

I N D E X

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

September 28-October 1, and October 4, 1977

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SUMMARY OF MINUTES

MEETING OF KIWANIS INTERNATIONAL SUBSIDIARY INCORPORATED

October 1, 1977

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SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

A meeting of the International Board of Trustees was held at the General Office in Chicago on September 28-October 1, and at the Continental Plaza Hotel, Chicago, Illinois, on October 4, 1977. Those present: Maurice Gladman, President; Hilmar L. Solberg, President-elect; Stanley E. Schneider, Immediate Past President; Jack P. Delf and Merald T. Enstad, Vice-Presidents; Mark A. Smith, Jr., Treasurer; Paul Chandler, Allen M. Duffield, Warren H. Edwards, Dwight F. Gallivan, Egon Kuzmany, Raymond W. Lansford, E.B. "Mac" McKitrick, Carl F. Miller, Drew M. Petersen, M.D., John T. Roberts, C. E. "Pete" Thurston, Jr., Douglas Wasson, Trustees. Also present: R. P. Merridew, Secretary; L. A. Hapgood, Associate Secretary.

1. Message of the President

Message of the President is attached as Exhibit #1.

2. Message of the President-elect

Message of the President-elect is attached as Exhibit #2.

3. Report of the Secretaries

Report of the Secretaries is attached as Exhibit #3.

Recommendation 1. That the Board approve the appointment of Robert G. Kavanagh as Comptroller, retroactive to August 15, 1977.

Voted, that this recommendation be adopted.

Report accepted.

4. Approval of Minutes of Board Meeting and Action of Executive Committee

Voted, that the Minutes of the Board Meetings held in Dallas, Texas, June 23-24 and June 30, 1977 be approved.

Voted, that the action of the Executive Committee on mail ballot re Comprehensive Public Liability Insurance Program be approved.

5. 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
Organization of new clubs
Change of name of Kiwanis clubs
Club incorporations completed
Circle K clubs completed
Key Clubs completed
Incorporation of Kiwanis Club Foundations
District Bylaw Amendments

6. Delegation of Authority to Executive Committee

Voted, that the following resolution be adopted:

RESOLVED, that in any interim between meetings of the Board of Trustees, the administrative authorities of this Board shall be and hereby are delegated to the Executive Committee, and the action of said Committee under such delegation shall have the force and effect of action by the Board of Trustees.

7. Election of Trustees of Pension Trust Plan

Voted, that the following resolutions be adopted and that the Secretary be authorized to file either one of them with the proper certificate of encumbrancy being attached to the second resolution:

1. That the Trustees of the Pension Trust Plan be Maurice Gladman, President of Kiwanis International; Mark A. Smith, Jr., Treasurer of Kiwanis International; and R. P. Merridew, Secretary of Kiwanis International.
2. That the Trustees of the Pension Trust Plan be the President of Kiwanis International, the Treasurer of Kiwanis International, and the Secretary of Kiwanis International.

8. Reports of Board Committees

Administration and Structure

Chairman Mark A. Smith, Jr. presented the report of the Committee. This is attached as Exhibit #4.

Recommendation 1. That the current period for district conventions from August 1 to September 15 be continued and that districts be encouraged to hold a mid-year conference for the purpose of appraisal and promotion.

Voted, that this recommendation be adopted.

It was suggested that some thought be given to the possibility of making exceptions under extenuating circumstances.

Recommendation 2. a. That the name of the District Achievement Award Program be changed to "District Award for Administrative Excellence."

b. That the criteria for the District Award for Administrative Excellence be the same as the criteria under the 1976-77 District Achievement Plan.

c. A fifth grouping of districts according to number of clubs be added and identified as the White Group, with the complete new grouping of districts to be as follows:

Gold Group	-	276 clubs or more
Silver Group	-	201 clubs to 275 clubs
Orange Group	-	160 clubs to 200 clubs
Blue Group	-	100 clubs to 159 clubs
White Group	-	99 clubs or fewer

Voted, that this recommendation be adopted.

Recommendation 3. That the order of business at the house of delegate session on Wednesday morning at the Miami Beach convention be as follows:

- a. Report of the Committee on Credentials
- b. Report of the Conference on Nominations (reporting only on the nominations for offices above the level of Trustee)
- c. Election for offices above the level of Trustee
- d. Report of Committee on Laws and Policies
- e. Report of results of election
- f. Second report of Conference on Nominations (reporting on the office of Trustee)
- g. Election of Trustees
- h. Adjournment.

Voted, that this recommendation be adopted.

Recommendation 4. That the 1977-78 Chairman of the International Committee on Administration be invited to attend the 1978-79 Planning Conference in January as a participant in the discussions of the Administrative group.

Voted, that this recommendation be adopted.

Report accepted.

Circle K

Chairman C. E. Thurston, Jr. presented the report of the Committee. This is attached as Exhibit #5.

Recommendation 1. That the proposal to amend Part I, Section E of the Circle K Board Policy Code by adding paragraph 12 not be adopted.

Voted, that this recommendation be adopted.

Recommendation 2. That the October meeting of the Circle K International Board be recognized by: (a) amending page C-26, B1-C of Kiwanis International Board Policy to read: The Board of Officers shall meet twice annually: once in the fall/winter and again in the spring/summer, to conduct the business of the organization, to develop programs of implementation, to serve as a committee on conventions and laws and regulations, and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention and at the Leadership Training Conference. (b) to amend Article V, Section 6 of the Circle K Constitution and Bylaws to read: The Board of Officers shall meet twice annually: once in the fall/winter and again in the spring/summer, to conduct programs of implementation, to serve as a committee on conventions and laws and regulations, and to assess the health of clubs and districts. The Board of Officers may meet during the International Convention and at the Leadership Training Conference. (c) to amend the current reading of Part I, Section F, paragraph 1 of the Board of Officers Policy Code to read: the Board of Officers shall meet twice annually: once in the fall/winter and again in the spring/summer to conduct the business of the organization, to develop programs for implementation, to serve as a committee on conventions and laws and regulations, and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention and at the Leadership Training Conference. Written notice of the time and place of such meetings

shall be mailed to each member of the Board of Officers by the International Administrator not less than thirty (30) days prior to said meeting.

Voted, that this recommendation be adopted.

Referred to the Laws and Policies Committee.

Recommendation 3. (a) That the request of the Circle K International Board to amend Part I, Section G, paragraph 5 of the Circle K International Board Policy Code and (b) that the request to strike Part I, Section H of the Circle K International Board Policy Code be adopted, and (c) that Article V, Section 8: "Standing Committees shall exist to assist the Board of Officers in providing necessary administrative tools to assist local clubs and districts. The standing committees shall be: a) K-Family Programs, b) Major Emphasis Programs, c) Membership Growth and Education, d) Publications and Literature, and e) Public Relations," be stricken from the Circle K International Constitution and Bylaws.

Voted, that this recommendation be adopted.

Recommendation 4. That the proposal to amend Part II, Section A, paragraph 3 of the Circle K International Board Policy Code not be adopted and that the current reading of said Part II, Section A, paragraph 3, be amended by deleting the last two sentences.

Voted, that this recommendation be adopted.

Recommendation 5. That Part II, Section C, paragraph 7 of the Circle K International Board Policy Code not be adopted.

Voted, that this recommendation be adopted.

Recommendation 6. That Article VI, Section 2 of the Circle K International Constitution and Bylaws be amended to read (new wording underlined):

Section 2. An annual Sponsorship Fee in the amount of one hundred and twenty dollars (\$120.00) is to be paid to Circle K International. In case of multiple sponsorship, the Sponsorship Fee will be divided equally among those Kiwanis clubs. This fee is due October first of each year and considered delinquent sixty (60) days thereafter. For clubs chartered or reactivated after February 1, the annual Sponsorship Fee will be Sixty dollars (\$60.00). Clubs chartered or reactivated after May 1 will not have to pay a Sponsorship Fee until October 1 of the following administrative year. A full and completed list of membership of the Circle K Club shall be submitted with the "Joint Statement of Responsibilities" and the "annual Sponsorship Fee." When there is an excess of twenty members, it is vital that all names be submitted, not just the first twenty, in order that all members will receive publications and that all members may be properly certified delegates for Convention attendance.

Voted, that this recommendation be tabled, and retained by the Committee for further study.

Recommendation 7. That Part II, Section B, paragraph 4 of the Circle K International Policy Code not be adopted.

Voted, that this recommendation be adopted.

Recommendation 8. That Part IV, Section A, paragraph 2 of the Circle K Board Policy Code not be adopted.

Voted, that this recommendation be adopted.

Recommendation 9. That the amendment to Part I, Section I, paragraph 2 of the Circle K International Policy Code not be adopted.

Voted, that this recommendation be adopted.

Recommendation 10. That Part I, Section F, paragraph 3 of the Circle K International Board Policy Code not be adopted.

Voted, that this recommendation be adopted.

Recommendation 11. That the proposals to the Circle K International Board Policy Code listed as Exhibit A with the exception of those noted above be adopted. In those proposals using the language "winter" Board Meeting, the Committee recommends that the term "fall/winter" be retained in the Circle K International Constitution and the Kiwanis International Board Policies.

Voted, that this recommendation be adopted.

Recommendation 12. That Article V, Section 9, paragraph b and Article V, Section 9, paragraph c of the Constitutional resolutions of the 1977 Circle K International House of Delegates be referred back to the Circle K International Board for further clarification.

Voted, that this recommendation be adopted.

Recommendation 13. That the action of the Convention's House of Delegates on Article IV, Section 3, paragraph a and Article IV, Section 8, paragraph c of the Constitutional Resolutions be referred back to the Circle K International Board for a more clear understanding of the resolution's intent.

Voted, that this recommendation be adopted.

Recommendation 14. That Article V, Section 1 of the Circle K International House of Delegates Constitutional Resolution not be adopted.

Voted, that this recommendation be adopted.

Recommendation 15. That the Constitutional Resolution re Article III, Section 5, paragraph c - Local Club Structure, not be adopted.

Voted, that this recommendation be adopted.

Recommendation 16. That the proposal to amend Article III, Section 2 of the Circle K International Constitution and Bylaws not be adopted.

Voted, that this recommendation be adopted.

Recommendation 17. That the Constitutional resolutions to the Circle K International Constitution and Bylaws be recommended as shown in Exhibit B of this report, with the exception of those noted above.

Voted, that this recommendation be adopted.

Recommendation 18. That the Circle K International Board's revocation of Circle K charters be approved.

Voted, that this recommendation be adopted.

The Committee was asked to study the matter of the sponsorship fee and the relationship of the club thereto.

Report accepted.

Convention

Report of the Committee is attached as Exhibit #6. It was presented by Chairman John T. Roberts.

Recommendation 1. That the Monday Night Super Star program be a part of the Miami Beach Convention program.

Voted, that this recommendation be adopted.

Recommendation 2. That the 1983 Kiwanis International Convention be held in Europe, with the site yet to be determined.

Voted, that this recommendation be adopted.

Report accepted.

Key Clubs

Chairman Hilmar L. Solberg presented the report of the committee. This is attached as Exhibit #7.

Recommendation 1. That the action taken by the Key Club International Board to revoke the charters as listed in Exhibit B of the report be approved.

Voted, that this recommendation be adopted.

Recommendation 2. That the action taken by the House of Delegates of the 34th Annual Key Club International Convention to amend the Constitution and Bylaws in Exhibit C of the report be approved.

Voted, that this recommendation be adopted.

Recommendation 3. That the 1978-79 Chairman of the Board Committee on Key Clubs be in attendance at the 1978 Freedom Leadership Seminar if at all possible.

Voted, that this recommendation be adopted.

Recommendation 4. The Committee, in concurrence with the Circle K Committee, recommends that Kiwanis Board Policy, Page C30, second paragraph, be revised to read:

"In the case of the Territory of Guam and the Commonwealth of Puerto Rico and other such United States or Canadian Territories or all other areas directly attached to the present districts located in the United States or Canada, the sponsoring of chartered Key Clubs and/or Circle K Clubs by Kiwanis clubs in these areas will be permitted. The clubs formed will be administered by the sponsoring Kiwanis Club, the Key Club and/or Circle K District they are attached to or in undistricted areas the Key Club and/or Circle K Club Department of Kiwanis International.

Voted, that this recommendation be adopted.

Report accepted.

Laws and Policies

Chairman Carl F. Miller presented the report of the Committee. This is attached as Exhibit #8.

Recommendation 1. That the policy on attendance of senior members in Paragraph 8b on Page A 11 of Policies be deleted.

Voted, that this recommendation be adopted.

Recommendation 2. That the interpretation of the words "actual cost" appearing in Article XX of the Bylaws of Kiwanis International be inserted as new sub-paragraph c under paragraph 10 on page B8 of Policies, captioned "Insurance" to read: "The words 'actual cost' in Article XX - Liability Insurance - in the Bylaws of Kiwanis International shall be interpreted as including cost of premium, safety education, and administrative expense to Kiwanis International, and further, any funds in excess of actual cost as herein defined shall be reserved and allocated solely to the reduction of the premium in the succeeding year."

Voted, that this recommendation be adopted.

Recommendation 3. That the amendments to the Constitution and Bylaws of Kiwanis International-Europe, as contained in Exhibit A attached to this report, be approved with the editorial change of a revision of the caption of Article X to read: "Specified Representation on The Kiwanis International Board of Trustees," and with the substitution of the words "member from" for the words "representative of" in the first sentence of Section 1 of Article X.

Voted, that this recommendation be adopted.

Recommendation 4. That the amendment to Article VII, Section 1(d) and to Article VIII, Section 4, of the Bylaws of the Pacific Northwest District changing the name of its "Spade Clubs" to "Special Aides Clubs" be disapproved because of the inability to register and thereby control the new name, and that the Pacific Northwest District be advised of this action and asked to devise a name which meets the necessary registration requirements.

Voted, that this recommendation be adopted.

Recommendation 5. That an additional sentence be added to the end of Paragraph D on Page C 30 of Policies which would read: "Whenever the Board of Trustees of Kiwanis International shall give approval to the establishment of a youth organization as herein defined, the Board of Trustees of Kiwanis International shall secure the registration of the name and insignia of said organization."

