)
- 2,623 BECAME PERSONALLY INVOLVED IN SCOUTING PROGRAM
- 1,448 PROVIDED PART-TIME WORK ACTIVITIES FOR YOUTH
- 1,959 HELD PARTY FOR NEIGHBORHOOD OR AREA CHILDREN
- 2,119 TOOK A GROUP OF CHILDREN ON FIELD TRIP, HIKE OR TOUR
- 1,648 SPONSORED, OR ASSISTED IN, SPECIAL OLYMPICS (OR GAMES) FOR HANDICAPPED CHILDREN
- 4,013 PROVIDED KIWANIS TO ASSIST IN COMMUNITY ACTIVITY FOR CHILDREN (SOFTBALL, PLAYGROUND, ETC.)
- 2,173 INVOLVED KEY CLUB, CIRCLE K, AND/OR OTHER SPONSORED YOUTH GROUP IN MAJOR EMPHASIS PROJECTS
- 1,546 BECAME INVOLVED IN CAREER COUNCILING FOR STUDENTS
- 1,129 COUNSELED YOUTH IN TROUBLE WITH THE LAW
- 1,964 GAVE CHILDREN (EXCLUSIVE OF SPONSORED YOUTH) A ROLE IN A KIWANIS SERVICE PROJECT

A TOTAL OF 86,299 KIWANIS PARTICIPATED IN AT LEAST ONE PROJECT DURING 1979-80 IN WHICH THEY WERE PLACED IN A "ONE-TO-ONE" RELATIONSHIP WITH A CHILD.

THERE WERE A TOTAL NUMBER 25,459 PROJECTS PERFORMED BY CLUBS WHICH WERE DIRECTLY RELATED TO THE "HAND-IN-HAND" MAJOR EMPHASIS PROGRAM.

\$7,071,934.47 IS THE TOTAL EXPENDITURE OF CLUBS ON BEHALF OF THE "HAND-IN-HAND" MAJOR EMPHASIS PROGRAM DURING 1979-80.

(over)

The following number of Kiwanis clubs utilized the items listed below from the 1979-80 Major Emphasis Program kit:

- 425 UTILIZED THE CASSETTE TAPE OF RADIO MESSAGES ON "HAND-IN-HAND"
- 522 USED ANY OF THE PRINTED ANNOUNCEMENTS FOR RADIO
- 524 UTILIZED THE EDITORIAL FEATURES FOR NEWSPAPERS (TWO GLOSSY, PRINTED MESSAGES)
- 1,255 UTILIZED THE INITIAL PRESS RELEASE ON CLUB PARTICIPATION IN THE M.E.P.
- 114 USED ANY OF THE "HAND-IN-HAND WITH YOUTH" TELEVISION SLIDES

The following number of Kiwanis clubs participated (through a program, project, or publicity) in the observances listed:

<u>1,592</u> FARM-CITY WEEK	<u>1,118</u> CANADA-U.S. GOODWILL WEEK
<u>2,112</u> KIDS' DAY	<u>573</u> KIWANIS MAGAZINE WEEK
<u>2,052</u> FAMILY DAY	<u>2,441</u> WORLDWIDE PRAYER WEEK
<u>860</u> FREEDOM OF ENTERPRISE WEEK	

\$ 25,964,934.29 represents the total number of dollars spent by clubs during the year for Kiwanis service projects

\$ 25,206,677.26 represents the total monies which clubs netted from their fund-raising projects

\$ 15,964,713.58 represents the total money netted from the single best fund raising project of the clubs

\$ 4,123,776.86 represents the total number of dollars granted or loaned to students

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REPORT OF BOARD COMMITTEE ON PUBLICATIONS AND ADVERTISING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1 - 4, 1981

Date of Committee Meeting: May 1, 1981

Place of Committee Meeting: General Office

Present: Members: Anton J. Kaiser, Mark A. Smith, Jr.
Chairman: Henry L. Myers, Jr.
Staff: Nick G. Geannopulos, Scott Pemberton, David Dee and
Betty Nakanishi

Budget

The Committee carefully studied the March 1981 Income and Expense statement of Kiwanis magazine and was pleased to note that the magazine is currently enjoying a positive variance from the forecast budget of some \$137,894. On the basis of income and expense for the first half of the year as well as unaudited advertising revenues for the next three issues of the next quarter, the financial position of the magazine appears very healthy. Income, primarily from advertising, is running substantially better than anticipated, while expenses are running below budget. With the recent increases in paper, printing and particularly postage, expenses will be running considerably higher in the last half of the fiscal year which will adversely affect the current positive variance.

The Committee studied the 1981-82 budget and reviewed each item individually in both the Editorial and Advertising budgets. Both budgets reflected an almost zero to minimal increase in line items, except items over which the staff has no control, such as postage (some 25%) and manufacturing (about 11%). Overall this reflects a budgetary increase of only 8% over the previous year.

Editorial Content

The Committee was pleased to hear that recognition of the high quality of Kiwanis magazine's editorial content remains significant among impressive sources outside of Kiwanis. Only recently, Reader's Digest asked to reprint another feature story, "How to Be a Good Grandparent," which appeared in the May 1978 issue. Requests to reprint feature articles in a variety of other publications continue strong. These important reprints include a credit line to Kiwanis International, thus spreading our organization's name among great numbers of non-Kiwanians.

In the area of graphics and design, the magazine also recently received four top awards for excellence in design during the 1981 Desi Awards competition in New York. Cited were illustrations and photography for "Alcoholism: Our High-Profit Problem" in the August 1980 issue; the cover and inside photographs of the September 1980 issue for "Gasohol: Bright Hope on the Energy Horizon? "; and the artwork for "Hypnosis: Peephole into the Mind" in the September 1980 issue. The magazine was invited to display the winning designs in an exhibit in New York City this month. Other publications also honored were Business Week, Newsweek, and The Ladies Home Journal.

The Committee was also happy to learn Kiwanis magazine will again be featured in the distinguished reference volume, Magazines for Libraries. This book is used by librarians to select periodicals for their libraries. Kiwanis magazine is described therein as having "good to excellent articles" that are a "cut above Rotary and Lions." The Committee suggested positive use be made of this excellent recommendation to encourage clubs to provide gift subscriptions to their local community libraries.

In reviewing the issues published since the last Board meeting, the Committee noted that strong Kiwanis-related content has complemented general interest material to produce a balanced and informative magazine. The cover stories in each of the February, March, and April issues dealt with Kiwanis-related subjects--convention, Major Emphasis, and an impressive local crime-fighting program involving many Kiwanis clubs. A Kiwanis nations story appeared in the April issue, continuing to inform our readers of Kiwanis' increasing international impact. The just-published May issue contains feature articles on cosmetic surgery for men, how business battles bad checks, speech disabilities, and convention promotion.

The upcoming June-July issue will include general interest features on golf, venture capital, community bands, and illiteracy. Also highlighted in June-July will be a major international relations project of the Little Havana club in Miami and a review of International Secretary Reg Merridew's career in honor of his coming retirement.

Advertising

The Committee reviewed advertising sales and was pleased that both revenues and quality of advertising reflected a continued high level of achievement. Un-audited figures for eight issues indicated that this year's revenues would probably go beyond last year's record-breaking figures despite a definite softening in advertising revenues overall in the publishing industry.

The Committee was informed of the need to replace the Sales Representative of the Middle Atlantic territory. This required an unanticipated trip to New York to recruit and interview applicants. Since the East Coast is considered the

most lucrative sales area in our advertising program, the staff plans a follow-up trip to train and orient the new man. While there, the staff also plans to take advantage of the proximity to the sales representative in the New England territory by spending a day with him in a refresher training session. It is expected that both trips will require no more than \$1,000 and the Committee concurred that the staff proceed to execute this plan of action, particularly since overall expenses are running less than budget.

Update on Magazine Masthead Redesign

At its January meeting the Committee had reviewed seven new possible masthead designs for the cover of Kiwanis magazine, narrowing the choice to two. At its most recent meeting, the Committee inspected these two designs as they would appear on actual magazine covers. The Committee was satisfied that either design would be an improvement over the current masthead and directed the staff to further consider the two designs with the idea of implementing the change in the October 1981 issue.

Magazine Subscription Promotion

As discussed by the Committee at its January meeting, the staff has been developing a program to increase magazine subscriptions. The first step in this plan was implemented recently when lieutenant governors received Magazine Week Kits in the general mailing with a cover letter suggesting the value of gift subscriptions to important people, businesses, and groups in the communities in their divisions. The Committee instructed the staff to continue with this project.