Voted, that this recommendation be adopted.

Report accepted.

Leadership and Council

Chairman Merald T. Enstad presented the report of the Committee. It is attached as Exhibit #9.

Recommendation 1. That, where practical, the basic education of lieutenant governors-designate be scheduled to be held during the period of July 21-31; that the education of club officers-designate be completed by August 31; and that the education of club boards and committee chairmen be completed by September 30.

Voted, that this recommendation be adopted.

Report accepted.

Membership Growth and Education

Chairman Douglas Wasson presented the report of the Committee. This is attached as Exhibit #10.

Recommendation 1. That the "Checker Flag" pin be awarded to the Kiwanian sponsoring a new member in an established club in the last quarter of the 1977-78 administrative year.

Voted, that this recommendation be adopted.

Referred to the Finance Committee.

Recommendation 2. That the concept of a voluntary supplemental life insurance program being offered as an added service and incentive to both growth and retention be accepted in principle, thus making it possible for the staff to do the necessary research and preliminary work with the Marsh & McLennan Company, and a further report to be made at the January, 1978 meeting.

Voted, that this recommendation be adopted.

(13 voted for, 4 opposed, 1 abstention; Vice-President Merald Enstad wished to be recorded as voting against)

Report accepted.

New Club Building

Report of the Committee is attached as Exhibit #11. It was presented by Chairman Drew M. Petersen.

Recommendation 1. That the charters of the fifty clubs listed in the report of the committee be revoked.

Voted, that this recommendation be adopted.

Report accepted.

Overseas Extension

Chairman Stanley Schneider presented the report of the Committee, which is attached as Exhibit #12.

Recommendation 1. That the title "Special Representative" be changed to "New Club Building Representative" and that this be referred to Laws and Policies to be placed properly in Policy Guides for Overseas Extension.

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

Recommendation 2. That policies regarding special representatives in the Policy Guides for Overseas Extension be amended as shown in Exhibit A of this report, and that this be referred to Laws and Policies to be placed properly in Policy Guides for Overseas Extension.

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

Recommendation 3. That the Associate Sponsor Program be discontinued for new clubs in established districts. Kiwanis International will assist in providing a set of charter gifts to new clubs located in non-districted areas only when an associate sponsor club is available to cover the cost.

Voted, that this recommendation be adopted.

Recommendation 4. That a session of the entire Kiwanis International Board of Trustees be held to discuss overseas extension at the next meeting of the Board.

Voted, that this recommendation be adopted.

Recommendation 5. That it be re-emphasized that any club attached to a district has a right to all the privileges of every other club of that district along with the corresponding duties and obligations.

Voted, that this recommendation be adopted.

Recommendation 6. That President Maurice Gladman appoint the following as presidents of the respective Councils: Argentina: Dr. Jose Schapira; Korea: Dr. Myung Sun Kim; Puerto Rico: Malcolm Walters O'Neil.

Voted, that this recommendation be adopted.

Recommendation 7. That President Gladman give consideration to appointing Kiwanis Matthew Travers as a Special Representative of the President to assist in overseas extension efforts.

Voted, that this recommendation be adopted.

Report accepted.

Program Development

Report of the Committee, presented by Chairman Jack P. Delf, is attached as Exhibit #13.

Recommendation 1. That the Board of Trustees reaffirm that a local Keywanettes club shall be composed of high school female students only, and that if any local school administration rules that membership shall be otherwise, there shall not be a Keywanettes club in the area affected by that ruling.

Voted, that this recommendation be adopted.

Recommendation 2. That any approval given by the Kiwanis International Board of Trustees to the organization of any district Keywanettes structure shall be on the basis of Keywanettes club membership being composed of high school female students only.

Voted, that this recommendation be adopted.

Recommendation 3. That the request for a Keywanettes district structure for the Texas-Oklahoma District of Kiwanis International be approved. Said district, in compliance with Board Policy C30-D, shall be solely responsible for the organization, management, and control of its Keywanettes district structure.

Voted, that this recommendation be adopted.

Report accepted.

Property and Supplies

Chairman E. B. McKittrick presented the report of the Committee, which is attached as Exhibit #14.

Report accepted.

Publications and Advertising

Chairman Egon Kuzmany presented the report of the Committee. This is attached as Exhibit #15.

Recommendation 1. That, upon careful consideration of competitive bids and the advice of the staff, the International Board approve the awarding of the contract for the printing of The Kiwanis Magazine for a three-year period beginning with the January, 1978, issue and continuing through the November-December, 1980, issue to Mid-America Webpress, Inc., Lincoln, Nebraska.

Voted, that this recommendation be adopted.

Recommendation 2. That the Board approve the use of pertinent magazine readership figures of the Lou Harris poll in promotional material prepared by the staff and subject to review and approval by management.

Voted, that this recommendation be adopted.

Report accepted.

Public Relations

Chairman Dwight F. Gallivan presented the report of the Committee, which is attached as Exhibit #16.

Recommendation 1. That recognition plaques with banner patches for home clubs be given by Kiwanis International to all members of the International Board of Trustees leaving the Board except those who leave through the presidency, and that presentations be made to those men leaving in that manner.

Voted, that this recommendation be adopted.

Referred to the Finance Committee.

Recommendation 2. That brass plaques mounted on fiberboard, reproduced via the silk screen method, be developed for presentation to past International Committee Chairmen. Further, that this plan be referred to the Committee on Property and Supplies for consideration of the plaques' being carried as supplies items listed in the Kiwanis Supplies Catalogue.

Voted, that this recommendation be adopted.

Recommendation 3. That the Robert P. Connelly Medal be awarded to William T. Scott IV of Griffin, Georgia, who rescued a man from a burning apartment, returned to search for a possible second man believed to be on the premises, and rendered first aid as required.

Voted, that this recommendation be adopted.

Recommendation 4. That the Connelly Medal be awarded to Bryan S. Belcher of Orlando, Florida, who risked his life in removing two men from a burning car.

Voted, that this recommendation be adopted.

Recommendation 5. That the Robert P. Connelly Medal be awarded to Charles P. Haseltine, M.D. of Ann Arbor, Michigan, who was shot and seriously disabled in a successful attempt to rescue a wounded boy from the attack of a sniper.

Voted, that this recommendation be adopted.

Recommendation 6. That banner patches be developed for presentation to clubs winning top and runner-up awards in the International Club Bulletin contest.

Voted, that this recommendation be adopted.

Recommendation 7. That clubs be encouraged to purchase subscriptions to The Kiwanis Magazine for presentation to hospitals, school libraries, and public buildings which have waiting rooms where the magazine could receive high exposure.

Voted, that this recommendation be adopted.

Recommendation 8. That a standard plaque made up by the silk screen process be developed for presentation to convention halls, convention bureaus, headquarters hotels, and others helping make Kiwanis International conventions successful, and that the presentation of these plaques will be determined by the Convention Committee.

Voted, that this recommendation be adopted.

Recommendation 9. That the Staff develop an editorial feature on the Crime Awareness Quotient which could be distributed to Kiwanis clubs for submission to hometown papers, and that the staff also develop five different TV slides on Phase II of the Safeguard Against Crime Program which could be distributed to clubs upon request.

Voted, that this recommendation be adopted.

Report received.

9. Report of the Treasurer

Mark A. Smith, Jr. presented the Report of the Treasurer. This is attached as Exhibit #17.

It was suggested that a committee be appointed to investigate the possibilities of a better rate of return on the Funded Reserves than being obtained presently and report to the Board at the February meeting.

President Gladman appointed the following investment Committee:
Mark A. Smith, Jr., Chairman; Paul Chandler; E. B. McKittrick.

Report accepted.

10. Report of Finance Committee

The Report of the Finance Committee, attached as Exhibit #18, was presented by Chairman Paul Chandler.

Recommendation 1. That Richard A. Misch be authorized to countersign on operational checks in the General Office.

Voted, that this recommendation be adopted.

Recommendation 2. Approval of the installation of the IBM System 3, Model 15 on a rental basis for one year, with an option to purchase this system after one year from either IBM or a third party vendor.

Voted, that this recommendation be adopted.

Recommendation 3. Approval be granted to spend up to \$17,500 for educational and program purposes prior to installation.

Voted, that this recommendation be adopted.

Recommendation 4. That the Board present an amendment to the revenue article increasing membership dues by an amount to be determined and that the Staff prepare supporting educational materials for Kiwanis leaders at all levels.

Voted, that this recommendation be adopted.

Recommendation 5. Voted, that the Executive Committee be instructed to set the amount of the dues increase at a figure which this Board will back based upon information obtained from the report of the operational expenses, taking into consideration the need through the period of 1979-80, and that this Board be informed of the Executive Committee's action once it is taken.

Voted, that the recommendation be adopted as amended.

Report accepted.

11. Report on EDP Study

Report on EDP and Systems Work was presented by Trustee E. B. McKittrick. This is attached as Exhibit #19.

Report accepted.

12. Next Meeting of Board of Trustees

Next meeting of the Board will convene on January 28, 1978.

13. Report of Past Presidents Committee

Chairman Roy W. Davis of the Past Presidents Committee presented the report of the committee to the Board. This is attached as Exhibit #20.

President Gladman indicated that he had appointed two special committees, one to review the overseas extension program in its entirety, and one to look at the leadership and education format, these committees to meet between the present time and the first of January and to submit recommendations to be considered at the January Board Meeting, at which time the recommendations of the Past Presidents would also be considered.

Report received.

14. Report of Kiwanis International Foundation

Secretary R. P. Merridew presented the report of the Kiwanis International Foundation on behalf of Harry S. Himmel, President of the Foundation. This is attached as Exhibit #21.

Report accepted.

15. Other Business

Limitation on District Dues

It was brought out that certain districts were requesting that the limitation on district dues be raised. This matter was discussed.

Special Committee Appointments

President Gladman appointed the following special committees:

1. Special Committee on Overseas Extension. Lorin J. Badskey, Chairman; Roy W. Davis; William M. Eagles, M.D.; Ted R. Osborn; and Stanley E. Schneider. The committee will meet in Chicago on November 21-22, 1977.
2. Special Committee on Leadership Education. Robert F. Weber, Chairman; Roy W. Davis; Merald T. Enstad, James M. Moler; and Hilmar L. "Bill" Solberg. The committee will meet in Chicago on December 7-8, 1977.

Adjournment

SUMMARY OF MINUTES

MEETING OF KIWANIS INTERNATIONAL SUBSIDIARY, INC.

October 1, 1977

A meeting of Kiwanis International Subsidiary, Inc. was held at the General Office of Kiwanis International in Chicago, Illinois, on October 1, 1977. Those present: Maurice Gladman, President; Hilmar L. Solberg, President-elect; Stanley E. Schneider, Immediate Past President; Jack P. Delf and Merald T. Enstad, Vice-Presidents; Mark A. Smith, Jr., Treasurer; Paul Chandler, Allen M. Duffield, Warren H. Edwards, Dwight F. Gallivan, Egon Kuzmany, Raymond W. Lansford, E. B. "Mac" McKitrick, Carl F. Miller, Drew M. Petersen, M.D., John T. Roberts, C. E. "Pete" Thurston, Jr., Douglas Wasson, Trustees. Also present: R. P. Merridew, Secretary; L. A. Hapgood, Associate Secretary.

1. Election of Officers and Trustees

Voted, that the Officers and Trustees of Kiwanis International shall be the Officers and Trustees of Kiwanis International Subsidiary, Inc.

2. Appointment of Auditor of the Corporation

Voted, that Seidman & Seidman be appointed as Auditor for Kiwanis International Subsidiary, Inc.

3. Appointment of Agent for the Corporation

Voted, that Fred G. McAlister, Q.C., be appointed as Agent for Kiwanis International Subsidiary, Inc.

Adjournment.

MESSAGE OF THE PRESIDENTTO THEINTERNATIONAL BOARD OF TRUSTEESSeptember 28, 1977

I'm pleased to open this first meeting of the 1977-78 Board of Trustees of Kiwanis International. Although we met briefly in Dallas after the convention, this is our first official meeting and, as we approach the end of the current Administrative Year, we reflect on the fine leadership demonstrated by Stan Schneider. He has truly dedicated himself to his theme "Lead The Way" and, by example, has inspired Kiwanians all over the Kiwanis world. We truly owe Stan a big "Thank You" for leading our organization to a tremendous year of service. In addition I want to personally thank Stan for his assistance to me as I have prepared for the coming year.

We welcome three new members to the Board as well as Treasurer Mark Smith, who was elected to this office in Dallas after serving as Vice-President in 1975-76. The three new Trustees are Allan Duffield, Warren Edwards and Ray Lansford. We are happy to have you come aboard and look forward to your sharing your knowledge and ideas with us. You three new men will find, as Mark already knows, that this Board is like a close family. We shall miss the departing members. Steve Hart, Ralph Keyes and Ernie Sturch have proved their worth in their years on the Board and I know they will continue to serve Kiwanis in other capacities.

I am very grateful to President Stan, to Reg and Larry and to members of the General Office Staff for the time and thought they have given to help me plan my year. We are indeed fortunate to have such a fine, dedicated staff.

DISTRICT CONVENTIONS

I have not had an opportunity to review and evaluate all of the district convention reports. Scanning of the reports indicates that you found the majority of districts healthy and enthusiastically looking forward to the 1977-78 year. You can be assured that I will be studying each report in the immediate future as the information you have given us will assist the General Office Staff in its responsibilities to all of Kiwanis International. I have indicated to you previously my hope and desire that you maintain close relationship with the district you serve as Counselor. This relationship and effective communication will go far towards your districts having a successful year.

MAJOR EMPHASIS PROGRAM

In my travels so far I have noted an enthusiastic acceptance of our current Major Emphasis Program "Safeguard Against Crime." I have seen many examples of excellent promotion and implementation of the program. Therefore, I can't help but be excited about the fact that we are continuing it in Phase II. I have had fine response as I have spoken of the new program and its emphasis on youth. We need to get all of our clubs participating, so again good communication with your assigned district or districts will assist greatly.

SPONSORED YOUTH

Although I did not attend the Key Club International Convention in Kansas City, I understand it went very well. I am impressed with Michael Mills, the president of Key Club International, who will be with us at this Council. I know he will provide fine leadership to Key Club International. I feel that this year we will see a turn around on the plus side for Key Club growth.

I did attend the Circle K International Convention in Kansas City. I was impressed by the enthusiasm displayed. They, too, have elected a fine young man as president. He is Neil Guiliano who also will be with us. I look for good leadership from Neil and believe that Circle K will experience growth in the 1977-78 year.

I have committed our close support to both Key Clubs and Circle K and I seek your help in providing that support. I promised that I would call attention to our Sponsored Youth in all of my speeches and I ask you to do the same.

OVERSEAS EXTENSION

As you all know I have been traveling this past month, with visits to the Andean District Convention in Medellin, Colombia and a tour to the South Pacific. In South America I also chartered the Bogota Norte club. I attended the Australia and New Zealand District Convention. As well as addressing several inter-clubs throughout both countries, I was able to meet many Kiwanians and their ladies and it afforded a splendid opportunity to tell the Kiwanis story to our overseas Kiwanians.

I was a bit disturbed at some negative attitudes I found regarding growth in Australia but believe that we left them with a more positive attitude. The feelings in New Zealand towards growth seem to be much more positive. As you know, we have assigned Frank McCabe to the South Pacific area for a limited period. He was very well received and is remembered kindly from his past relationship to the area. I found throughout Australia and New Zealand that Frank is respected and admired. President Stan and Secretary Reg have just recently returned from the Far East and we have had some opportunity to share some thoughts. As a whole Board we will be addressing ourselves to the subject of overseas extension in much greater detail at an early date.

COUNCIL

I believe that the Board Committee on Leadership and Council has done an excellent job in planning our Council this year. Chairman Doug Wasson, assisted by Associate Secretary Larry and the committee, has planned a program with fine speakers, Kiwanis education and great fellowship. Your participation is important if we are to send our governors home inspired and properly prepared to achieve their respective goals.

We have a splendid opportunity to reach great heights in 1977-78. Kiwanis is on the move everywhere. There are new frontiers to conquer, new horizons to reach for and, with your help and that of Kiwanians throughout the Kiwanis world, we will make our Theme "Reach Out" the most meaningful ever.

MAURICE GLADMAN
President

MESSAGE OF THE PRESIDENT-ELECT
TO THE
INTERNATIONAL BOARD OF TRUSTEES
September 28, 1977

The 1976-77 year under the leadership of President Stan has been one of outstanding achievement and now as this 1977-78 International Board meets under the leadership of President Maury, we certainly are anticipating another excellent year of growth and service. It has been and will continue to be my pleasure to serve with these two leaders.

I consider myself very fortunate to have the privilege of serving with all the members of the Board, particularly with President Maury. Besides carrying out the Board assignments which President Maury has asked me to assume, it shall be my challenge to prepare myself for 1978-79.

One of the first obligations which I must assume in that role is the selection of those men who will serve on the various International Committees. Opportunities have been given for leadership at the district and International levels to suggest key men who may well be considered to fill a particular place on that team. I especially want to encourage each and every member of this Board to provide me with their recommendations not only in cooperation with their home district's leadership, but also additional names from the districts which each has served as Counselor. Your help will be most sincerely appreciated.

And now I pledge to each of you, and most especially to President Maury, my untiring efforts to make this year of 1977-78 another outstanding year.

HILMAR L. "BILL" SOLBERG
President-elect

REPORT OF THE SECRETARIES
TO THE
INTERNATIONAL BOARD OF TRUSTEES

September 28, 1977

Our 1976-77 Kiwanis International administrative year is about to come to an end. It has been another year of historic significance as President Stan, with the full and enthusiastic cooperation of this Board and leadership at all levels, has shown us how to Lead The Way to new heights of achievement. We shall bring you the details of these new records in a moment, placing on the official record the accomplishments of another great Kiwanis year.

This Saturday another new Kiwanis year will begin under the leadership of President Maury and the 1977-78 leadership team. Associate Secretary Larry and I, speaking for every member of the General Office Staff, want to assure you, Maury, as our International President for the new administrative year as well as each member of this Board, that we stand ready to assist in every conceivable way in the achievement of your stated goals. Together we shall Reach Out to help our nearly 290,000 fellow Kiwanians provide greater service to their communities than ever before, particularly in their continuing efforts to Safeguard Against Crime.

We are sorry to have to report that a number of our Past International Presidents will not be with us at Council this year. Park Arnold's grave illness will make it impossible for Park and Mayme to be with us. Fred McAlister is recovering from a recent operation so that he and Beulah will have to miss Council, as will Ed and Eleanor Moylan. Don Forsythe will be undergoing exploratory chest surgery within a few days so that he and Katherine will not be with us. We do not expect Joe Tally but Alta Cummings plans to attend. Secretary Emeritus Pete Peterson is planning on being here but, much to our deep regret and hers, Maurine did not feel quite up to Council this year. All of these dear friends and members of our official family will be missed and we will see to it that they receive your greetings after Council has been concluded.

1977 COUNCIL Chairman Doug Wasson and the Board Committee on Leadership and Council have completed the arrangements for this year's session with the full assistance of all members of the Board and the Staff. All sessions will be held at the Continental Plaza Hotel with the exception of the Monday night On-to-Miami Beach Convention dinner which will be held at the Drake Hotel.

The 1977 Council will feature sessions dealing with Motivation, Communication and Problem Solving. Dr. Tom Haggai will be the keynote speaker on Sunday afternoon when the theme will be Motivation. This year for the first time the Governors and International Committee Chairmen will participate in a round table workshop on Motivational Techniques directly following the opening session. Board members will be involved with these

round table workshops while the Past Presidents and other guests of the Council will be provided theatre-style seats in the room if they would like to sit in and listen to the presentation of the questions which will be followed by a report back to the session of the discussions at the round tables.

Sunday night, of course, will be the traditional President's night with the feature address by President Maury Gladman. Installation of officers will take place and there will be appropriate recognition of all in attendance.

On Monday morning, President Maury will meet with the Governors and the appropriate Staff and International Committee Chairmen related to the entire growth picture. The morning general session will feature an address on Communication Techniques by Donald Thoren, and following this, there will be sessions for the new secretaries and continuing secretaries and all other people will be involved in workshops related to the utilization of Communications Techniques as these are related to the effective functioning of districts.

The noon luncheon will honor the Past International Presidents and the afternoon sessions will deal with Problem Solving.

Monday night is the traditional On-to-Convention night, with feature entertainment.

Tuesday morning President Maury will meet with both the Governors and Secretaries to discuss mutual problems, including a wrap-up on the entire growth effort. The Tuesday general session will feature an address by Past Governor Stary Gange of the California-Nevada-Hawaii District. The ladies will be involved in all the general sessions of the Council on the basis of their own desires except for the Monday noon luncheon. Their luncheon will be held on the ninety-fifth floor of the John Hancock Building and will be followed by an hour-long tour of interesting points in Chicago for those who wish to make reservations for the trip. The General Office will be available also on Monday for those ladies wishing to come to 101 East Erie.

DISTRICT
CONVENTIONS

Reports are rapidly coming in from International Representatives to district conventions, as well as from the district secretaries of the several districts. Every indication is that the 1977 district conventions were highly successful.

Comments and recommendations by the International Representatives will be given full study by the Staff. Such recommendations certainly will be helpful in developing the agenda points in the leadership education of governors-elect having to do with the functioning of district conventions.

The Board Committee on Administration and Structure will be considering at this session the matter of the timing of district conventions. The Board will

remember that it had granted the Nebraska-Iowa District a one-year extension in order that it might plan to hold its 1978 convention in the spring as it wished. There was a positive position taken by the Board, however, that no further extension would be granted the Nebraska-Iowa District until such time as the whole matter of the timing of district conventions had been reviewed.

MEMBERSHIP

The APS trend membership for August 31, 1977 is 286,013. This figure includes 8,650 members in Kiwanis International-Europe. The trend growth of Kiwanis International from October 1, 1976 to August 31, 1977 was 7,558 members. For comparison purposes, the trend gain in the same period in 1974-75 was 8,315 and in 1975-76, 10,791.

The total number of new member adds for the eleven months of the 1976-77 year was 49,408. A comparison with the same period in the two previous years indicates that in 1974-75 it was 47,823 and in 1975-76, 48,216.

A study of the above mentioned statistics would indicate that our add factor for Kiwanis International has gone from 17.72% in 1974-75 to 17.73% in 1975-76, and to 17.74% in 1976-77. It is the deletion factor which is fluctuating. The deletion factor dropped from 14.64% in 1974-75 (based upon trend figures) to 13.77% in 1975-76; and now is up to 15.03% in 1976-77. This figure must not be confused with the overall deletion factor which can only be determined on the basis of certified membership, but it would indicate that the deletion factor for the 1976-77 year will fall somewhere between 18.5% and 19%. It is obvious that this is having its effect upon the total growth picture.

The 1976-77 year has been frustrating in that the membership figures have varied greatly from month to month, reaching new highs and giving perhaps even some unwarranted optimism and then dropping way off in the next month or two.

There seems to have been additional emphasis on the part of some districts on the whole matter of retention and even though this is an important factor and must not be overlooked, there is no way that emphasis on retention can take the place of positive attention to growth through established goals for additions. The potential for real growth is within the grasp of the organization; nevertheless it will take a concerted effort on the part of the Board Committee, on the part of the International Committee, and on the part of the General Office Staff. But with all working together, the program of growth can be kept on track.

One of the highlights of the 1976-77 year was the introduction of the Diamond Growth Award program and we are pleased to report that this program has generated more interest in its first year than any other program which has been instituted to assist in the growth effort.

NEW CLUB
BUILDING

As this report is written, 351 new Kiwanis clubs have been organized in this administrative year.

This compares to 366 clubs for the same period in 1975-76. 217 new clubs have been organized in the twenty-eight districts comprising the United States; 12 in the Canadian districts; 10 in Andean; 3 in Australia; 8 in New Zealand; 18 in Philippine Luzon; 26 in Philippine South; 17 in non-districted areas; and 40 in Kiwanis International-Europe.

The Alabama, Andean, Benelux-France-Monaco, Florida, New Zealand, Philippine Luzon and Philippine South Districts have set new all-time records. The Norden and Switzerland-Italy-Liechtenstein Districts have tied their all-time record.

It is obvious that we are having another great year in the building of new Kiwanis clubs. Whether the final record will meet the goal, will all depend upon what happens in the closing days of this administrative year. The records, of course, cannot be determined until all reports are in on the basis of policy established by the Board for guidance of the General Office in handling the year-end statistics.

As we look to the 1977-78 year, it would appear that new club building will get off to a great start and another fine year can be confidently predicted.

SPONSORED
YOUTH

Both Circle K International and Key Club International had very successful International Conventions. Unfortunately, the attendance at the Key Club Convention was down from past years. On the other hand, the Circle K Convention was one of the largest ever.

The Key Club picture continues to demand our attention. 216 club charters will be revoked this year and there are another 292 clubs to be placed on non-meeting status. Although the membership has not increased, it is possibly a good sign that with all of the frustrating situations surrounding Key Club during the past year that the organization did maintain its membership level.

The Circle K picture also will merit constant attention. As of this date, there are 658 total charters in existence, but 43 of these clubs are not meeting, leaving 615 active charters with a membership of 11,519.

As the new year starts, it would appear that the number of non-meeting clubs will be at 72 and, of course if this number is not reduced by the reactivation of these clubs, the Circle K picture will not be bright in the 1977-78 year.

Both Board Committees will continue their study of how best to handle those Key Clubs and Circle K clubs which are sponsored as local club projects in areas outside of the United States and Canada. It is strongly suggested that both committees give serious attention to establishing basic membership requirements for clubs everywhere. It would seem to be a positive start and one which would put all clubs on a comparable basis, at least as far as membership is concerned, and make more feasible any decisions that might be made long range as to how best to handle these clubs.

DATA
PROCESSING

Under the leadership of the Board Committee on Finance during the 1976-77 year, a study was instituted regarding our entire data processing operations. The needs were examined and the potential for meeting these needs with the current equipment was evaluated. The Board will recall that some funds were allocated to assist in this study and a task force was established to serve as a consultant to the Staff and to the Board Committee. The task force gave valuable assistance, as did the accounting firm of Seidman & Seidman which helped in the final evaluation with the chairman of the 1976-77 Board Committee on Finance, Mac McKitrick, present.

It was the best judgment of all concerned that the IBM System 3, Model 15, should be placed on order, subject to Board approval, in order to insure a delivery date of January/February, 1978. Cost factors related to this transition will be reviewed by the Committee on Finance.

The Board will be interested in knowing that the volume of transactions in the Data Processing Department has increased significantly over the past three years as new jobs have been taken on by the department, making it one of the strong service departments for the entire organization. Obviously, the new equipment will make it possible for the department to be even more effective. The statistics of transactions which can be tabulated show 150,000 changes in Kiwanis membership; 10,000 changes in presidents and secretaries; 4,000 changes in honorary and non-members, as well as other special categories; 5,000 transactions in the Key Club, and Circle K and Advertising areas; 50,000 transactions in the directory - for a total of 219,000. This figure, as I mentioned, does not take into account the other types of data and/or program transactions that cannot be specifically counted.

The agenda of this Board Meeting calls for a report by Chairman Mac McKitrick on the basis of the study which came under the direction of his Committee on Finance.

MIAMI BEACH
CONVENTION

The Pre-Convention Planning Conference was held in the Miami-Miami Beach area from July 29 through July 31. President Maury joined with Board Committee Chairman Johnny Roberts and the members of the Convention Committee and appropriate Staff, as well as Host Convention Committee Chairman Stu Jacobs

and his committee chairmen in making advance preparations for the 1978 Kiwanis International Convention to be held in Miami Beach, June 25 to 28, 1978. At least one of our convention speakers has accepted our invitation and Chairman Johnny will be reporting on him and on some interesting innovations already planned for next year.