Magazine Week Kit Results

The staff reported on the updated Magazine Week Kit and on the results of the promotion of Magazine Week, May 3-9. A kit request post card was included in the January general mailing, and articles on Magazine Week were published in the March Kiwanis magazine and the April Bulletin for Kiwanis Officers. Each article stressed the communications, public relations, and new member recruitment values of the magazine. Clubs are encouraged to provide gift subscriptions to a variety of community institutions, organizations, groups, businesses, and people in their communities. Nearly 1,100 kits were ordered this year, an increase over the number ordered last year and nearly twice the number as ordered in 1975, when a new promotional campaign was begun.

Status of the BKO

The Publications Department, in cooperation with the manager of Project Services, has been developing a new editorial and graphics format for the

Bulletin for Kiwanis Officers that will better serve the important group of Kiwanis leaders that makes up its readership. The use of new feature columns such as Inside Kiwanis, Ideas That Work, and Focus; livelier writing that offers practical suggestions for better club operation and more effective leadership, cartoons, a new logo, and other more dynamic graphics has resulted. The Committee concurs that the Bulletin for Kiwanis Officers is a much-improved publication and is well on its way to becoming a truly valuable communications tool for Kiwanis. The publication is still under development, however, and the Committee welcomes suggestions as to how it might be further improved.

Respectfully submitted,

ANTON J. KAISER

MARK A. SMITH, JR.

HENRY L. MYERS, JR., Chairman

REPORT OF BOARD COMMITTEE ON RELOCATION OF GENERAL OFFICE PERSONNEL
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

May 1-4, 1981

Date of Committee Meeting: March 31 and April 1-2, 1981

Place of Committee Meeting: General Office

Present: Members - Warren H. Edwards, Henry L. "Les" Myers, Jr.
Chairman - Frank J. Di Noto
Staff - R. P. "Reg" Merridew, L. A. Hapgood

The Committee met on March 31, 1981 with Joseph Morabito of Merrill Lynch Relocation Management, Inc., who had reviewed the proposed relocation policies prepared by the Committee. Merrill Lynch had been retained by the Board as a consultant on the relocation policies.

The revised proposed relocation policies contain a number of changes suggested by Merrill Lynch. The most important change will result in substantial savings to Kiwanis by restricting the coverage of relocation benefits from all employees to salaried exempt and other key employees.

In the preparation of the relocation policies, the Committee took into consideration the limited resources of Kiwanis and the need to retain a number of the key employees. Admittedly the relocation policies will be expensive to implement, yet the purposes of the policies are to retain those employees essential to our operation and to permit these employees, without substantial cost to them, to relocate in Indianapolis with equal valued homes or residences. Those employees not relocating will be separated with sensitivity and recognition of their service and tenure with the Kiwanis organization.

Although the proposed policies currently are appropriate, the Committee recognizes that from time to time certain changes may be needed in these policies.

On April 1, 1981, the relocation firms of Merrill Lynch and Executrans met with the Committee. Due to federal income tax benefits to the employees, and due to the assistance and cost benefits that are provided to both Kiwanis and the employees, the Committee recommends that the services of a relocation firm be retained to assist in the move. Merrill Lynch is recommended and they will cooperate with Kiwanis and minimize costs, providing certain guidelines and information which will make the move easier and more effective. The cost of such services has been included in their cost projections.

A substantial amount of the employee relocation costs involves housing -- home purchase and sale, househunting, moving expense and the cost of financing the new residence. A three year mortgage differential has been proposed in the plan. Due to the current increase of interest rates and the adjustable mortgage loan providing for non-restrictive payment or interest rate adjustments, the cost of the mortgage differential necessary to induce employees to move to Indianapolis may be underestimated. These developments may also result in a further weakening of the Chicago real estate market with increased homesale costs.

The Committee believes that some employees who otherwise would like to remain with Kiwanis will not relocate due to spouse employment, or an unwillingness to give up a lower, fixed rate mortgage loan, or due to an inability to qualify for a real estate loan.

The projected costs are based on a survey by management which indicated the employees likely to move to Indianapolis were one-half home owners with an average value home of \$80,000, an average loan of \$40,000.00, and an average interest rate of 8-1/2 %. The projected costs anticipate that Indianapolis Kiwanians will assist in procuring mortgage money and assist in homeseach counseling and spouse employment.

The original estimates by management were that about 32 employees, including 16 homeowners and 16 renters would relocate to Indianapolis. The Merrill Lynch cost projections are based on these figures. However, more recent estimates indicated that 16 employees, including 10 homeowners and 6 renters are likely to relocate.

The estimated employee relocation costs and revised costs are as follows:

	<u>Employee Relocating</u>	
	<u>32</u>	<u>16</u>
Relocating homeowners and renters	\$ 642,000.00	\$ 395,000.00
Employees not relocating		
Severance allowance	120,000.00	155,000.00
Insurance	16,000.00	20,000.00
Pension	<u>58,000.00</u>	<u>58,000.00</u>
Total	\$ 836,000.00	\$ 628,000.00

The above pension cost provides to present employees, age 60 or over at the date of the move, comparable pensions that the employee would have received at age 65, assuming he/she had remained in Kiwanis employment. The actual method to fund this recommended benefit has been retained for further study by the Committee.

The estimated costs do not include the costs of administration, job finding assistance, early retirement counseling, vacation benefits, lost time, parallel training, employment recruitment, duplicate office expense or attorney fees.

Recommendation #1:

The Committee recommends that the Group Move Relocation Policy, Exhibit A, be adopted subject to legal review.

I move that recommendation 1 be adopted.

(adopted)

Recommendation #2:

The Committee recommends that Merrill Lynch Relocation Management, Inc., be retained to assist with the home sale, home purchase, and renters' move to Indianapolis and as a consultant, for fees not to exceed \$12,000.

I move that recommendation 2 be adopted.

(adopted)

The Committee recognizes that the group move policies and the implementation thereof require compliance with federal and state laws.

The Committee agrees that if the anticipated cost of the move, as indicated on Page 2 of this report, exceeds \$628,000, the Committee shall immediately inform the Board.

Respectfully submitted,

WARREN H. EDWARDS

HENRY L. "LES" MYERS, JR.

FRANK J. DI NOTO, Chairman

KIWANIS INTERNATIONAL
GROUP MOVE RELOCATION POLICY

The following Relocation Policy has been adopted by KIWANIS INTERNATIONAL to apply to our Group Move to Indianapolis, Indiana to occur in 1982:

1.0 Administration of The Relocation Program

1.1 Administration

- a. The Group Move Relocation Program relative to the move to Indianapolis, Indiana in 1982 will be administered through the Personnel Department in Chicago. All requests for information or services should be directed to the office of *the Personnel Department, attention L. A. Hapgood,*
- b. This Group Move Relocation Policy applies to employees of KIWANIS INTERNATIONAL as of June, 1981 who have been invited to participate in the Group Move to Indianapolis in the fall of 1982. This Policy is subject to revision by Kiwanis management, as necessary, and is not to be construed as conferring any contractual right, or as a part of any employment contract.

1.2 Definition: Coverage by Employee Classification

The Group Move Relocation Benefits Policy will be extended to salaried exempt personnel and other key employees who have been invited to relocate to Indianapolis as part of our overall relocation to occur in 1982.

1.3 Applicability of Policies

- a. Home Owner in Chicago: If a home owner in Chicago becomes a home owner in Indianapolis, all sections apply, except section 10, renters. If a home owner becomes a renter in Indianapolis, then all sections apply, except section 3, home purchase.
- b. Renters in Chicago: All sections apply except section 2, sale of home, and section 3, home purchase. Home purchase benefits apply only to those employees who are home owners in Chicago.

1.4 Option Date

All eligible employees must notify Kiwanis by October 1, 1981 whether or not he/she intends to move to Indianapolis. The decision will be irrevocable after that date.

1.5 Definition: Initiation of Transfer

The Group Move Relocation Benefits Policy will be applicable upon formal request to relocate in writing from the Personnel Department. This authorization shall entitle the employee to all the benefits of the Group Move Program.

1.6 Family Eligibility

The Group Move Relocation Benefits Policy will apply to all persons who permanently resided within the same household when the formal request to transfer is received by the employee.

1.7 Duration of Eligibility for Employee and Family

a. Relocation Benefits related to our move to Indianapolis shall continue for an employee and family until December 31, 1982, or 90 days after the official relocation date, whichever occurs last. The benefits as described shall not be applied to any other relocation than the Group Move to Indianapolis to be concluded in December, 1982. Benefits described of longer duration shall continue in accordance with the stated provision.

b. All references in these policies to December 31, 1982 shall be construed to mean December 31, 1982 or 90 days after the official relocation date, whichever occurs last.