You will be interested in the fact that the total attendance at the Dallas Convention this year was 16,788, while the House of Delegates was the largest in our history. The income from registration had been budgeted at \$357,500 and the actual registration income was \$357,389, missing the budget by only \$111. By holding expenses down and with the additional income from the Monday night Superstar program the Dallas Convention came the closest to breaking completely even of any international convention in recent history.

KIWANIS INTERNATIONAL
FOUNDATION

The Foundation set another income record during this administrative year, having achieved a total income from all sources of \$231,767. The final total for the 1977 Annual Kiwanis International Birthday Campaign was \$172,826. The newly approved Sustaining Contributor Plan has just been announced and to date some 76 have subscribed.

ASIA-PACIFIC
CONFERENCE

The Third Annual Asia-Pacific Conference was held jointly with the 2nd Philippine Luzon District Convention from September 7 to 11 in Manila. All of the undistricted areas of Kiwanis growth in the Far East were represented in addition to thirty delegates from the new Kiwanis District of the Republic of China and, of course, the two Philippine Districts. The 120 delegates to the Asia-Pacific Conference generally agreed that, although considerable benefit was gained from combining with a district convention, future Asia-Pacific conferences should not be combined with district conventions of any type. Next year's conference is scheduled to be held in Guam.

It was my privilege to accompany President Stan and Millie on the Far East trip which began on August 27th and was concluded on September 17th. The principal purpose of the trip was the Asia-Pacific Conference, over which President Stan presided, and the chartering of the Kiwanis District of the Republic of China in Taichung, Taiwan on September 2nd and the Kiwanis District of Japan in Tokyo on September 14. However, during additional stops at Seoul, Korea; Kunsan, Korea; Taipei, Taiwan; Wu-feng Taiwan; Hong Kong; Cebu City for the Philippine South District Convention; and Anchorage, Alaska, President Stan chartered twelve new Kiwanis clubs. Eight of these were chartered in one evening in the Philippine South District, making a total of thirty clubs having been organized in that district this year and at least one more planned before September 30th.

A more detailed report, especially on the Asia-Pacific Conference and the four excellent district conventions, will be completed and made a part of the official record within the next few weeks.

WOMEN IN KIWANIS

We have been advised that a petition for a writ of certiorari was filed with the United States Supreme Court on July 26, 1977 by Carol Casher, who has represented the former Great Neck Kiwanis Club from the beginning. Reed Curtis, who represents Kiwanis International, notified us on August 31st that he had filed a 28-page brief in our behalf -- also that Frank Zehlukiewicz was the attorney used since he is admitted in the United States Supreme Court. If the writ should be granted Reid Curtis will arrange his own admission before any argument in view of his complete familiarity with the case.

LIFE MEMBER STATUS REPORT

As of September 22 we have processed 610 Life Member Status applications for this administrative year, compared to 460 at that time one year ago. Two districts, California-Nevada-Hawaii and West Virginia, have surpassed their quotas with several more being within one or two of doing the same. Our Budget for 1977-78 calls for 900, which would seem to be a most realistic goal.

FINANCE

Our financial status is good at year-end. Although we cannot give you actual figures until several more weeks have elapsed, we anticipate an excess of income over expense which will exceed our 1976-77 budget in that regard. The two principal factors on the income side are our strong supply sales and the Dallas Convention, as mentioned earlier. Our gross sales in supplies will probably exceed \$1,300,000. Magazine advertising, about which we indicated concern during the last Board meeting, has improved considerably since that time but will still be about \$13,000 below budget. The outlook in this department is good for the next administrative year, particularly when our recently acquired sales representative firms get into full stride. Increases in insurance, payroll taxes, postage and other such uncontrollable factors will continue to require our very careful control of every item on the expense side of the Kiwanis International budget.

STAFF CHANGES

We have been working diligently on personnel changes which will be necessary in order to transfer responsibilities presently handled so well by Associate Secretary Larry to properly qualified men currently on our General Office staff. The Board's approval of the promotion of Fay McDonald to Assistant Secretary was the first step in the accomplishment of that goal. It is our understanding that President Maury will serve as chairman of the committee named several months ago to guide staff in this task, made necessary by Larry's plans to retire as of September 30, 1978 and devote his efforts to the writing of a much-needed Kiwanis history.

On August 15, 1977, Tom Fitzgerald resigned as Comptroller of Kiwanis International to take on a similar assignment with the National Restaurant Association. Subject to the approval of this Board, we have designated Robert G. Kavanagh, who has served for nine years as Manager of the Bureau of Accounts, to be our new Comptroller. Bob is well qualified to handle the responsibilities of this new assignment and it is, therefore, with considerable pleasure that we make the following recommendation.

Your Secretaries cordially recommend that:

The Board approve the appointment of Robert G. Kavanagh as Comptroller, retroactive to August 15, 1977.

Respectfully submitted,

R. P. MERRIDEW
International Secretary

L. A. HAPGOOD
Associate Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

September 28 - 31, October 4, 1977

a. Elimination of membership of not-meeting clubs from active membership files:

<u>CLUB</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
Van Nuys Airport, California	6	12-18-22	6-20-77
Newton, Mississippi	14	9-8-54	6-20-77
Great River, New York	3	2-5-76	6-20-77
Bensalem, Cornwells Heights, Pennsylvania	11	11-13-74	6-20-77
Baxley-Appling County, Georgia	23	1-28-76	7-27-77
Castro Valley, California	16	9-30-54	7-27-77
Table Rock Lake, Kimberling City, Missouri	8	5-25-76	7-27-77
Thomasville, North Carolina	10	6-19-74	7-27-77
Redoubt, Kenai-Soldotna, Alaska	18	12-6-75	7-27-77
Burlington, Ontario	7	7-16-75	7-27-77
North Andros, Bahamas	10	9-30-74	7-27-77
Aptos, California	18	8-26-46	7-27-77
Danville, Indiana	22	8-5-75	7-27-77
Milwaukee, Midtown, Wisconsin	7	4-23-71	7-27-77
Canon City, Colorado	14	5-7-76	7-27-77
Greater Stockton, California	16	10-6-53	7-27-77
Chatsworth, Los Angeles, California	4	8-17-61	7-27-77
North Calgary, Alberta	3	8-30-48	7-27-77
Lake-Of-The-Woods, Kenora, Ontario	13	5-5-75	7-27-77
Pine Prairie, Louisiana	23	5-5-76	8-18-77
Springvale, Australia	13	8-19-68	8-18-77
Cramerton, North Carolina	19	9-30-49	8-18-77
Tri-City, Borger, Texas	10	8-11-59	8-18-77
Houston, Gulf Freeway, Texas	9	8-14-74	8-18-77
Lubbock-Sunrisers, Texas	14	1-27-76	8-18-77
Weatherford-Early Shavers, Oklahoma	19	3-2-76	8-18-77
La Place-Lutcher, Norco, Louisiana	14	9-26-67	8-18-77
Wilmington North, Delaware	3	2-6-56	8-18-77
Southwest Roanoke, Virginia	10	3-8-73	8-18-77
Greenhorn Valley, Colorado	13	3-18-76	8-31-77
Yuma-Sunrisers, Arizona	20	9-19-72	8-31-77
Radville, Saskatchewan	24	5-29-58	8-31-77
Irvine, California	11	5-13-71	8-31-77
Tipton, Indiana	23	2-4-21	8-31-77
Ozark, Missouri	29	3-31-76	8-31-77
Conrad, Montana	8	3-13-72	8-31-77
Lawrenceville, Pennsylvania	14	4-16-75	8-31-77
South Front Range, Pueblo, Colorado	11	9-19-73	8-31-77
Clear Creek County, Idaho Springs, Colorado	19	8-3-76	8-31-77
Sierra Vista-San Pedro, Arizona	15	6-12-75	8-31-77
South Charleston, Spring Hill, West Virginia	17	9-15-76	8-31-77
Saskatoon North, Saskatchewan	3	2-13-73	8-31-77

b. Organization of new clubs:

<u>CLUB</u>	<u>DATE</u>	<u>MEMBERSHIP</u>
Naval, Biliran Subprovince, Philippines	3-19-77	31
Manukan, Philippines	5-20-77	20
Munoz, Philippines	5-21-77	25
Oas, Philippines	5-22-77	28
Sarangani Bay, General Santos City, Philippines	6-1-77	20
Rajah Buayan, General Santos City, Philippines	6-1-77	22
Malacca, Malaysia	6-12-77	20
Richmond County, Golden K, New York	6-13-77	27
Sao Paulo, Brasil	6-13-77	20
Southwest Orlando, Florida	6-14-77	24
Iola, Kansas	6-14-77	23
Campinas, Brasil	6-14-77	20
Spencer, Golden K, Iowa	6-15-77	22
Marmande, France	6-16-77	20
Pratt, Kansas	6-16-77	20
Stamford and District, England	6-16-77	22
Cabot, Arkansas	6-17-77	26
White Sands Missile Range, New Mexico	6-17-77	23
Pell City, Alabama	6-21-77	22
Connersville Sundowners, Indiana	6-21-77	22
Aigle Et Alpes Vaudoises, Switzerland	6-21-77	23
Saldana, Colombia	6-22-77	23
Southwest Angelo, San Angelo, Texas	6-23-77	20
Greater Victoria Seniors, British Columbia	6-24-77	24
Cavite City, Philippines	6-27-77	27
Shiner, Texas	6-30-77	20
Austin, Southwest, Texas	6-30-77	21
Dipolog West, Dipolog City, Philippines	7-2-77	20
Tel Aviv, Israel	7-7-77	20
Rizal Capitol, Philippines	7-7-77	26
Montalban, Philippines	7-9-77	20
Roxas, Philippines	7-10-77	20
Colebrook, New Hampshire	7-11-77	20
Tempe Amigos, Arizona	7-12-77	23
Palos Heights, Illinois	7-16-77	22
Danville, Breakfast, Illinois	7-18-77	24
Epworth, Iowa	7-20-77	21
Littleton, Golden K, Colorado	7-26-77	21
Pinan, Philippines	7-30-77	31
Sibutad, Philippines	7-31-77	20
San Mateo, Philippines	8-1-77	20
Indianapolis, Northwest, Indiana	8-4-77	20
Greater Vidor, Texas	8-4-77	32
Taipei Keystone, Republic of China	8-4-77	22
Florencia, Colombia	8-5-77	21
Mazara Del Vallo, Italy	8-5-77	20
Tanjay, Negros Oriental, Philippines	8-6-77	29
Littlefield, Texas	8-9-77	20
Kohler, Wisconsin	8-9-77	20
Metro-Fayette, Fayetteville, Georgia	8-9-77	20
Lower Hutt, New Zealand	8-9-77	21
Bremen-Rush Creek, Ohio	8-10-77	20

<u>CLUB</u>	<u>DATE</u>	<u>MEMBERSHIP</u>
Eunice, Louisiana	8-11-77	22
Owensville, Indiana	8-11-77	25
Baras, Philippines	8-11-77	30
Ibague, Colombia	8-12-77	20
Catarman, Philippines	8-13-77	20
Martinsville, Early Edition, Indiana	8-15-77	23
Trachselwald, Switzerland	8-15-77	20
Ringerike, Norway	8-15-77	20
Flagstaff-Mt. Elden, Arizona	8-16-77	26
Nagaunee, Michigan	8-16-77	20
Broomfield, Colorado	8-16-77	20
Covington, Indiana	8-17-77	31
Cardona, Philippines	8-17-77	30
Salug, Philippines	8-18-77	21
Tampa Bay, Florida	8-19-77	52
Nevada, Golden K, Iowa	8-22-77	21
Pittsfield, Illinois	8-23-77	20
Lexington, Illinois	8-23-77	26
LaPlata, Maryland	8-25-77	25
Rio Verde, Golden K of Auburn, Washington	8-26-77	22
Catania Etna, Italy	8-27-77	22
Aurora, Indiana	8-29-77	22
Grove, Oklahoma	8-30-77	22
Angono, Philippines	8-30-77	22
Western Duluth, Minnesota	8-31-77	26
Springdale, Golden K, Arkansas	9-1-77	22
Eagle Pass, Texas	9-1-77	32
Salineville, Ohio	9-1-77	25
Garzon, Colombia	9-1-77	24
Sanborn, Iowa	9-2-77	22
Talavera, Nueva Ecija, Philippines	9-5-77	30
Bedford, New Hampshire	9-6-77	20
Jefferson Township, Oak Ridge, New Jersey	9-7-77	20
Rosieres-Six Valleys, Belgium	9-7-77	21
Vittel, France	9-8-77	20
Neiva Andaquias, Colombia	9-9-77	26
Paterno, Italy	9-9-77	25
La Montana Medellin, Colombia	9-10-77	20
Golden K, Fayetteville, North Carolina	9-14-77	20
Eindhoven, Holland	9-14-77	20
Mt. Maunganui, New Zealand	9-14-77	20
Hannibal, Early Birds, Missouri	9-15-77	20
Highland Area, New York	9-16-77	20
Middlebury, Indiana	9-19-77	20
Albany, Texas	9-19-77	25
Cleburne, Early Birds, Texas	9-20-77	20
Cortana, Baton Rouge, Louisiana	9-21-77	21
Kanpur, India	9-21-77	22
St. Charles, Golden K, Illinois	9-21-77	26
Amherst County, Virginia	9-21-77	21
Luverne, Alabama	9-21-77	25
Warren-Knights, Michigan	9-21-77	20

c. Change of Name of Kiwanis Clubs:

From Kiwanis Club of:

Camden, N. J.
Chatham, N. J.
Los Feliz District, Hollywood, CA.
Fairfield, Alabama
Tucson, San Xavier, Arizona
Westside, Columbus, Ohio

To Kiwanis Club of:

Greater Camden, N. J.
The Chathams, N. J.
East Hollywood-Los Feliz, CA.
Mid-Fair, Fairfield, Alabama
San Xavier, Tucson, Arizona
Franklinton, Columbus, Ohio

d. Club Incorporations completed:

Amory, Mississippi
Anchorage-Early Risers, Alaska
Apollo Beach, Florida
Arab, Alabama
Arroyo Grande Valley, California
The Azalea City, Valdosta, Georgia
Beardstown, Illinois
Blossom Valley, San Jose, California
Bristol Hill, Flint, Michigan
Bronx Shore, New York
Buhl, Idaho
Burlington, New Jersey
Cabool, Missouri
Carlsbad, California
Cary, North Carolina
Cedar Center-Cleveland, Ohio
Central Louisiana, Alexandria, LA.
Choteau, Michigan
City Line, Pennsylvania
Clovis, California
Colonial Capital, Williamsburg, VA.
Colonial Plymouth, Michigan
Columbus, Montana
Corona, East Elmhurst, New York
Coronado, California
Crosby, North Dakota
Delwood, Detroit, Michigan
Dover, Ohio
Downtown Kingston, Jamaica
Dracut, Massachusetts
Dunwoody, Georgia
Eastchester, New York
East Liberty, Pittsburgh, PA.
Elgin, Texas
Elmira, Ontario
Elmwood District, Winnipeg, Manitoba
Emden-Hartsburg, Illinois
Emmetsburg, Iowa
Encanto, Phoenix, Arizona
Englewood, Lemon Bay, Florida
Fayetteville-Sequoyah, Arkansas
Flint, Michigan

The Flower City, Brampton, Ontario
Floyd, New Albany, Indiana
Fort Smith, Commissary, Arkansas
Frankfort, Illinois
George West, Texas
Golden K, Las Vegas, Nevada
Golden K, Raleigh, N. C.
Grand Bay, Alabama
Greater Lehigh Acres, Florida
Great Falls, Montana
Green-Akron, Ohio
Greenbriar, Brick Town, N. J.
Greenville-Progressive City, N. C.
Groveland, New York
Harlem, New York
Harney Point-Cape Coral, Florida
Harrisville, Utah
Hazel Park, Michigan
Horizon City, El Paso, Texas
Illinois Valley, Cave Junction, Oregon
Indianola, Iowa
Jacksonville, Oregon
Jonquil City, Smyrna, Georgia
Kenosha Breakfast, Wisconsin
Kent, Ohio
Lake Jackson, Texas
Manasota, Sarasota, Florida
Martinsburg, V. A. Center, West VA.
Mid-Fair, Fairfield, Alabama
(The) Narrow Gauge, Durango, Colorado
Norwalk, Ohio
Ortona, Daytona Beach, Florida
Oxford, Ohio
Port City, Greenville, Mississippi
Rossmoor, Jamesburg, N. J.
Sage of Ottawa, Ontario
South Fork, Colorado
Trenton-Edgewood, Ohio
University City, San Diego, California
Vista, Golden K, California

e. Circle K clubs completed:

CIRCLE K CLUBS

Butler University

San Joaquin Delta College

North West Missouri State University

Pima Community College

Salisbury State College

KIWANIS SPONSORS

Kiwanis Club of
North Indianapolis, Indiana

Kiwanis Club of
Stockton, California

Kiwanis Club of
Maryville, Missouri

Kiwanis Club of
Tucson, Arizona

Kiwanis Club of
Salisbury, Maryland

f. Key clubs completed:

KIWANIS SPONSOR

Hidalgo H.S.
Revere H.S.
Montour H.S.
Churchill Area H.S.
St. Joseph's Collegiate Institute
Liverpool H.S.
Logan Elm H.S.
Coral Springs H.S.
South H.S.
Lenape Valley Regional H.S.
San Joaquin Memorial H.S.
Exuma Senior H.S.
Westside H.S.
Decarteret H.S.
American Senior H.S.
Middle College H.S.
Franklin Heights H.S.
Sherman H.S.
Western Boone H.S.
John Wesley North H.S.
Edison H.S.

Palm City-McAllen, TX
Bath-Richfield, OH
Montour, McKees Rocks, PA
Churchill Area, PA
Buffalo, NY
Liverpool, NY
Circleville-Mound Builders, OH
Coral Springs, FL
All-City, Akron, OH
Netcong-Stanhope, NJ
East Fresno, CA
Georgetown, Exuma, Bahamas
Anderson, SC
Mandeville, Jamaica
Miami-West Dade, FL
Sunnyside, Long Island, NY
West Franklin County, Columbus, OH
Sherman, TX
Thorntown, IN
Riverside, University Area, CA
Huntington Beach, CA

g. Incorporation of Kiwanis Club Foundations:

Kiwanis Club of Greenbriar, Bricktown, New Jersey

h. Cancelled meetings:

none

I. District Bylaw Amendments

Alabama

Article VII, Sections 3 & 4 - Circle K and Key Club Administrators

California-Nevada-Hawaii

Article VII, Sections 3 & 4 - Circle K and Key Club Administrators

Capital

Article III, Section 2 - redivisioning

Article XII, Section 7 - change in time for electing lieutenant governors

Carolinas

Article VII, Sections 3 & 4 - Circle K and Key Club Administrators

Article XII, Section 2 - change in time for electing lieutenant governors

Florida

Article VII, Sections 3 & 4 - Circle K and Key Club Administrators

Article XII, Section 4(a) - change in time for electing lieutenant governors

Georgia

Article XV, Section 1 (a) - district employees pension and/or
retirement fund

Illinois-Eastern Iowa

Article XIX, Section 1 - processing amendments to district bylaws

Article XV, Section 1 - change in district dues

Article XII, Section 2 (a) - change in time for electing lieutenant
governors

Article III, Section 2 - redivisioning procedures by district board

Article VIII, Section 18 - new duties for Committee of Liaison

Indiana

Article XV and Article XVII - change in dues and subscription price
of district bulletin

Article XII, Section 4 - change in time for electing lieutenant governors

Kansas

Article VII, Sections 3 & 4 - Circle K and Key Club Administrators

Louisiana-Mississippi-West Tennessee

Article III, Sections 1 & 2 - redivisioning by district board

Article XII, Section 4 - waiving nominating conference when not needed

Article XV, Section 2 - billing of new clubs

Article XII, Section 4 - qualifications for offices of governor and
governor-elect

Article VII, Sections 3 & 4 - Circle K and Key Club Administrators

Minnesota-Dakotas

Article VII, Sections 3 & 4 - Circle K and Key Club Administrators

Missouri-Arkansas

Article VII, Sections 3 & 3a - Circle K and Key Club Administrators

Nebraska-Iowa

Article VII, Sections 3 & 4 - Circle K and Key Club Administrators

Article XV, Section 1 - change in district dues

Rocky Mountain

Article III, Section 1 - redivisioning by district board

Article XII, Section 2 - excepting the election of lieutenant governors
and secretary-treasurer at the time of the district convention

Texas-Oklahoma

Article III, Sections 2, 3 & 4 - handling requests for redivisioning

Article IV, Section 3 - clarification on sending notification on failing to
meet requirements on representation at district convention

Article VI, Section 8 - mailing of district board meeting minutes

Article VII, Section 4 - Circle K and Key Club Administrators

Article VII, Section 3 - membership of standing committees

Article VIII, Section 12 - duties of Committee on Laws and Regulations

Article VIII, Section 17 - duties of Committee on Resolutions

Article X, Section 6 - parliamentarian for district convention

Article X, Section 10 - delegates-at-large to district conventions

Article X, Section 16 - mailing of district convention proceedings

Article XI, Section 2 - processing resolutions

Article XIV, Sections 3 & 4 - clarification of action on public questions

Article XV, Section 2 - creation of annual district convention fund

Article XVI, Section 9, permission to call a conference of clubs

Article XVII, Section 1 - production of district publication

Article XIX, processing amendments to district bylaws

Wisconsin-Upper Michigan

Article IV, Section 4(c) - for clarity and improved language

Article VI, Section 1 - for clarity and improved language

Article VIII, Sections 8, 14, 16, 17 & 19 - for clarity and improved
language

Article IX, Section 1 - for clarity and improved language

Article XIII, Section 5 - for clarity and improved language

Article XVII, Section 8 - for clarity and improved language

Article VII, Sections 2, 3 & 4 - Circle K and Key Club Administrators

Article VIII, Section 11 - makeup and duties of Committee on Finance

Article XI, Section 9 - mileage for delegates to district convention and
midwinter conference

Article XIII, Section 4(3) - change in time for electing lieutenant
governors

Article XIII, Section 7 - clarification on voting

Article XVI, Section 1(a) - certification of club membership for
district dues billing

Article XVI, Section 2 - billing of new clubs for district dues

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

September 28 - 30, October 4, 1977

Date of Committee Meeting: September 29, 1977

Place of Committee Meeting: General Office

Present: Members - Carl F. Miller, John T. Roberts
Chairman - Mark A. Smith, Jr.
Staff members - L. A. Hapgood, Fay H. McDonald,
William A. Brown

DISTINGUISHED GOVERNOR QUOTAS

The committee received requests from seven districts for adjustments in Distinguished Governor Criteria quotas on registration and club representation at the Miami Beach Convention with one of the districts requesting adjustment in its quota for club representation at its district convention. The committee believes that since the quotas for registration in club representation at an International convention and club representation at a district convention come under the category of electives in the Distinguished Governor Criteria, that there should be no adjustment made in these quotas for any district making such a request.

Further, the committee believes that the formula for determining the quotas for registration and club representation at an International convention and for club representation at a district convention are as fair and equitable as possible and present a proper challenge for measuring distinguished district leadership.

SPRING DISTRICT CONVENTION STUDY

By way of background, the Nebraska-Iowa District was permitted by action of the Board to hold a spring convention for the years of 1976, 1977, and 1978 as a pilot project. This Board further provided that it would not extend the pilot project beyond the 1978 year unless there is a change in the current scheduling limits in the International Bylaws. At its 1977 convention, the Nebraska-Iowa District adopted a resolution commending the spring convention concept and further recommended that Article V, Section 7, of the International Bylaws be modified to permit the holding of district conventions as best suits the needs of the various districts, providing such dates do not fall within 30 days prior to or following the Kiwanis International convention.

This Board through recommendation of this committee agreed to conduct an in-depth study on the proper timing of a district convention. The committee wishes to acknowledge the assistance given to it in this study by the excellent Working Paper on District Convention Scheduling prepared by Associate Secretary Larry Hapgood. Also, comments were solicited from members of the Board who attended the Nebraska-Iowa spring conventions as Official Representatives.

The study of district convention scheduling raises the primary question of what the purpose of a district convention should be. It is the considered opinion of the committee that the interests and diversities of Kiwanis throughout the world can best be served when a district convention provides a climax situation for the current administrative year and at the same time provides the proper setting for launching a new administrative year. The current August-early September time frame for district conventions fulfills this criteria.

It is recognized that the pilot project of the Nebraska-Iowa District clearly demonstrates the tremendous value of a mid-year gathering of club leadership which provides the opportunity for continuing leadership education, for appraisal and measurement of the effectiveness of the first half of the year, and for the promotion and stimulation of more effective club administration and service. However, such opportunities could equally be afforded by a mid-year conference allowing the district convention to remain in the current time frame where the district convention can be a climax situation for an administrative year and be the proper setting for the launching of a new administrative year. It is the committee's opinion that our leadership education program should vigorously promote the use of the mid-year conference concept by every district throughout Kiwanis International.

Further, it is the opinion of the committee that the interests of Kiwanis throughout the world are best served if district conventions are restricted to a specific and limited time frame.

Therefore, the committee makes the following recommendation.

Recommendation #1:

The committee recommends that the current period for district conventions from August 1 to September 15 be continued and that districts be encouraged to hold a mid-year conference for the purpose of appraisal and promotion.

I move that recommendation 1 be adopted.

(adopted)

DISTRICT ACHIEVEMENT GRADING PLAN STUDY

A continuing item for this committee is an in-depth study of the District Achievement Grading Plan. A study of the District Achievement Grading Plan clearly reveals that any change in criteria required more time than was available at this meeting of the committee, so the committee desires to retain this study for a more thorough review of the criteria. However, the committee has the following recommendations concerning the District Achievement Grading Plan for the 1977-78 administrative year.

Recommendation #2:

The committee recommends:

- a. That the name of the District Achievement Award Program be changed to "District Award for Administrative Excellence."
- b. The criteria for the District Award for Administrative Excellence be the same as the criteria under the 1976-77 District Achievement Award Plan.
- c. A fifth grouping of districts according to number of clubs be added and identified as the White Group, with the complete new grouping of districts to be as follows:

Gold Group	-	276 clubs or more
Silver Group	-	201 clubs to 275 clubs
Orange Group	-	160 clubs to 200 clubs
Blue Group	-	100 clubs to 159 clubs
White Group	-	99 clubs or fewer

I move that recommendation 2 be adopted.
(adopted)

MIAMI BEACH ELECTION PROCEDURES

For the first time since there has been specified representation on the Board, there will be at the Miami Beach Convention, the situation where a Trustee from a specified area has completed two 2-year terms and undoubtedly will be a candidate for higher office. While the Constitution and Bylaws of Kiwanis International cover the basic procedures, they obviously do not cover the mechanics on the day of the election. Pertinent Constitutional and Bylaw references are as follows: Article VIII, Section 1, of the Constitution provides that when a specified area is presenting a candidate for an office above the level of Trustee, it shall not present a candidate for the office of Trustee. Section 1 of Article VIII of the Constitution further provides that no district or federation may have more than one member on the Board of Trustees at any one time.

If the candidate from a specified area for an office above the level of Trustee is elected to office, that specified area has its one member of the Board. Since Article VIII, Section 1, of the Constitution guarantees a specified area one member of the Board of Trustees, provision is made in Article XIII, Section 5, of the Bylaws of Kiwanis International for the procedure should the candidate from a specified area seeking office above the level of Trustee not be elected. In such an instance the individual named, as provided in Article XIII, Section 5, of the Bylaws of Kiwanis International would be seated by the Board of Trustees to serve for a term of two years.