1.8 Record Keeping of Expenses

The tax ramifications involved with relocation require very careful record keeping by both the employee and Kiwanis International. Various Homesale and Transportation of Household Goods expenses will be paid through MLRM. (For other expenses employees must submit expense reports within a reasonable time of occurrence, with original receipts, to the Personnel Department on the appropriate forms as indicated.) Separate reports should be submitted for the following expenses:

Miscellaneous Moving Expense Form

- o House Hunting Expenses
- o Travel Expenses
- o Miscellaneous Moving Expenses
- o Temporary Living Expenses
- o Various Auto Expenses
- o Other Miscellaneous Expenses

Real Estate Cost Reimbursement Form

- o Closing Costs Associated with Homepurchase
- o Double House Payments
- o "For Sale By Owner" sale or non-MLRM assisted broker sale

Resettlement Allowance Form

- o One Month's Salary for Miscellaneous Expenses

Mortgage Interest Differential Form

- o To Receive Mortgage Differential

Bridge Loan Application Form

- o To Apply for Bridge Loan

1.9 Expenses not Reimbursable

Kiwanis International shall reimburse only for those expenses specified within the Group Move Relocation Policy. Any other expenses which arise as a result of special circumstances will require management approval in advance of expenditure.

1.10 Third Party Company

Merrill Lynch Relocation Management has been retained to assist with the Group Move to Indianapolis. MLRM will be providing comprehensive Homesale, Homefinding and Transportation of Household Goods Services in order to make your relocation as easy as possible. An eligible employee wishing to initiate MLRM services should contact the Personnel Department in Chicago to begin the process.

2.0 Sale of Home

2.1 Homesale Eligibility

Homesale benefits provided to Kiwanis International employees shall pertain only to a usual primary residence to include a single family home on a normal size lot, condominium, or an owner occupied duplex. Any unusual type of residence would require approval by the management on a case-by-case basis.

2.2 MLRM Homesale Initiation

MLRM Homesale Services should be initiated at least 90 days prior to, the date of the employee's transfer date. If by December 31, 1982, an employee has failed to sell the home independently and failed to initiate the MLRM Homesale Services or refused the MLRM purchase offer, then no reimbursement will be made for any subsequent costs.

2.3 The Appraisal Process

*at no cost to
the employee
the*

Employees will be able to choose two appraisers from a list of independent appraisers provided by Merrill Lynch Relocation Management. To the extent that the appraisals are within a 5% spread of the higher, they will be averaged to determine the fair market value offer. If the appraisals are not within a 5% spread the employee will be asked to choose a third appraiser and then the two highest will be averaged to determine the fair market value offer.

- 2.4 Acceptance of Offer
Under the Homesale Services administered by Merrill Lynch Relocation Management, employees will be given 60 days from the date of offer to accept or decline the offer price. Once the offer is accepted, MLRM will either continue the listing with the employee's broker or list with another broker at MLRM's option in an attempt to market the home.
- 2.5 Brokerage Fee
Kiwanis shall pay a brokerage fee based upon a percentage that is customary in the local real estate market.
- 2.6 Legal Fees
Kiwanis shall reimburse the employee for all legal fees normally borne by the seller, according to local custom, in completing the sale of a home.
- 2.7 Taxes (Documentary Tax Stamps)/Excise Tax
Kiwanis shall reimburse the employee for Documentary Tax Stamps/Excise Tax, normally borne by the seller, according to local custom in completing the sale of the home.
- 2.8 Mortgage Discount
Kiwanis shall reimburse for mortgage discount points only when the seller is required to pay, by law, as in the case of an FHA or VA loan. The prevailing number of points will be reimbursed up to 5 points. Higher amounts shall require approval of management. Mortgage discount will not be grossed-up since it is a tax deductible item.
- 2.9 Inspection of Premises
Kiwanis shall reimburse the employee for inspection of premises when expense is normally borne by seller according to local custom when completing the sale of a home. Any repairs, remodeling or termite work will be done at the expense of the employee.
- 2.10 Title Insurance
Kiwanis shall reimburse for owners Title Policy when a normal cost borne by the seller to accomplish homesale.
- 2.11 Pre-Payment Penalty
Kiwanis shall reimburse a mortgage pre-payment penalty on an existing primary or secondary loan upon proper verification of the amount from the lending institution. Reimbursement for Pre-Payment Penalty will not be grossed-up since it is a tax deductible item.
- 2.12 Self-Sale
Employees who choose to sell "for sale by owner" or who do not accept the MLRM offer will be eligible for reimbursement of normal homesale costs provided the transaction is completed prior to December of 1982. Employees who choose the self-sale option, however, will not be grossed-up for reimbursements related to homesale.

2.13 Sale of Mobile Home

The responsibility for sale of a mobile home rests with the employee. Kiwanis will reimburse costs of sale normally associated with the transaction and included is the costs of not more than 2 appraisals.

2.14 Gain/Loss on Sale

Kiwanis shall assume any loss on sale should the home sell for less than the MLRM Fair Market Value Offer Price. In the rare event, that the home sells for more than the MLRM Fair Market Value offer price, Kiwanis shall retain the gain to help defray the carrying costs necessary to market the home.

2.15 Equity Advance

Employees shall receive a \$1000.00 equity advance when the MLRM contract of sale is signed which demonstrates an acceptance of the MLRM offer. The remaining equity will be advanced at vacating of the property or sooner if needed for home purchase in Indianapolis.

2.16 Maintaining Two Homes

In the event the employee purchases a home in Indianapolis before selling in Chicago, Kiwanis shall reimburse for payments on a new home for a maximum of three months. The employee shall become eligible for such payments provided he/she has been initiated into the MLRM Homesale Program. ✓

3.0 Home Purchase

3.1 Policy Time Period - Election of Benefits

a. Provided the employee owned a home in the Chicago area which was his/her primary residence, Kiwanis shall reimburse actual home purchase costs, hereinafter specified in this Section 3, on one home in the Indianapolis area purchased either before or within one year after the official relocation date. Thereafter, the benefits under Section 3, Home Purchase, shall no longer be available.

b. An employee shall be entitled to the benefits under either Section 3, Home Purchase, or Section 10, Renters, and once the employee elects to receive the benefits under either Section 3 or 10, such election shall be binding on the employee.

3.2 Normal Closing Costs

Kiwanis will reimburse normal closing costs for those items by local custom normally borne by the buyer. Typical costs may include Title Insurance, Legal/Escrow fees, Appraisals, Recording fees and State Transfer taxes.

3.3 Legal Fees

Kiwanis shall reimburse attorney's fee associated with home purchase in areas where such fees are customary to the process.

3.4 Home Inspection

Kiwanis shall reimburse for termite and structural inspection associated with home purchase when it is customary that such expense be borne by the buyer.

3.5 Mortgage Origination Placement or Discount Fees

Kiwanis shall reimburse to a maximum of 5 points for all fees relating to mortgage placement. Any amount over and above will require the approval of Kiwanis management.

3.6 Mortgage Assistance Plan/Bridge Loan

Provided the employee has initiated the MLRM Homesale Program, Kiwanis will provide a bridge loan for purchase of a new home in the Indianapolis area. The loan will be for a period of not more than 60 days and the interest on the loan will be paid by Kiwanis. The maximum amount may be equal to not more than 80% of the equity in the old home as determined by the appraisals ordered by MLRM. The bridge loan will be due and payable when the employee receives his equity from MLRM or within 60 days whichever is sooner.

3.7 Mortgage Differential Plan

- a. Kiwanis shall provide a mortgage differential for three years by multiplication of the new mortgage balance (but not in excess of the old mortgage balance plus \$15,000.00) by the difference in the interest rates between the old and new mortgage. A differential will be paid on a maximum new mortgage of \$100,000.00. The differential will be distributed in twelve equal quarterly payments.
- b. In order to receive the new mortgage differential benefit, an employee must reinvest a minimum of 80% of the equity received from the sale of the old home.
- c. The Mortgage Differential payment will be made upon closing on a new home in Indianapolis and quarterly thereafter. No gross-up payment is provided for a mortgage differential since it is a tax deductible item.
- d. If, during the Mortgage Rate Differential pay-out period, the employee refinances his home at a lower rate of interest, he/she must advise the Personnel Department, and the payment will be re-calculated on the basis of the new interest rate.

3.8 Mortgage Differential/Employees with no Mortgage

In view of current mortgage interest rates, employees whose homes are paid in full will be extended the mortgage differential benefit based upon use of the old interest rate of 9.0%. Employees will be eligible for this benefit provided they reinvest a minimum of 80% of equity received from the sale of the old home. The maximum new mortgage amount upon which the mortgage differential benefit applies shall not be more than \$15,000.00.

3.9 Loan Approval by Kiwanis

Before any mortgage loan is accepted by an employee, Kiwanis must approve the amount of loan, interest rate and loan costs, and the employee and Kiwanis should agree in writing as to the amounts of the mortgage differential allowance and the closing costs associated with the home purchase. Whenever practical, the employee must accept the loan which results in the lowest annual percentage rate of interest.

3.10 Renter to First Time Buyer

Kiwanis will extend home purchase benefits only to those employees who were owners at their previous location.

4.0 House Hunting

4.1 Trip Time Limits

Kiwanis shall allow for not more than (2) homefinding trips for the employee and spouse, the total of which is not to exceed ~~(8)~~ calendar days or ~~(5)~~ working days in the Indianapolis area.

4.2 Meals, Lodging, Transportation

Kiwanis shall reimburse for meals, lodging and transportation for the employee and spouse for the house hunting trip. Expenses for meals of \$25 per day per person will be reimbursed, and lodging will be provided by direct billing to Kiwanis. Transportation will be the cost of automobile round trip between Chicago and Indianapolis.

4.3 Receipts for Expenses

Employees should submit receipts for the house hunting trip along with the proper authorization form to the Personnel Department in Chicago for approval.

4.4 Reasonable House Hunting Items

Kiwanis shall reimburse for other reasonable house hunting expenses due to special circumstances with approval by management only when requested in advance of the trip(s).

4.5 Mileage and Tolls

For househunting, employees will be reimbursed at ~~20¢~~ ^{19¢} per mile between Chicago and Indianapolis. Tolls would also be reimbursed with receipts. Driving time shall be included as part of the homesearch days.

4.6 Homesearch Counseling

Kiwanis will work with real estate consultants to help the employee select the neighborhood and residence or rental property best suited to meet his/her family needs.

5.0 Travel Expenses For Permanent Residence

5.1 Time Period

Travel expenses cover the period from departure from your old location through the morning after the day of arrival at the new location in the Indianapolis area for permanent residence.

5.2 Transportation of Employee and Family

Kiwanis will reimburse for the transportation of the employee and all permanent members of the household to the new location. Employees will be reimbursed at ~~20¢~~^{19¢} per mile for up to (2) automobiles. Meals will be reimbursed for not more than one day for up to \$25.00 per person.

5.3 Travel Accident Insurance

Employees and their families are covered by travel accident insurance held by Kiwanis International.

6.0 Moving Expenses

6.1 Moving Company

Upon initiation of Merrill Lynch Relocation Management Transportation Services, a carrier will be chosen by MLRM to assist with the shipment of an employee's household goods.

6.2 Household Goods

Kiwanis International will reimburse for packing, unpacking and shipment of all normal household goods. The following items will not be ~~moved~~^{shipped} at Kiwanis' expense:

- o ~~up to 2~~ Automobiles (mileage allowance to apply)
- o Recreational Motor Vehicles (that can be driven or towed, motorcycles excluded)
- o Boats (too big for regular shipment along with household goods)
- o Patio Slate
- o Fertilizer
- o Cement
- o Frozen Food
- o Shrubbbery
- o Firewood
- o Lumber or other building materials; and
- o Sand
- o Hazardous materials
- o Work shops

6.3 Storage of Goods

Kiwanis will reimburse for storage of goods for a period not to exceed (45) days from the date of vacating in the event it is impossible to move into a newly acquired home in the Indianapolis area. Only those items on the original bill of lading are eligible for storage at Kiwanis expense.

6.4 Procedure for Insuring Household Goods

Insurance for the transportation of household goods is arranged through Merrill Lynch Relocation Management Transportation Services. All movers provide a basic 60¢ per pound free of charge. In addition, MLRM will arrange for full coverage based on replacement value of household goods against loss or damage paid for by Kiwanis International, *except*

personal items of intrinsic or extraordinary value such as furs, jewelry, precious stones, hobby collections, etc.

6.5 Loss and/or Damage Claims

Should an employee have a loss or damage claim in the shipment of household goods, simply notify the MLRM Transportation Services Counselor and you will be assisted with quick processing of the claim.

6.6 Appliance Service

omit The cost for dismantling and installation of major appliances will be reimbursed provided they existed at the old residence. Installation of 220 volt wiring where it does not exist will not be reimbursed.

6.7 Transportation of Pets

omit Transportation of up to (2) normal household pets, i.e., dogs, cats, will be reimbursed. Transportation of other pets which may require extraordinary care or costs will not be reimbursed. Other unusual fees related to pets will not be reimbursed.

6.6

6.8

Tips

Movers will be fully compensated by Kiwanis for their work. For that reason tips should not be necessary and will not be reimbursed.

6.7

6.9

Relocation of a Mobile Home

Kiwanis will reimburse for transporting of a mobile home if it is the primary residence. Movement of household goods will also be reimbursed but only when such items cannot be moved within the mobile home. Normal cost to be reimbursed shall include tow truck charges, fence removal, fence replacement, utilities connection, lease penalty up to 3 months, insurance to transport, and reinstallation of safety devices. Any unusual cost associated with removal or reinstallation will not be reimbursed. Replacement of decorative features will not be reimbursed.

7.0 Temporary Living

7.1 Temporary Living New Location

In the event it is impossible for an employee to move into a newly purchased home in the Indianapolis area temporary living expenses not to exceed \$50.00 per day will be reimbursed for the employee only, for a period not to exceed 45 days. Reasonable Temporary Living Expenses for the family will also be reimbursed for a period not to exceed 30 days from the date of vacating of the former home in the old location. Arrangements for temporary living expenses must be approved in advance by Kiwanis.

8.0 Auto Expenses

8.1 Mileage Allowance/Transportation of Automobile

Relocating employees shall be reimbursed for ~~20¢~~^{19¢} per mile to cover automobile expenses. Mileage between Chicago and Indianapolis will be computed at 175 miles one way and 350 miles round trip.

8.2 Auto Rental

Kiwanis will not reimburse for auto rentals.

9.0 Spouse Employment

9.1 Job Assistance

Kiwanis shall provide Spouse Employment Counseling through a selected agent at no cost to the employee. Counseling may occur by telephone, through the mail or in the Indianapolis area. Further, Kiwanis will reimburse normal expenses including transportation ^{by auto} and meals of \$25 ^{per day} and lodging for up to a 3-day job search trip for the spouse to accommodate interviews to occur within 60 days of relocation. *will be provided by Kiwanis*

10.0 Renter's Expenses

10.1 Renter's Overlap

Kiwanis will reimburse for up to one month's rent should an employee locate a rental home or apartment in the Indianapolis area sooner than he or she is able to move.

10.2 Lease Breakage Penalty

Kiwanis will reimburse for a lease breakage penalty of up to three months rent should it be necessary. A copy of the lease or receipt for payment must be submitted to the Personnel Department for reimbursement.

10.3 Rental Security Deposits

Kiwanis shall reimburse for a rental security deposit, not to exceed (1) months rent, as verified by copy of the rental agreement or other document prepared by the management/owner of the rental property. *The employee will reimburse Kiwanis the amount advance within 12 months after the date of the advance.*

11.0 Miscellaneous Expenses

11.1 Membership/Service Fees/School Tuition

Kiwanis will reimburse for non-refundable annual dues or fees, paid at the old location by the employee, on a pro-rated basis. Lost school tuition fees will be fully reimbursable. *Such reimbursements must be approved by Kiwanis in advance.*

11.2 Handling Boat, Camper, Motorcycle, Etc.

Kiwanis will provide for the shipment of recreational vehicles provided they cannot be driven or towed and provided they can be shipped as part of the regular shipment of household goods. Motorcycles will be shipped along with other personal property.

11.3 Special Request for Additional Expenses

All specific relocation expenditures have been designated by Kiwanis management and will not be exceeded or substituted without advanced approval by Kiwanis management.