Therefore, if a candidate from a specified area for an office above the level of Trustee is elected, there will be six Trustees to be elected from outside of the specified areas. If such a candidate is not elected to a higher office, then there would be only five Trustees elected from outside of the specified areas, because there must be a Trustee position for seating of the individual named from the specified area as provided in Article XIII, Section 5, of the Bylaws of Kiwanis International.

Before the election of Trustees, it must be ascertained whether or not a candidate from a specified area for an office above the level of Trustee is elected so that the delegate body can be apprised of the number of Trustees to be elected. Thus, there must be an appropriate order of business on the day of election in order to allow time for counting of a ballot should a candidate from a specified area be involved in a contest for the office he is seeking. The committee believes that the following recommendation contains the only logical and legal mechanical procedure to be followed at the Miami Beach Convention.

Specified area, as used above, refers to the Eastern Canada and the Caribbean and the Western Canada districts, and Kiwanis International-Europe.

Recommendation #3:

The committee recommends that the order of business at the house of delegate session on Wednesday morning at the Miami Beach Convention be as follows:

- a. Report of the Committee on Credentials
- b. Report of the Conference on Nominations
(reporting only on the nominations for offices
above the level of Trustee)
- c. Election for offices above the level of Trustee
- d. Report of Committee on Laws and Policies
- e. Report of results of election
- f. Second report of Conference on Nominations
(reporting on the office of Trustee)
- g. Election of Trustees
- h. Adjournment

I move that recommendation 3 be adopted and referred to the Board Committee on Convention for implementation.

(adopted)

LIFE MEMBERSHIP STATUS PROPOSAL

The committee received a request for consideration of the development of a Life Member Status certificate as an optional item to be purchased, if desired, by those holding Life Member Status. The reason given for this request was that such a certificate would provide an item which could be framed and displayed like other certificates which the individual might have. It is the opinion of the committee that certificates are designed to recognize accomplishment while the Life Member Status program recognizes a relationship to membership. Therefore, the committee believes that the current visible recognition for Life Member Status of a metal card and desk display are the most appropriate items of recognition, whereas, a certificate even on an optional basis would not be appropriate.

However, the committee is retaining for further study and consideration possible other means of visible recognition of Life Member Status.

STUDY OF GENERAL OFFICE SERVICES

Due to the scheduled retirement of Associate Secretary Larry Hapgood and in contemplation of the inevitable transition which this entails, the committee requests the following:

1. That all Staff members, manager level and above, prepare a list of functions and duties currently performed.
2. That each member of the Board submit a list of additional services which he believes the General Office should provide.

The above information must be in the hands of the Secretary not later than November 15, 1977, so that it may be evaluated and utilized by the committee in presenting appropriate recommendations to the Board at its next meeting.

1978-79 PLANNING CONFERENCE

As presently constituted, the Administration Group meeting at the January Planning Conference consists entirely of, and is chaired by, new appointees who have not previously participated in such a conference. The committee strongly believes that the deliberations and recommendations of the Administration Group would be appreciably more productive if the plan assured some continuity of participants.

Recommendation #4:

The committee recommends that the 1977-78 Chairman of the International Committee on Administration be invited to attend the 1978-79 Planning Conference as a participant in the discussions of the Administration Group.

I move that recommendation 4 be adopted.
(adopted)

RESPECTFULLY SUBMITTED,

CARL F. MILLER

JOHN T. ROBERTS

MARK A. SMITH, JR., CHAIRMAN

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

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 29, 1977

Place of Committee Meeting: General Office

Present: Members - Warren H. Edwards, John T. Roberts
Chairman - C. E. "Pete" Thurston, Jr.
Staff Members - Carl R. Pounds, William H. Jepson

PROPOSALS TO AMEND POLICY CODE OF CIRCLE K INTERNATIONAL BOARD

The Committee reviewed numerous proposals to amend the Policy Code of the Circle K International Board of Officers, as adopted by the Circle K International Board at its June 1977 meeting. Noting the following exceptions, the Committee found the proposals to be in order (see Exhibit A):

PART I, Section E, paragraph 12 - International Administrator:
The Administrator shall comply with this Policy Code and
in the event he fails to comply with the Policy Code, the
President of Circle K International shall write a letter to
the Kiwanis International Board Committee on Circle K
Chairman noting the discrepancies in the Administrator's
actions.

It is the opinion of the Committee that the above addition to Section E of the Policy Code does not follow the appropriate chain of command. The Administrator of the Circle K Department is an employee of the General Office staff and, in the event such a situation arises, a letter should be directed to the supervisor of the General Office, Secretary R. P. Merridew.

Recommendation #1:

The Committee recommends that the proposal to amend PART I, Section E of the Circle K Board Policy Code by adding paragraph 12 not be adopted.

I move that recommendation #1 be adopted.
(adopted)

The Committee notes the current and proposed reading of PART I, Section F, paragraph 1 below:

PART I, Section F, paragraph 1 - Full Board Meetings: The Board of Officers shall meet at least twice annually, once in the fall/winter and again in the spring/summer to conduct the business of the organization, to develop programs for implementation, to serve as a committee on conventions and laws and regulations and to assess the health of clubs and

districts. The Board of Officers may also meet during the International Convention. Written notice of the time and place of such meetings shall be mailed to each member of the Board of Officers by the International Administrator not less than thirty (30) days prior to said meeting.

Amend to read:

The Board of Officers shall meet at least three times annually, once in the fall/winter and again in the spring/summer to conduct the business of the organization, to develop programs for implementation, to serve as a committee on conventions and laws and regulations, and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention or at such times as the Board may deem necessary by mail vote. Written notice of the time and place of such meetings shall be mailed to each member of the Board of Officers by the International Administrator not less than thirty (30) days prior to said meeting.

The Committee notes that the Circle K International Board has previously met and conducted business at the October Circle K International Leadership Training Conference and that the intent of this proposal is to recognize that meeting as a business meeting of the Circle K International Board. The Committee also notes that the October meeting of the Circle K Board is not financed by the Circle K Department budget and that the travel, housing, and meals of the Circle K International Board at previous October meetings have been financed by the Board members themselves, their Circle K districts, their sponsoring Kiwanis club, or a combination thereof.

Recommendation #2:

The Committee recommends that the October meeting of the Circle K International Board be recognized by: (a) amending page C-26, B1-C of Kiwanis International Board Policy to read: The Board of Officers shall meet twice annually, once in the fall/winter and again in the spring/summer, to conduct the business of the organization, to develop programs of implementation, to serve as a committee on conventions and laws and regulations and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention and at the Leadership Training Conference. (b) to amend Article V, Section 6 of the Circle K International Constitution and Bylaws to read: The Board of Officers shall meet twice annually, once in the fall/winter and again in the spring/summer, to conduct programs of implementation, to serve as a committee on conventions and laws and regulations and to assess the health of clubs and districts. The Board of Officers may meet during the International Convention and at the Leadership Training Conference. (c) to amend the current reading of PART I, Section F, paragraph 1 of the Board of Officers Policy Code to read: The Board of Officers shall meet twice annually, once in the fall/winter and again in the spring/summer to conduct the business of the organization, to develop programs

for implementation, to serve as a committee on conventions and laws and regulations and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention and at the Leadership Training Conference. Written notice of the time and place of such meetings shall be mailed to each member of the Board of Officers by the International Administrator not less than thirty (30) days prior to said meeting.

I move that recommendation #2 be adopted.

(adopted and referred to Board Committee on Laws and Policies)

The Committee also notes the following:

PART I, Section G, paragraph 5 - International Board Committees: The Standing Committees of the International Board shall be the following: Finance, Laws and Regulations, Conventions and Conferences, Theme and Objectives, K-Family, Membership Growth and Education, Publications and Literature, Public Relations, and Long Range Planning.

The Committee recognizes the Circle K International Board's desire to absorb the appointed organizational International Committees into its Board structure and notes the creation of a committee on long range planning. In so doing, the Circle K International Board has also requested that PART I, Section H, which outlines the duties of the appointed Circle K International Committees, be eliminated from the Policy Code. The Committee notes, too, that Article V, Section 8 of the Circle K International Constitution (which authorized the establishment of such committees) would have to be appropriately changed.

Recommendation #3:

The Committee recommends: (a) that the request of the Circle K International Board to amend PART I, Section G, paragraph 5 of the Circle K International Board Policy Code and (b) that the request to strike PART I, Section H of the Circle K International Board Policy Code be adopted, and (c) that Article V, Section 8: "Standing Committees shall exist to assist the Board of Officers in providing necessary administrative tools to assist local clubs and districts. The standing committees shall be: a) K-Family Programs, b) Major Emphasis Programs, c) Membership Growth and Education, d) Publications and Literature, and e) Public Relations," be stricken from the Circle K International Constitution and Bylaws.

I move that recommendation #3 be adopted.

(adopted)

For the edification of the Board, the Committee notes the current and proposed readings of PART II, Section A, paragraph 3 of the Circle K International Policy Code below:

PART II, Section A, paragraph 3 - Budget: The proposed budget will be reviewed by the Circle K Board Committee on Finance during the spring/summer Board Meeting. Suggestions to the budget may be made by the Committee and/or the International

Board and forwarded through the Administrator to the Comptroller and the Kiwanis International Board for their consideration. The budget for the upcoming fiscal year shall be proposed by the Finance Committee and voted on by the Board by the end of the June Board Meeting before the start of that fiscal year. The adopted budget must be balanced.

Amend to read:

The proposed budget will be reviewed by the Circle K Board Committee on Finance during the winter Board Meeting. Suggestions to the budget may be made by the Committee and/or the International Board and forwarded through the Administrator to the Comptroller and the Kiwanis International Board for their consideration. The budget for the upcoming fiscal year shall be proposed by the Finance Committee and voted on by the Board by the end of the winter Board Meeting before the start of that fiscal year. The adopted budget must be balanced.

Inasmuch as the responsibility of financing the operation of the Circle K Department belongs to the Kiwanis International Board of Trustees, this section of the Policy Code is questionable.

Recommendation #4:

The Committee recommends that the proposal to amend PART II, Section A, paragraph 3 of the Circle K International Board Policy Code not be adopted and that the current reading of said PART II, Section A, paragraph 3, be amended by deleting the last two sentences.

I move that recommendation #4 be adopted.
(adopted)

In regard to the proposed reading of:

PART II, Section C, paragraph 7 - Dues Payment: International Sponsorship Fee for all clubs will be \$120 from October 1 to February 1. International Sponsorship Fee for new charters and re-activated clubs started between February 1 and May 1 will be \$60. Clubs chartered and reactivated after May 1 will not have to pay a Sponsorship Fee until October 1 of the following administrative year.

The Committee is of the opinion that this proposal to amend the Circle K International Board Policy can be misinterpreted.

Recommendation #5:

The Committee recommends that PART II, Section C, paragraph 7 of the Circle K International Board Policy Code not be adopted.

I move that recommendation #5 be adopted.
(adopted)

The Committee, in an effort to establish clearly defined guidelines regarding Circle K International Sponsorship Fee payment, is of the opinion that such guidelines should be contained in the Constitution of Circle K International.

Recommendation #6:

The Committee recommends that Article VI, Section 2 of the Circle K International Constitution and Bylaws be amended to read (new wording underlined):

Section 2: An annual Sponsorship Fee in the amount of one hundred and twenty dollars (\$120.00) is to be paid to Circle K International. In case of multiple sponsorship, the Sponsorship Fee will be divided equally among those Kiwanis clubs. This fee is due October first of each year and considered delinquent sixty (60) days thereafter. For clubs chartered or reactivated after February 1, the annual Sponsorship Fee will be sixty dollars (\$60.00). Clubs chartered or reactivated after May 1 will not have to pay a Sponsorship Fee until October 1 of the following administrative year. A full and complete list of membership of the Circle K Club shall be submitted with the "Joint Statement of Responsibilities" and the "annual Sponsorship Fee." When there is an excess of twenty members it is vital that all names be submitted, not just the first twenty, in order that all members will receive publications and that all members may be properly certified delegates for Convention attendance.

I move that recommendation #6 be adopted.
(tabled)

In addition, the Committee noted the following:

PART II, Section B, paragraph 4 - Club Chartering and Membership: A Circle K Club not recognized by the institution at which it was organized, will have two years to comply with the appropriate conditions set forth by the institution. The two year period shall begin with the date of first notification by the institution to Circle K International or Kiwanis International. Failure to comply with said conditions will result in charter revocation.

It is the considered opinion of the Committee that this is a matter between the Kiwanis club, which sponsors the Circle K club, and the school administration. In addition, a Circle K club is a local activity of a Kiwanis club, and the Circle K International Board has only indirect control over that activity.

Recommendation #7:

The Committee recommends that PART II, Section B, paragraph 4 of the Circle K International Board Policy Code not be adopted.

I move that recommendation #7 be adopted.
(adopted)

The Committee also noted:

PART IV, Section A, paragraph 2 - Convention Program: The proposed program for the International Convention shall include a list of suggested speakers and shall be presented to the Administrator at the Fall Board Meeting.

The Committee is of the opinion that, since the convention program is not finalized until the January Board Meeting, extending speaker invitations at that time would be premature.

Recommendation #8:

The Committee recommends that PART IV, Section A, paragraph 2 of the Circle K Board Policy Code not be adopted.

I move that recommendation #8 be adopted.
(adopted)

The Committee also considered the proposed amendment to PART I, Section I, paragraph 2 of the Circle K International Board Policy Code:

Reasonable travel, room and registration expenses for Board members shall be budgeted by the Circle K Department budget for the winter and spring/summer Board Meetings and the International Convention.

The Committee notes the desirability to refer to Board Meetings in consistent terms throughout the Kiwanis International Board Policy, the Circle K International Constitution and Bylaws, and the Circle K Board Policy Code. It is the opinion of the Committee that the term fall/winter and/or spring/summer be used to establish such uniformity.

Recommendation #9:

The Committee recommends that the amendment to PART I, Section I, paragraph 2 of the Circle K International Board Policy Code not be adopted.

I move that recommendation #9 be adopted.
(adopted)

The Committee also noted the proposal to amend PART I, Section I, paragraph 3 of the Policy Code:

The date and sites for meetings of the Board of Officers of Circle K International shall be set by the International Board subject to review by the Kiwanis International Board Committee on Circle K and the Kiwanis International Board of Trustees. The fall meeting shall be held in conjunction with the Fall Leadership Training Conference.