12.0 Resettlement Allowance

12.1 Resettlement Allowance

Kiwanis recognizes that various other expenses may arise as a result of the relocation to Indianapolis. For that reason, the transferred employee will be paid an amount equal to one month's gross pay in effect on the official transfer date. The Resettlement Allowance is intended to pay for, but is not limited to, the following items:

- o Carpets
- o Drapery cleaning or replacement
- o *Transportation &* Boarding of pets
- o Telephone installation
- o Babysitting fees
- o House cleaning trash removal
- o Rental Differential
- o *Utility deposits*
- o Property Tax Differential and
- o *appliance hook-up charges*
- o Other unforeseen expenses.

Employees should submit the proper form to the Personnel Department to request this Resettlement Allowance as of the first day of work in Indianapolis. ~~This reimbursement will be grossed up for tax purposes.~~

13.0 Taxes

13.1 Record Keeping of Expenses

The tax ramifications involved with relocation require very careful record keeping by both the employee and Kiwanis International. For that reason, employees must submit expense reports within a week of occurrence, with original receipts attached, to the Personnel Department. Separate reports should be submitted for:

- o house hunting trips
- o actual move to new location
- o temporary living expenses
- o home purchase closing costs; and
- o other expenses as permitted by the Group Move relocation policy.

Reports must be designated "Group Move Moving Expenses" at the top of the sheet. The number of tax exemptions should also be listed.

13.2 Tax Regulations

Relocation reimbursements will be reported as personal income however, various expenses are entirely deductible resulting in no tax liability. Employees can deduct with no limit costs of moving themselves and family and household goods from the old to the new location. Employees may also deduct up to \$3000 for house hunting trips, temporary quarters, and expenses for selling or buying. A maximum of \$1500 of the \$3000 can be deducted for house hunting and temporary quarters. All other reimbursement above limitations are taxable but will be addressed by a gross-up provision. Deductible expenses will be reimbursed by a payroll check to accommodate withholding of taxes.

13.3 Assistance with Tax Reporting

Kiwanis is required to prepare Employee Moving Expense Information Form 4782 and furnish one copy to the I.R.S. and one copy to the employee. This form lists the type of moving expenses reported on the employee's W-2. This form will be sent by January 31, 1983. The information provided will assist you in the computation of your moving expense deduction.

13.4 Gross Up Provisions

Kiwanis will gross-up, or provide extra income, on expenses considered non-deductible which cause the employee tax liability. ~~A tax adjustment will be made when the employee has completed relocation and final expense reports have been settled by the Personnel Department. A separate payroll check will be used for non-deductible expenses with sufficient gross-up to cover applicable federal income taxes.~~

14.0 Continuation of Benefits

14.1 Termination of Employee

An employee who terminates, whether voluntarily or involuntarily, during the three years following the official transfer date, will forfeit any remaining Relocation Policy benefits.

14.2 Death of Employee

Should an employee suffer death within three years following the official transfer date, Kiwanis will continue to administer the remaining Relocation Assistance Plan benefits to the spouse or dependents for the remaining period, as applicable, provided he/she continues to reside in the new residence purchased as a result of the Group Move to Indianapolis.

15.0 EMPLOYEES WHO ARE NOT RELOCATING

Situations may occur in which qualified employees will be unable to accept a geographic relocation and therefore cannot continue employment with Kiwanis. Such employees will be separated with sensitivity and recognition of their service and tenure with the Kiwanis organization.

15.1 BASIC ELIGIBILITY

All regular, full-time Kiwanis employees working at the General Office as of the effective date of the Plan who are not relocated, are eligible for separation benefits. Other employees who are not relocated are eligible for the separation benefits, except health and life insurance coverage continuation.

15.2 NOTIFICATION OF MOVE DATE

At least sixty (60) days in advance, all employees will be notified of the move date--when the employee's department will commence operations in Indianapolis.

15.3 CONSULTATION WITH PERSONNEL DEPARTMENT REGARDING NEEDS ASSESSMENT

The Personnel Department will schedule individual interviews with those employees who elect not to relocate, with the following purposes in mind:

- a. To help clarify the employee's decision;
- b. To interpret the supportive assistance options and benefits available to the employee;
- c. To provide assistance in planning for the future and in searching for employment;
- d. To provide opportunity for questions and discussion.

15.4 STATEMENT REGARDING CAUSE OF SEPARATION

All eligible employees who are unable to relocate will be considered as "recommended for rehire." The stated cause for separation in each employee's record and employment references will indicate: "Separated in good standing due to the geographic relocation of the organization's headquarters office."

15.5 WRITTEN NOTICE OF SEPARATION

All eligible employees will receive written notice of separation not later than thirty (30) days prior to the move date of his/her job to Indianapolis. Notice will include a summary of the benefits to which the employee is entitled.

16.0 SEPARATION BENEFITS

The International Board of Trustees would like to encourage all eligible employees not relocating to remain with Kiwanis until the move date.

16.1 Severance Allowance

a. Eligibility

Regular Kiwanis employees working at the General Office who have completed one month of service prior to the move date and are not relocated, but who remain with Kiwanis until the move date, shall receive a severance allowance.

b. Amount of Severance Allowance

An eligible employee shall receive an amount of severance allowance based on his/her monthly salary in accordance with the schedule below:

Period of Service

Less than 3 months
3 months to 1 year
1 year to 2 years
2 years to 3 years
3 or more years

Severance Allowance

1 week's salary
2 weeks' salary
3 weeks' salary
4 weeks' salary (1 month)
5 weeks' salary plus one additional week's salary for each full year of service in excess of 4 years to a maximum of 14 weeks (3-1/2 months)

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Note: For severance allowance purposes, one (1) week's salary shall be considered the same as 1/4 month's salary, two (2) weeks' salary the same as 1/2 month's salary, etc.)

The employee may elect to receive the allowance as a lump sum or in periodic payments over a period not to exceed six (6) months after separation.

16.2. Job Finding Assistance

- a. Placement Assistance on an individual basis will be provided, if requested, through the Personnel Department to employees seeking other employment.
- b. A Job Search Training Program will provide opportunities for clarification and evaluation of capabilities, formulation of occupational goals, writing of a resume, and training in job search skills.
- c. Time Off For Interviews - Employees seeking employment will be given reasonable time off for job interviews.
given prior notice of and approve all time taken for job interviews.

16.3. Early Retirement Counseling. Early retirement counseling for employees who might want to elect to take this option will be available, upon request, through the Personnel Department. This will assist the employee in planning retirement as carefully and wisely as he/she might plan a job search.

16.4. Vacation Benefits. Employees will be paid for unused vacation at the time of separation.

16.5. Health and Life Insurance Coverage Continuation. Employees eligible for Severance Allowance may elect to continue participation in the Kiwanis Group Health/Life Insurance Plans for a maximum of six (6) months, or until he/she secures other coverage, whichever occurs first. The premiums will be paid on the same basis as presently paid.

16.6. Pension Benefits For employees with 10 years or more of service and age 60 or more as of the move date, Kiwanis will supplement the vested pension benefits so that the total of the vested and supplemental monthly payments at age 65 approximately equal the monthly payments the employee would have received had he/she remained in Kiwanis employment to age 65.

16.7. Other Supportive Services

- a. Employee Benefits Counseling will be provided by the Personnel Department to interpret the benefits for which a separating employee is entitled.
- b. Retirement Fund Counseling will be arranged through the Personnel Department to interpret retirement benefit options available to both retiring and non-retiring employees.
- c. Individual Counseling with trained professionals will be made available on a confidential case-by-case basis by the Personnel Department for those employees who feel a need to have additional supportive counseling.

16.8. Unemployment Insurance Coverage

Eligible employees terminated as a result of relocation of the General Office will be entitled to ^{REGULAR}unemployment insurance benefits.

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

May 1 - 4, 1981

Date of Committee Meeting: May 3, 1981

Place of Committee Meeting: General Office

Present: Members - Allen M. Duffield, Jean Ed. Friedrich
Chairman - Harris G. Hunter
Staff - William H. Jepson, Dennis C. Shafer

March 31, 1981 Financial Statement

The Committee reviewed the Supplies Department Financial Statement for March 31, 1981. It was noted that sales are down from the budget estimate for the first six months by \$62,097, but it was also pointed out that compared to last year's actual sales, the deficit is only \$15,361. It was felt that the major reason for the slower sales is the weakening economy, with the impact of cash only sales policy a secondary factor. The Committee also noted that net income over expenses is \$220,295 through March 31, 1981, and that this is \$37,427 in excess of the budget estimate. This figure is also \$6,677 ahead of 1980 for the first six months. The higher profits were generated by a high degree of cost consciousness in the operation of the Supplies Department plus more judicious purchasing of goods. It was noted that the percentage of gross profit for the year-to-date 1981 is 52.1% as compared with 48.0% for 1980.