Again, it is the feeling of the Committee that consistency should be reflected throughout when referring to fall/winter or spring/summer Board Meetings.

Recommendation #10:

The Committee recommends that PART I, Section F, paragraph 3 of the Circle K International Board Policy Code not be adopted.

I move that recommendation #10 be adopted.
(adopted)

The Committee found all other proposals to the Circle K International Board Policy Code to be in order. Those proposals are listed in Exhibit A.

Recommendation #11:

The Committee recommends that the proposals to the Circle K International Board Policy Code listed as Exhibit A with the exception of those noted above, be adopted. In those proposals using the language "winter" Board Meeting, the Committee recommends that the term "fall/winter" be retained in the Circle K International Constitution and the Kiwanis International Board Policies.

I move that recommendation #11 be adopted.
(adopted)

At the suggestion of President Gladman, it was agreed that the entire Circle K International Board Policy Code would be reviewed.

CONSTITUTIONAL RESOLUTIONS OF THE 1977 CIRCLE K INTERNATIONAL HOUSE OF DELEGATES

The Committee reviewed the Constitutional resolutions of the 1977 Circle K International House of Delegates and found them to be in order, with the exception of the following (see Exhibit B):

Article V, Section 9, paragraph b: The Circle K Convention House of Delegates passed three separate resolutions amending this portion of the Constitution.

Article V, Section 9, paragraph c: The Circle K Convention House of Delegates passed three separate resolutions amending this portion of the Constitution.

Recommendation #12:

The Committee recommends that Article V, Section 9, paragraph b and Article V, Section 9, paragraph c be referred back to the Circle K International Board for further clarification.

I move that recommendation #12 be adopted.
(adopted)

The Committee also noted the following two Constitutional resolutions as adopted by the Circle K House of Delegates:

ARTICLE IV, Section 3, paragraph a - District Structure: The officers of a district shall be a governor, secretary-treasurer, and such lieutenant governors as deemed essential by the Circle K and Kiwanis district board of trustees, with approval of the Circle K International Board of Officers. A district may petition the Circle K International Board, providing they have the approval of their Kiwanis district board, to allow the separation of secretary-treasurer into the officers of district secretary and district treasurer. Such petition shall define the duties for each officer and the reasons for such a division. The officers of a district may include a district editor if deemed essential by the Circle K district and the Kiwanis district board of trustees, with approval of the Circle K International Board.

Amend to read:

The officers of a district shall be a governor and other officers as provided for in the district bylaws.

ARTICLE IV, Section 8, paragraph c - District Structure: The Kiwanis district board of trustees may determine and provide an allocation from Kiwanis funds for Circle K operations. This allocation and the district dues will provide the funds to support the district operation.

Amend to read:

(delete entire paragraph)

Recommendation #13:

The Committee recommends that the action of the Convention's House of Delegates on ARTICLE IV, Section 3, paragraph a and ARTICLE IV, Section 8, paragraph c be referred back to the Circle K International Board for a more clear understanding of the resolution's intent.

I move that recommendation #13 be adopted.
(adopted)

The Committee notes, too, the resolution on ARTICLE V, Section 1:

ARTICLE V, Section 1 - International Structure: The Officers of this organization shall be a President, a Secretary, and nine (9) Vice-Presidents (effective at the close of the 1977 Circle K International Convention). Each officer shall be

an active member in good standing of a member club during his term of office. No officer of this organization shall serve concurrently in an office in a member club or district within this organization.

Amend to read:

The Officers of this organization shall be a President, a Secretary, and nine (9) Vice-Presidents (effective at the close of the 1977 Circle K International Convention). Each officer shall be an active member in good standing of a member club during his term of office. Each candidate for office, before being duly elected and qualified, will submit to the House of Delegates documented evidence of his present and future enrollment at an institution of higher learning, at which a chartered Circle K club exists and at which he may reasonably be expected to remain a member in good standing. No officer of this organization shall serve concurrently in an office in a member club or district within this organization.

The Committee feels that this matter is adequately covered in ARTICLE III, Section V, paragraph a of the Circle K International Constitution.

Recommendation #14:

The Committee recommends that ARTICLE V, Section I of the Circle K International House of Delegates not be adopted.

I move that recommendation #14 be adopted.
(adopted)

In regard to the action of the House of Delegates concerning:

ARTICLE III, Section 5, paragraph c - Local Club Structure:
1.) All clubs chartered after final approval of this amendment must be coeducational. 2.) All coeducational clubs chartered before final approval of this amendment must remain coeducational. 3.) All clubs which are comprised of all male or all female members before final approval of this amendment be given a maximum of four (4) years to become coeducational.

Recommendation #15:

The Committee recommends that this resolution not be adopted.

I move that recommendation #15 be adopted.
(adopted)

In another matter regarding the convention's House of Delegates action, the Committee noted:

ARTICLE III, Section 2 - Local Club Structure: A Circle K club may be chartered at any institution which offers courses leading to a baccalaureate or post-baccalaureate degree. Circle K clubs may also be chartered at vocational technical schools that have received a technical certification by state or provincial

boards of education. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least fifteen (15) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club

would exist. Each petition shall certify that the prospective club has adopted and complied with the provisions of the Standard Form for Club Bylaws, modified only as approved by the officers of Circle K International and has agreed to be bound by the Constitution of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization.

Amend to read:

A Circle K Club may be chartered at any institution which offers courses leading to a baccalaureate or post-baccalaureate degree. Circle K clubs may also be chartered at vocational technical schools that have received a technical certification by state or provincial boards of education. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least ten (10) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted club bylaws as provided in ARTICLE III, Section 10 of this Constitution and has agreed to be bound by the Constitution of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization.

The Committee is of the opinion that the proposal to lower the number of charter members would reduce the strength of a newly formed club and that the certification of adopted club bylaws is a standard operating procedure that is now being followed.

Recommendation #16:

The Committee recommends that the proposal to amend ARTICLE III, Section 2 of the Circle K International Constitution and Bylaws not be adopted.

I move that recommendation #16 be adopted.
(adopted)

The remaining resolutions passed by the Circle K International House of Delegates have been reviewed and found to be in order. The resolutions are attached as Exhibit B.

Recommendation #17:

The Committee recommends that the Constitutional resolutions to the Circle K International Constitution and Bylaws be recommended as shown in Exhibit B, with the exception of those noted above. (See Exhibit B)

I move that recommendation #17 be adopted.
(adopted)

TOPICAL RESOLUTIONS OF THE 1977 CIRCLE K INTERNATIONAL HOUSE OF DELEGATES

The Committee has reviewed the topical resolutions of the Circle K International Convention and found them to be in order. The Committee does take exception to the topical resolution entitled "Denominational Religious Activities," and feels that the delegate body could have used better judgment in the manner in which it was handled. The resolutions are attached as Exhibit C to this report.

CIRCLE K CLUB CHARTER REVOCATIONS AND ADJUSTMENTS OF NON-MEETING CLUBS

The Committee reviewed the list of clubs to be placed on non-meeting status and revoked status as recommended by the Circle K International Board of Officers on August 13, 1977. The list is attached as Exhibit D.

Recommendation #18:

The Committee recommends approval of the Circle K International Board's revocation of Circle K charters. (Noted in Exhibit D).

I move that recommendation #18 be adopted.
(adopted)

CIRCLE K INTERNATIONAL THEME AND OBJECTIVES MANUAL

The Committee reviewed the Circle K International 1977-78 theme and objectives manual, "Embrace Humanity." The manual, a guide to Circle K's theme and emphasis programs for the coming two years, was distributed at the 1977 Circle K International Convention. The Committee commends the staff and the Circle K International Board on the development of the manual and urges its fellow Board members to review the manual at their convenience.

GENERAL 1977 CONVENTION REPORT

The Committee reviewed the report of Circle K International Administrator Carl Pounds. The Committee notes the following figures on convention attendance:

TOTAL REGISTRATION	765
BOARD AND STAFF	19
GUESTS	12
MUSICAL GROUPS	<u>62</u>
	858

The Committee also noted the members of the recently elected 1977-78 Circle K International Board. A listing of their names and addresses is attached as Exhibit E. While the final figures are not yet available, the Committee noted in the opinion of Administrator Pounds that the 1976-77 convention expenditures would be within budget.

DISTRICT ADMINISTRATORS SURVEY

The Committee reviewed the questionnaire sent to Circle K District Administrators regarding the annual May Regional Training Conferences for Circle K District Administrators and Circle K District Governors. The purpose of the survey is to determine the feasibility of adjusting the conferences to: (a) reduce the costs involved, and (b) to provide insight into future programming that will be more beneficial to both Circle K Governors and Administrators. The results of this survey will be available to the Committee at its next meeting.

OVERSEAS CIRCLE K CLUBS

The Committee considered, in-depth, the question of overseas Circle K clubs, and the Committee feels that it needs more information on the economic and structural problems involved. The Committee wishes to retain the question for further study while the staff continues in depth research on the matter.

1977-78 CIRCLE K INTERNATIONAL BUDGET

The Committee discussed the 1977-78 Circle K Department budget; particularly in regard to the allocation of funds for Circle K International Board meetings. The budget allocation for Circle K Board meetings is \$5,500. It is anticipated, however, that the cost involving Circle K Board meetings will exceed this amount by \$600-\$800. The Committee requests staff to explore other areas within the budget which may offset this overage.

CIRCLE K SPONSOR AWARD

The Committee reviewed a draft of the proposed Circle K Sponsor Award Program. (See Exhibit E). The proposed Circle K Sponsor Award is similar to that of Key Club's International Sponsorship Award Program. The Committee approves the concept of the program and suggests that staff refine the grading criteria for consideration at the January, 1978 Board Committee meeting.

1977 CIRCLE K INTERNATIONAL LEADERSHIP TRAINING CONFERENCE

The Circle K International Leadership Training Conference will be held October 14-16, 1977 at the Ambassador West Hotel, Chicago, Illinois. This conference is made possible by funds from the Kiwanis International Foundation. The conference will stress techniques of leadership development, values clarification, goal setting, and personal intergroup reactions.

CIRCLE K STATISTICS

The following figures represent statistics for Circle K International at the close of the 1976-77 administrative year. Totals noted in parentheses are comparative figures for September 25, 1976.

TOTAL CHARTERS	661	(696)
TOTAL ACTIVE	618	(621)

TOTAL NON-MEETING	43	(75)
TOTAL DELINQUENT	76	(87)
TOTAL NEW	65	(61)
MEMBERSHIP	11,597	(10,635)

As the Circle K Department prepares for the beginning of the 1977-78 administrative year, the following figures will represent the organizational status:

TOTAL CHARTERS	612
TOTAL NON-MEETING	72
TOTAL ACTIVE	540
TOTAL MEMBERSHIP	(to be determined)

DISTRICT ADMINISTRATORS RESOLUTIONS

The Committee acknowledges the resolutions of District Administrators' passed at their May Regional Conference. (See Exhibit G). The resolutions are labeled A, B, C, and a fourth resolution is contained in a letter dated May 24, 1977 from Myral C. Coatney to President Stan. The resolutions above and other concerns can be found in a memorandum dated August 18, 1977 to the Kiwanis International Board from Dr. G. Bruce Bartels, Chairman, 1976-77 International Committee on Circle K.

In regard to Resolution A (regarding Kiwanis International Board representation at May regional training conferences and at the Circle K International Convention), the Committee notes that the Chairman of the Board Committee is present at the International Convention. The Committee is of the further opinion that representation at the Regional Training Conferences is, at this time, economically infeasible; particularly in view of the representation provided at the Circle K International Convention.

In regard to Resolution B (concerning the International Sponsorship Fee mailing), the Committee notes that the mailing of the International Sponsorship Fee form is currently distributed via second class permit mail addressed to the Secretary of the sponsoring Kiwanis club, who, in most cases, is the most reliable channel of communication to the club level.

The Committee also notes the mailing of the envelopes via first class mail is economically infeasible.

The Committee feels there is merit to Resolution C and suggests that future Kiwanis International Presidents consider this recommendation.

The resolution authored by Myral Coatney is adequately covered in the June 9 personal message of President Stan to Kiwanis District Circle K Administrators and Kiwanis District Governors.

In the report of G. Bruce Bartels, the Committee notes the General Office is planning to reprint and rewrite the brochure "This Is Circle K" in much the same manner as described in point 3 of Bartel's report.

The Committee also notes past problems with the recommendation outlined in recommendation #4 of the Bartels report. The problems associated with the extension of International Committee structure to multi-year appointments has in the past led to the committee exceeding its constitutional authority and responsibility. The Committee does not favor this recommendation.

Respectfully submitted,

WARREN H. EDWARDS

JOHN T. ROBERTS

C. E. "PETE" THURSTON, CHAIRMAN

/gm

AMENDMENTS TO THE CIRCLE K INTERNATIONAL BOARD OF OFFICERS POLICY CODE AS OF:

June, 1977

PART I, Section B, paragraph 1 - International President:

The President shall perform these duties as prescribed in Article V, Section 4, paragraph 1 of the Circle K International Constitution.

Amend to read:

The President shall perform those duties as prescribed in Article V, Section 4, paragraph 1 of the Circle K International Constitution, which states: (a) The President: The President shall be the chief executive officer of this organization; shall serve as the presiding officer at the annual convention of this organization and meeting of the Board of Officers; shall maintain effective communications with his Board; shall serve as the official representative of this organization and shall work to maintain good public relations between this organization, Kiwanis International, and the general public.

PART I, Section B, paragraph 2 - International President

The President shall assign the Vice-Presidents to their counseling districts within 24 hours of his installation. He shall appoint Board Committee Chairmen and Cabinet positions within 20 days.

Amend to read:

The President shall assign the Secretary and Vice-Presidents to their counseling districts within 24 hours of his installation and he shall also appoint Board Committee Chairmen within the same 24 hours.