Review of Sales by Category

The Committee reviewed the April 1981 monthly supplies sales recap. The following statistics were noted: In the category of sales by organizations, 91.3% were Kiwanis sales, 7.0% were Key Club, and 1.7% were Circle K. In the category of geographical location, 90.3% of the sales were in the United States. 6.4% in Canada and 3.3% elsewhere. In the category of sales by order type, cash orders (includes bank transfers) accounts for 81.8% of the total sales, and credit cards 12.7%. Within the credit card sales, Visa sales were 41.1% of the total, MasterCard 34.1% and American Express 24.3%. The average sale was \$60.76 with the cash sales averaging \$62.44, and the credit card sales averaging \$57.64. All figures are based on the totals for the past four months.

Discussion of Pricing of "MEN WHO WEAR THE K - The Story of Kiwanis"

The Committee discussed at some length the cost and pricing for this publication authored by Associate Secretary Emeritus Larry Hapgood. It was noted that the initial printing will be 9,500 soft bound and 500 hard bound copies and that the publication Department is reasonably certain delivery will be in time for the International Convention in New Orleans. It was decided that, based on the

costs submitted by the Publications Department, the fee paid to the author; the estimated promotion costs; as well as the shipping costs - the pricing will be as follows: At the convention the charge will be \$6.00 for the soft bound version and \$10.00 for the hard bound. The catalog price (which includes shipping and handling) will be \$7.50 for the soft bound and \$11.95 for the hard bound.

It was discussed that Larry will autograph copies to be sold at convention and that he will be available at certain hours for additional personalization. The hard bound version will be advertised as a limited edition item. The Committee also decided that due to the current budgetary problems, no complimentary copies of this publication will be issued. All pricing noted above is based on this policy.

Review of Current Promotions

The Committee reviewed all sales promotions used by the Supplies Department since the last Board meeting. It was noted that a number of district bulletin ads have appeared during this time and that full page 4-color advertisements have been placed in the February, March, and April editions of the Kiwanis magazine. All magazine advertisements are also used as flyers sent in the monthly mailings to all club secretaries and presidents. It was also noted that supplies advertisements have appeared in the Bulletin for Kiwanis Officers.

Review of Proposed 1981-82 Budget

The proposed budget for the Supplies Department for the fiscal year 1981-82 was discussed. Each line item was reviewed by the Committee and the reasoning and justification for each change was discussed and approved. The Committee felt that no changes to the proposed budget need be made at this time.

Discussion of Reduced Prices on Membership Growth Items as directed by the Committee on Membership Growth

The Committee noted the directive of the Membership Growth Committee that in addition to the two items already reduced in price to a break-even basis, four additional membership growth items sold through the Supplies Department are to be similarly priced. The Committee noted that this is in process but that the Board should be aware of the fiscal impact of this decision. It is estimated that based on current sales of these items, the annual profit which will be lost by reducing the sales price to break even will be \$8,400.

Review of the Supplies Department Portion of the Conference for
District Secretaries

The Committee reviewed this portion of the report of this conference, held March 30 - April 1, 1981, that pertains to the Supplies Department. It was noted that the Secretaries passed a motion that districts be authorized an open billing program and District Secretaries be allowed to order on a charge basis from the supplies operation. The Committee noted that the Board is on record that no exceptions were to be made to the cash/credit card only policy and unanimously opposed the District Secretaries' request.

Review of Program Development Request for Supplies Department Funding
of a New Audio-Visual Production

The Committee reviewed the request of the Program Development Department for this funding of the reproduction cost of the audio-visual "The Weekly Club Meeting" to be sold as a supplies item.

Recommendation #1:

The Committee recommends that the Supplies Department pay for the reproduction costs of "The Weekly Club Meeting" audio-visual production up to \$2,500.00.

I move that recommendation 1 be adopted.

(Adopted)

Respectfully submitted,

ALLEN M. DUFFIELD
JEAN ED. FRIEDRICH
HARRIS G. HUNTER, Chairman

REPORT OF THE TREASURER

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

MAY 4, 1981

The Statement of Financial Position at March 31, 1981, (attached as Exhibit A), indicates that we have Current Assets of \$5,439,547. Fixed Assets are \$402,453, less Accumulated Depreciation of \$145,572, for a total Net Fixed Assets of \$256,881. These Assets, both Fixed and Current, total \$5,696,428. Against these Assets we have Liabilities, all current in nature, totaling \$878,612, leaving this organization an Unrestricted Funds position of \$4,817,816.

We have, in addition, Board committed Reserves of \$609,341, for a total Net Worth in all funds of \$5,427,157. This compares to a total Net Worth of \$2,385,370, at March 31, 1980.

Our investments from our total Net Worth in STAM and other accounts of \$2,360,000 (attached as Exhibit B), and a checking account bank balance of \$139,522, provide a total cash position of \$2,499,522.

Respectfully submitted,

JOHN T. ROBERTS
Treasurer

JTR/mb

KIWANIS INTERNATIONAL
STATEMENT OF FINANCIAL POSITIONS

Exhibit A

MARCH 1981

UNRESTRICTED FUNDS:	---	---
CURRENT ASSETS:	---	---
CASH (U.S.):	139,522	34,977
CASH (NON-U.S.):		
BANK OF MONTREAL, CANADA	--N/A-- 15,269	47,813
TORONTO-DOMINION BANK, CANADA	--N/A-- 47,736	297
BANCO SHAW, ARGENTINA	--N/A-- 2,153	2,163
RIZAL COMM. BANKING CORP, PHILLIPINES	--N/A-- 33,693	13,513
BANCO DE LA COSTA	--N/A-- 8,283	4,736
BANK OF AMERICA-INDIA	--N/A-- 263	0
SHORT TERM INVESTMENTS	2,195,358	117,180
ACCOUNTS RECEIVABLE (U.S.):	2,264,190	295,815
ACCOUNTS RECEIVABLE (NON-U.S.):		
BANK ACCOUNT - JAMAICAN FUNDS	--N/A-- 42,248	31,674
BANK ACCOUNT - KOREAN FUNDS	--N/A-- 6,167	2,489
BANK ACCOUNT - K. I. E.	--N/A-- 32,158	10,665
DOUBTFUL ACCOUNTS	35,000-	37,000-
INVENTORIES	497,064	366,092
ACCRUED INTEREST	20,233	2,381
PREPAID EXPENSES	17,793	40,266
PREPAID LIABILITY INSURANCE	0	0
DEPOSITS	89,946	81,701
ADVANCES	62,471	20,240
TOTAL CURRENT ASSETS	5,439,547	1,035,002
CURRENT LIABILITIES:		
ACCOUNTS PAYABLE	317,414	134,459
ACCRUALS	100,622	130,242
AMOUNT DUE TO/(FROM) RESERVE	436,361	52,331
DEFERRED INCOME	24,215	117,646
TOTAL CURRENT LIABILITIES	878,612	434,678
WORKING CAPITAL:	4,560,935	600,324
FIXED ASSETS:		
LAND, BUILDING, FURNITURE, EQUIP.	402,453	1,566,711
LESS: ACCUMULATED DEPRECIATION	145,572	450,491
TOTAL FIXED ASSETS	256,881	1,116,220
OTHER ASSETS:		
DEFERRED COMPENSATION	68,347	58,500
OTHER LIABILITIES:		
DEFERRED COMPENSATION	68,347	58,500
TOTAL UNRESTRICTED FUNDS	4,817,816	1,716,544
RESERVE FUNDS:		
FUNDED	438,149	387,076
BUILDING EXPANSION	171,192	281,750
TOTAL RESERVE FUNDS	609,341	668,826

TOTAL ALL FUNDS (NET ASSETS)

5,427,157

2,385,370

STAM AND OTHER ACCOUNTSAS OF MARCH 31, 1981

<u>Type</u>	<u>Issue</u>	<u>Rate</u>	<u>Principal</u>
C/D	Crocker National Bank	15.65	\$1,000,000
C/D	Northern Trust Company	15.75	1,000,000
C/D	Seattle First National Bank	15.62	194,000
COMM.	Sears, Roebuck and Company	14.07	55,000
COMM.	Sperry Financial Corporation	14.07	62,000
COMM.	C.I.N.B. Time Deposit	14.07	<u>49,000</u>
			\$2,360,000

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

MAY 1-4, 1981

Date of Committee Meeting: May 1 and 2, 1981

Place of Committee Meeting: General Office

Present: Members: C. E. Thurston, Jr., Frank J. Di Noto
Chairman: John T. Roberts
Staff: R. P. Merridew, William H. Jepson, William P. Berry
and Larry Smolecki

Accounts Receivable Management and Review of Aged Accounts

Thirty-five clubs with outstanding financial obligations to Kiwanis International totaling \$5,471.04 were to be considered for revocation at this meeting of the International Board of Trustees. (See Exhibit A) Since revocation was not recommended by the appropriate Board Committee, recommendation for write-off was postponed.

The Committee reviewed and discussed the Aged Accounts receivable summary. (See Exhibit B).

Review of Status of Banks Outside the United States

The Committee reviewed status of banks outside of the United States (See Exhibit C). The Committee was satisfied with the progress achieved by staff and encouraged staff to continue effective control for all bank accounts on a cost-effective basis.

Review of Costs vs. Income in the processing of new members

Action was deferred to a future meeting.

Review of March 1981 Financial Statements

The Committee reviewed and discussed the March 31, 1981 Kiwanis International financial statements prepared by the Finance Department. After review, the financial statements were accepted as information. The Committee discussed the application of the proceeds of the sale of the

Kiwanis International Building located in Chicago, Illinois, funds received from other sources for the building and/or the relocating to Indianapolis, and interest earned on the Building Fund Reserve investments. Also discussed were expenditures from the Building Fund Reserve.

Recommendation #1:

The Committee recommends:

- A. That the Building Expansion Fund Reserve be renamed to the Building Fund Reserve account.
- B. That the net proceeds from the sale of the General Office be added to the Building Fund Reserve.
- C. That the Building Fund Reserve be fully funded.
- D. That interest earned on its investments and any funds received for the new General Office and/or its relocation be added to the Building Fund Reserve.
- E. That capital and expense budgets be prepared and that appropriate accounts be established for the income and expenses to the Building Fund Reserve account. Preliminary budgets will be presented at the next Board Meeting.
- F. That only the capital expenditures and relocation costs or expenses for the new General Office be paid from the Building Fund Reserve account.

I move that recommendation 1 be adopted.

(Adopted)

Status of Study of Possible Cost Savings in the 1980-81 Budget

The Committee reviewed and discussed the possible cost savings in the 1980-81 Budget presented at the February 1981 Board meeting. Staff reported that some cost savings are in effect and others are uncertain at this time. Staff will continue to pursue implementation of the uncertain cost savings.

Wolf and Company Comparison of Financial Statements for the Last Three Years

The Committee received and reviewed the Wolf and Company comparison of financial statements for the last three years as directed by the February 1981 Report of Board Committee on Finance. The Committee evaluated the report and found it unacceptable. The Committee is considering the possibility of an additional in-depth report.

Status of Recommendations in the Wolf and Company Management Letter

The Committee discussed and reviewed the status of the recommendations in the Wolf and Company management letter. (See Exhibit D). The Committee concurs with the report. The Committee directs staff to implement the following:

- A. Appoint a non-Finance Department person to compare the daily lists of checks received in the mail room to the bank deposit slips. (Done)
- B. Prenumber credit memos.
- C. Obtain from the Supplies Department a copy of every sales invoice for the Finance Department to maintain a numerical file.

Review of Arthur Young Report on Systems and Procedures

The Committee received and reviewed the Arthur Young Report on Systems and Procedures. The Committee feels that the report is significant and the Committee agrees with the report.

The Committee instructs the staff:

- A. To mail all checks from the Finance Department.
- B. To discourage the use of the prepaid expense account except for publication.
- C. To explore the pros and cons of Kiwanis International having multiple banks.

Review of Prior Recommendations regarding the type of currency payment to Kiwanis International

The Committee reviewed and discussed the prior recommendation regarding the type of currency to be used in payments to Kiwanis International.

Recommendation #2:

The Committee recommends that the Constitution of Kiwanis International be amended so as to define the word "dollar(s)" to mean United States dollar(s) or the equivalent thereof and that it become effective October 1, 1982, and that the Board Committee on Laws and Policies be requested to draft the appropriate amendment for presentation at the New Orleans Convention.

I move that recommendation 2 be adopted.

(Adopted)

Review of Proposed 1981-82 Budget

The Committee reviewed and discussed the proposed 1981-82 Budget. The Committee rejects the budget as unacceptable and directs department heads to resubmit recommendations for a balanced budget to appropriate Board Committees and to the Finance Committee before June 1, 1981. Drastic cuts will have to be made to previously approved programs to balance the budget.

Review of Proposed Personnel Policy and Office Procedures

Action was deferred to a future meeting.

Secretary's Contingent Fund Report

The Committee received, reviewed and accepted the Secretary's Contingent Fund report.

Change in Bank Signatories

The Committee reviewed and discussed the changes in bank signatures.

Recommendation #3:

The Committee recommends that the title of Executive Director be deleted as an authorized signature for all accounts.

I move that recommendation 3 be adopted and referred to the Board Committee on Laws and Policies for implementation.

(Adopted)

Report on Short-term and Long-term Pension Funding

Action was deferred to a future meeting.

Life Membership Fee now at \$150 be increased to \$200

The Committee discussed increasing the Life Membership Fee from \$150 to \$200, which would be in line with the proposed dues increase.

Recommendation #4:

The Committee recommends that the Kiwanis Bylaws be amended to increase the Life Membership Fee from \$150 to \$200, effective October 1, 1981.

I move that recommendation 4 be adopted and forwarded to the Laws and Policies Committee for proper amendment of the Kiwanis International Bylaws for presentation at the New Orleans 1981 Convention.

(Adopted)

Alternate Financing

Action was deferred to a future meeting.

Eastern Canada and Caribbean Subsidy

The Committee has been made aware that the Eastern Canada and Caribbean District subsidy was discontinued after the 1979-80 administrative year, following Board action in Anaheim, and that the \$7,500 initially budgeted for this purpose in 1980-81 was deleted from the budget by Board action in September 1980. Further, the Committee understands that the President and many Board members are under the impression that this subsidy has been restored. Board action, however, is needed if this is to be accomplished.

Recommendation #5:

The Committee recommends that the subsidy in the amount of up to \$7,500 for the Eastern Canada and Caribbean District be re-instituted for the administrative year 1980-81, and that the Budget be amended accordingly.

I move that recommendation 5 be adopted.

(Adopted)

Respectfully submitted,

FRANK J. DI NOTO
E. B. "Mac" McKITRICK
C. E. "Pete" THURSTON, Jr.
JOHN T. ROBERTS, Chairman

WRITE-OFF OF ACCOUNTS RECEIVABLEMAY 2, 1981

The charters of the following clubs will be considered for revocation at this meeting of the International Board of Trustees:

<u>CLUB</u>	<u>A/R BALANCE</u>
City of the Angeles, L.A., CA	\$ 106.50
Miracle Mile, San Jose, CA	139.70
Patapsco Valley, Maryland	52.15
North Greenville-Travelers Rest, SC	208.60
Haralson County-Breman, GA	254.60
North 85 Norcross, GA	163.90
Science Hill, Kentucky	96.85
Livingston, Louisiana	208.60
Noxubee County, Macon, MS	186.76
Bradley Field, Windsor Locks, CT	54.80
Enfield, Connecticut	74.50
Capital, Olympia, Washington	52.15
The Highlands, North Vancouver, BC	13.20
Aspen-Pitkin County, CO	216.05
Glenrock, Wyoming	156.45
Westminster, Colorado	105.67
Belton, Texas	116.27
Brownsville-Sunsetters, TX	89.40
Marshall-All American City, TX	225.45
Odessa, Texas	81.95
Pasadena-Good Morning, TX	111.75
Perry, Oklahoma	81.05
Richmond-Rosenberg Area, TX	486.45
Rockdale, Texas	134.10
Snyder-Sunrisers, TX	59.60
Wewoka, Oklahoma	73.70
Ipoh, Malaysia	783.95
Malacca, Malaysia	531.00
Chatopa, Kansas	37.25
Valley Center, Kansas	6.00
Sincoe, Ontario, Canada	101.50
Upper St. James, Jamaica	250.74
Broad Ripple, Indianapolis	6.00
Greencastle, Early Edition	30.00
Speedway, Indiana	174.40
	<u>\$5,471.04</u>

AGED ACCOUNTS RECEIVABLE SUMMARY

KIWANIS DISTRICT		61-90 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE DUE
ANDEAN	41	\$ 40.00	\$ 100.00	\$ 8,662.95	\$ 8,802.95
AUSTRALIA	5	18.50	0.00	243.50	262.00
NEW ZEALAND	16	0.00	12.00	2,198.11	2,210.11
PHILIPPINE LUZON	60	5.00	93.00	5,532.75	5,651.75
AUSTRIA-GERMANY	2	40.50	0.00	100.00	140.50
BUELUX-FRANCE-MONACO	8	0.00	4.28	746.00	750.28
ICELAND	2	0.00	0.00	732.87	732.87
PHILIPPINE SOUTH	61	62.00	77.43	5,748.00	5,887.43
JAPAN	4	0.00	0.00	684.00	684.00
CHINA	28	0.00	0.00	8,935.32	8,935.32
ITALY-MALTA	1	0.00	0.00	149.00	149.00
INTERNATIONAL EXTENSION	14	0.00	0.00	3,451.85	3,451.85
K-I EUROPE	1	0.00	0.00	52.65	52.65
UNITED STATES & CANADA	546	800.36	1,695.79	41,306.31	\$43,802.46
TOTALS	<u>789</u>	<u>\$966.36</u>	<u>\$1,982.50</u>	<u>\$78,554.31</u>	<u>\$81,503.17</u>

AGED ACCOUNTS RECEIVABLE SUMMARY

U.S. CLUBS	DISTRICT	61-91 DAYS	91-120 DAYS	OVER 120 DAYS	BALANCE
16	ALABAMA	\$ 6.40	\$ 45.25	\$ 549.85	\$ 601.50
37	CAL-NEV-HA	17.15	106.21	1,537.04	1,660.40
17	CAPTIAL	11.26	2.26	729.00	742.52
12	CAROLINAS	15.04	6.11	390.72	411.87
19	FLORIDA	74.02	10.36	5.55	89.93
19	GEORGIA	19.80	17.74	2,600.09	2,637.63
27	ILL-EAST. IOWA	51.30	1,240.57	2,899.55	4,191.42
9	INDIANA	11.42	32.80	676.10	720.32
2	KANSAS	64.50	0.00	27.00	91.50
26	KENTUCKY-TENNESSEE	5.50	7.26	2,893.90	2,906.66
11	LA-MISS-W. TENN	3.20	3.40	495.65	502.25
20	MICHIGAN	77.79	18.54	359.45	455.78
11	MINNESOTA	13.33	4.90	283.49	301.72
15	MISSOURI-ARKANSAS	66.08	3.67	1,106.60	1,176.35
5	MONTANA	11.53	0.00	445.80	457.33
18	NEBRASKA-IOWA	2.48	27.21	374.00	403.69
16	NEW ENGLAND	8.81	8.47	891.29	908.57
17	NEW JERSEY	29.15	16.55	1,101.20	1,146.90
41	NEW YORK	18.05	14.61	4,523.91	4,556.57
12	OHIO	11.28	6.64	163.49	181.41
60	EAST CANADA & CARIB.	30.13	66.10	10,150.81	10,247.04
30	PACIFIC NORTHWEST	94.85	39.37	1,955.45	2,089.67
13	PENNSYLVANIA	1.20	4.29	1,148.80	1,154.29
9	ROCKY MOUNTAIN	11.13	2.22	208.60	221.95

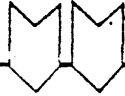
14	SOUTHWEST	24.09	1.95	941.16	967.20
39	TEXAS-OKALAHOMA	101.72	4.94	3,292.63	3,399.29
9	UTAH-IDAHO	5.00	0.00	438.28	443.28
6	WESTERN CANADA	0.00	0.00	731.75	731.75
4	WEST VIRGINIA	1.29	0.00	155.20	156.49
15	WISCONSIN-UPPER MICH.	<u>12.86</u>	<u>4.37</u>	<u>229.95</u>	<u>247.18</u>
<u>546</u>		<u>\$800.36</u>	<u>\$1,695.79</u>	<u>\$41,306.31</u>	<u>\$43,802.46</u>

The following report presents the review of the status of banks outside the United States.

Non-U.S. Bank Accounts	Fiscal Agent	On Books	Signatory Power	Current Business (a)	On Books U.S. \$
Banco Calpatria de la Costa Columbia	None	Yes	Yes	No	Yes
Banco Shaw Argentina	None	Yes	Yes	No	Yes
Bank of Montreal Canada	N/A	Yes	Yes	Yes	Yes
Credit Suisse Bank Switzerland	N/A	Yes	No	No	Yes
Rizal Bank Philippines	Yes	Yes	Yes	Yes	Yes
Toronto Dominion Bank Canada	N/A	Yes	Yes	Yes	$\frac{1}{2}$
Jamaican Funds Jamaica	Yes	Yes	No	No	Yes
Korean Funds Korea	Yes	Yes	No	No	Yes
Bank of America - India India	Yes	Yes	$\frac{1}{2}$	Yes	Yes

(a) The most recent business was September 1980.

Wolf



WOLF AND COMPANY OF ELMHURST
Certified Public Accountants
180 West Park Avenue
Elmhurst, IL 60126
(312) 530-3700

April 27, 1981

Mr. Reginald Merridew
Kiwanis International
101 East Erie Street
Chicago, Illinois 60611

Dear Mr. Merridew:

Based on inquiries made to you and Messrs. Berry and Jepson, we find the status of our recommendations disclosed in our management letter, dated December 5, 1981, to be as follows. Reference to the management letter should be made in reading the following comments.

General

1. The preparation of an accounting and overall organization manual has been deferred pending the completion of the systems consulting by Arthur Young and Co.
2. This recommendation has been implemented through organizing a building committee. The committee is currently responsible for developing the budget on the construction of the new Kiwanis facility. The building committee is intended to become a permanent committee and to be involved in long-range capital expenditure planning.
3. The vacation policy was communicated at a staff meeting, followed by a written memorandum from Mr. Jepson.

Data Processing

Implementation of recommendations is being deferred pending completion of the work by Arthur Young and Co. It was pointed out, however, that progress is being made with applications documentation. Cross training of data processing personnel was accomplished with two individuals, but because of the move to Indianapolis they will probably terminate their employment.

Cash

1. Substantially all foreign bank accounts are now recorded in the general ledger. Fiscal agents are also rendering reports of foreign bank account activity.

Recognition of Canadian cash account conversion gains and losses on a current basis is scheduled for implementation with the April financial statement.

2. The recommendation has been fully implemented. Advances and check cashing is no longer permitted with petty cash funds.
3. Cafeteria fund money is now deposited on a timely basis. A daily cash report is also prepared for the accounting department.

Cash Receipts

1. Procedures identified in our letter to control cash receipts have been implemented for the most part. The procedure to compare the daily list of checks received in the mail room to the bank deposit slips has not been put into effect.

Inquiries indicate that the new cash receipts procedures are not working smoothly because of problems encountered with foreign currency and receipts covering various unidentified charges for Kiwanis and affiliated organizations.

We suggest that if the difficulties encountered are not rectified as experience is attained, a study be made for designing acceptable alternative controls.

2. This recommendation was fully implemented with the adoption of the carryover balance system of accounts receivable. Because numerous small account balances result from the carryover balance system, we suggest that the accounts be reviewed on a regular basis and all nonrecoverable small balances be written off.

April 27, 1981

Cash Disbursement

1. "Paid" stamp is now used on all paid invoices.
2. Access to vouchers and supporting documents is now restricted to one individual.
3. Manual checks can only be issued with the approval of Mr. Merridew or Mr. Jepson. This policy has drastically reduced the number of manual checks written.

Sales and Accounts Receivable

1. The issuance of credit memos is now restricted to one individual. Credit memos still need to be prenumbered.
2. This deficiency has been corrected with the change in maintaining accounts receivable from the open items to balance forward methods.

The numerical file of sales invoices has not yet been set up.

Purchasing

The adoption of a centralized purchasing system is currently under study.

Affiliated Organizations

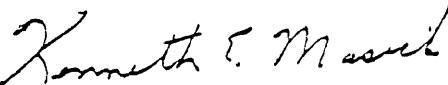
The recommendations have been put into effect for the Foundation. The accounting department is currently working on implementing the recommendation for Circle K and the Key Club.

The above comments were developed from inquiries made to you and Messrs. Berry and Jepson and not the result of any special study.

The comments contained in the letter are intended for the use of management and should not be used for any other purpose.

Sincerely,

WOLF AND COMPANY


Kenneth E. Masick
Partner

KEM:jam

cc: Mr. William Berry
Mr. William Jepson

WOLF AND COMPANY OF ELMHURST
Certified Public Accountants