PART I, Section C, paragraph 1 - The Secretary

The Secretary shall perform those duties as prescribed in Article V, Section 4, paragraph 2, of the International Constitution which reads: "The Secretary shall attend the annual convention of this organization as well as meetings of the Board of Officers; shall record the minutes of all official Board meetings and the House of Delegates; shall serve as the official representative of this organization at such functions as the President may determine; and shall perform additional responsibilities as assigned by the President or the International Board of Officers."

Amend to read:

The Secretary shall perform those duties as prescribed in Article V, Section 4, paragraph 2, of the International Constitution of this organization, which states: "The Secretary shall attend the annual convention of this organization as well as meetings of the Board of Officers; shall record the minutes of all official Board meetings and the House of Delegates; shall serve as the official representative of this organization at such functions as the President may determine; and shall perform additional responsibilities as assigned by the President or the International Board of Officers."

PART I, Section C, paragraph 3 - The Secretary

The Secretary shall also perform those duties as prescribed in PART I, Section D, of the Policy Code.

PART I, Section C, paragraph 4 - The Secretary

In cooperation with the Administrator, the Secretary shall be responsible for preparing seven issues of "International Speaking," which shall be considered as an official publication of the International Board. Following the preparation process, it shall be mailed to all International and district officers by the General Office.

PART I, Section C, paragraph 5 - The Secretary

The International Secretary shall see that official minutes of Board meetings and minutes of the International Convention House of Delegates are recorded. The Secretary, in cooperation with the Administrator, shall prepare such official minutes immediately following such meetings.

PART I, Section E paragraph 9 - The International Administrator

The Administrator shall work with the appointed Board Secretary to prepare Official Minutes of all Board Meetings, and the House of Delegates session at the International Convention, immediately following such meetings.

Amend to read:

The Administrator shall work with the Secretary to prepare Official Minutes of all Board Meetings, and the House of Delegates session at the International Convention, immediately following such meetings. (Note deletion of "appointed Board")

✓ PART I, Section E, paragraph 12 - The International Administrator

The Administrator shall comply with this Policy Code and in the event he fails to comply with the Policy Code, the President of Circle K International shall write a letter to the Kiwanis International Board Committee on Circle K Chairman noting the discrepancies in the Administrator's actions.

PART I, Section F, paragraph 1 - Full Board Meetings

The Board of Officers shall meet at least twice annually, once in the fall/winter and again in the spring/summer to conduct the business of the organization, to develop programs for implementation, to serve as a committee on conventions and laws and regulations and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention. Written notice of the time and place of such meetings shall be mailed to each member of the Board of Officers by the International Administrator not less than thirty (30) days prior to said meeting.

Amend to read:

The Board of Officers shall meet at least three times annually, once in the fall/winter and again in the spring/summer to conduct the business of the organization, to develop programs for implementation, to serve as a committee on conventions and laws and regulations and to assess the health of clubs and districts. The Board of Officers may also meet during the International Convention or at such other times as the Board may deem necessary by mail vote. Written notice of the time and place of such meetings shall be mailed to each member of the Board of Officers by the International Administrator not less than thirty (30) days prior to said meeting.

PART I, Section F, paragraph 2 - Full Board Meetings

Four (4) members of the Board of Officers shall constitute a quorum for the transaction of all business.

Amend to read:

Six (6) members of the Board of Officers shall constitute a quorum for the transaction of all business.

PART I, Section F, paragraph 3 - Full Board Meetings

The date and sites for meetings of the Board of Officers of Circle K International shall be set by the International Board subject to review by the Kiwanis International Board Committee on Circle K and the Kiwanis International Board of Trustees.

Amend to read:

The date and sites for meetings of the Board of Officers of Circle K International shall be set by the International Board subject to review by the Kiwanis International Board Committee on Circle K and the Kiwanis International Board of Trustees. The fall meeting shall be held in conjunction with Fall Leadership Training Conference.

PART I, Section F, paragraph 5 - Full Board Meetings

The agenda for meetings of the Board of Officers shall be set by the President with consideration of input from the Administrator and members of the Board. The agenda should be mailed to each Board member at least ten (10) days prior to any meeting by the Administrator.

Amend to read:

The agenda for meetings of the Board of Officers shall be set by the President with consideration of input from the Administrator and members of the Board. The agenda should be mailed to each Board member at least two (2) weeks prior to any meeting by the Administrator.

PART I, Section G, paragraph 5 - International Board Committees

The Standing Committees of the International Board shall be the following: Finance, Laws and Regulations, Conventions and Conferences, and Theme and Objectives.

Amend to read:

The standing Committees of the International Board shall be the following: Finance, Laws and Regulations, Conventions and Conferences, Theme and Objectives, K-Family, Membership, Growth and Education, Publication and Literature, Public Relations, and Long Range Planning.

PART I, Section G, paragraph 8 - International Board Committees

All Committees shall give a written report of their activities during the December and June meeting of the full Board. Committee reports to the International Board shall follow the form contained in the appendix. Board Committee reports shall contain: actions of the committee since its last report including correspondence, meetings, publications, and other pertinent information; recommendations and proposals for Board action; and business of the committee which the Board has requested of the committee through directives and definitions of duties.

Amend to read:

All committees shall give a written report of their activities during the Fall/Winter and Spring/Summer meetings of the full Board. Committee reports to the International Board shall follow the form contained in the appendix. Board Committee reports shall contain: actions of the committee since its last report including correspondence, meetings, publications, and other pertinent information; recommendations and proposals for Board action; and business of the committee which the Board has requested of the committee through directives and definitions of duties.

PART I, Section H - Standing Committees

1. The standing committees of this organization shall work closely with the General Office and shall be:
 - a. K Family Programs. This committee shall be responsible for promoting relations among all elements of the Kiwanis Family. It shall have the responsibility for developing joint projects and other pertinent material in this area.
 - b. Major Emphasis Programs: This committee shall promote the program chosen by the International Board. It will also develop and research program ideas that tie in with the objectives of the organization. It will also recommend specific ideas and project procedures or other useful information for the membership.
 - c. Membership Growth and Education: This committee shall develop pertinent materials designed to aid in the building of sound membership and education of all members in regards to the objectives of Circle K.
 - d. Publications and Literature: The committee shall review and suggest revisions of the publications and literature originating from the International Board and the general office.
 - e. Public Relations: It will be the purpose of this committee to promote general goodwill throughout the organization. It will be the responsibility of this committee to attempt to find time on national network news, or public service time on local network TV, or other types of media which demonstrate the outstanding service projects of this organization, outstanding leadership or other Circle K related activity which exemplify Circle K goodwill and the good name of Circle K International.

2. The members of standing committees shall be active members of a Circle K Club in good standing. They shall be appointed by the President and confirmed by the Board. Appointees shall serve at the discretion of the President.
3. Any mailing originating from the International Committees must be approved by the President with consultation from the Administrator.
4. No expenses, including postage, may be reimbursed for any International Committee activity by Circle K International without prior approval of the President and the Administrator.

Strike entire Section.

PART I, Section I - Board Prerequisites and Expenses

Amend to read:

PART I, Section H - Board Prerequisites and Expenses

PART I, Section I, paragraph 2 - Board Prerequisites and Expenses

Reasonable travel, room and registration expenses for Board members shall be budgeted by the Circle K Department budget for the fall/winter and spring/summer Board meetings and the International Convention.

Amend to read:

PART I, Section H, paragraph 2 - Board Prerequisites and Expenses

Reasonable travel, room and registration expenses for Board members shall be budgeted by the Circle K Department budget for the winter and spring/summer Board meetings and the International Convention.

PART I, Section I, paragraph 4 - Board Prerequisites and Expenses

Travel expenses shall be paid for International Vice-Presidents to attend the district conventions of the districts they have been assigned to counsel.

Amend to read:

PART I, Section H, paragraph 4 - Board Prerequisites and Expenses

Travel expenses shall be paid for the International Secretary and International Vice-President to attend district conventions of the districts they have been assigned to counsel.

PART I, Section J - Alumni Association

Amend to read:

PART I, Section I - Alumni Association

✓ PART II, Section A, paragraph 3 - Budget

The proposed budget will be reviewed by the Circle K Board Committee on Finance during the spring/summer Board Meeting. Suggestions to the budget may be made by the Committee and/or the International Board and forwarded through the Administrator to the Comptroller and the Kiwanis International Board for their consideration. The budget for the upcoming fiscal year shall be proposed by the Finance Committee and voted on by the Board by the end of the June Board meeting before the start of that fiscal year. The adopted budget must be balanced.

Amend to read:

The proposed budget will be reviewed by the Circle K Board Committee on Finance during the winter Board Meeting. Suggestions to the budget may be made by the Committee and/or the International Board and forwarded through the Administrator to the Comptroller and the Kiwanis International Board for their consideration. The budget for the upcoming fiscal year shall be proposed by the Finance Committee and voted on by the Board by the end of the winter Board meeting before the start of that fiscal year. The adopted budget must be balanced.

PART II, Section B, paragraph 2 - Club Chartering and Membership

All clubs are expected to pay district dues and to reimburse their sponsoring Kiwanis Clubs for payment of the International Sponsorship Fee at the current per member rate, in addition to maintaining a minimum membership of ten (10) members in order to be considered to be in good standing.

Amend to read:

All clubs are expected to pay district dues and to reimburse their sponsoring Kiwanis Clubs for payment of the International Sponsorship Fee at the current per member rate.

✓ PART II, Section B, paragraph 3 - Club Chartering and Membership

Clubs failing to pay dues or maintain minimum membership may be recommended for suspension or revocation of charter.

Amend to read:

Clubs failing to pay dues may be recommended for suspension or revocation of charter.

✓ PART II, Section C, paragraph 2 - Dues Payment

Circle K International shall notify the sponsoring Kiwanis Club of their commitment to their Circle K Club in August. Said notice shall list the date the Sponsorship Fee is due and the date the fee is delinquent.

✓ PART II, Section C, paragraph 3 - Dues Payment

If the Circle K Club Sponsorship Fee has not been paid by December 1, a notice will be sent to the Kiwanis Club and the Circle K Club presidents informing them they are delinquent.

✓ PART II, Section C, paragraph 4 - Dues Payment

If the Sponsorship Fee is not paid by January 1, the Circle K Club, the Kiwanis Club, the Kiwanis Lieutenant Governor, the Kiwanis Governor, the Circle K Governor, the counseling Circle K International Vice-President, and the Circle K International President will be informed that the Circle K Club is not in good standing.

✓ PART II, Section C, paragraph 5 - Dues Payment

It will be requested that an additional letter be sent by February 15 over the Kiwanis International President's signature to the sponsoring Kiwanis Club urging them to pay their fee.

✓ PART II, Section C, paragraph 6 - Dues Payment

March 1, a letter will be sent to the sponsoring Kiwanis Club, Circle K Club, Kiwanis Lieutenant Governor, Kiwanis Governor and Circle K Governor asking if the Kiwanis Club wishes to continue the sponsorship of the club and to notify the International Office at once of their decision.

PART II, Section C, paragraph 7 - Dues Payment

✓ International Sponsorship Fee for all clubs will be \$120 from October 1 to February 1. International Sponsorship Fee for new charters and re-activated clubs started between February 1 and May 1 will be \$60. Clubs chartered and re-activated after May 1 will not have to pay a Sponsorship Fee until October 1 of the following administrative year.

PART III - International Information, Publications and Literature

Amend to read:

PART III - International Publications and Literature Committee

PART I, Section H, paragraph 1d - Standing Committees

Amend to read:

PART III, Section A - Publications and Literature Committee

Publications and Literature: The committee shall review and suggest revisions of the publications and literature originating from the International Board and the general office.

PART III, Section A - Circle K Magazine

Amend to read:

PART III, Section B - Circle K Magazine

PART III, Section B - International Speaking

Amend to read:

PART III, Section C - International Speaking

PART III, Section B, paragraph 2 - International Speaking

All district and International officers shall receive International Speaking free.

Amend to read:

PART III, Section C, paragraph 2 - International Speaking

All district and International officers shall receive International Speaking free seven times per year.

PART IV - International Convention and Conferences

Amend to read:

PART IV - International Convention and Conferences Committee

PART IV, Section A, paragraph 2 - Convention Program

The proposed program for the International Convention shall include a list of suggested speakers.

Amend to read:

The proposed program for the International Convention shall include a list of suggested speakers and shall be presented to the Administrator at the Fall Board Meeting.

PART IV, Section G, paragraph 1 - Circle K International Leadership

The Committee on Convention and Conferences shall recommend by the end of the Fall/Winter Board Meeting the date and location of the Circle K International Leadership Training Conference.

Amend to read:

The Committee on Convention and Conferences shall recommend by the end of the Winter Board Meeting the date and location of the Circle K International Leadership Training Conference for the following year.

✓ PART II, Section B, paragraph 4 - Club Chartering and Membership

A Circle K Club not recognized by the institution at which it was organized, will have two years to comply with the appropriate conditions set forth by the institution. The two year period shall begin with the date of first notification by the institution to Circle K International or Kiwanis International. Failure to comply with said conditions will result in charter revocation.

1976-77 CIRCLE K INTERNATIONAL CONVENTION
HOUSE OF DELEGATES
CONSTITUTIONAL RESOLUTIONS

ARTICLE III, Section 6 - Local Club Structure

The officers of a club shall be a president, vice-president and a secretary-treasurer. All officers shall be active members in good standing in their club. The election, installation, term, and duties of the officers of a club and the manner of filling vacancies in the office of a club shall be defined in the club bylaws. Any officer may be dismissed from office by a vote of two-thirds (2/3) of the entire active member of his club. More officers may be elected to the board when requested by the local club and approved by the district of Circle K.

Amend to read:

The officers of a club shall be a president, vice-president and either a secretary-treasurer or a secretary and a treasurer. All officers shall be active members in good standing in their club. The election, installation, term, and duties of the officers of a club and the manner of filling vacancies in the office of a club shall be defined in the club bylaws. Any officer may be dismissed from office by a vote of two-thirds (2/3) of the entire active member of his club. More officers may be elected to the board when requested by the local club and approved by the district of Circle K.

PASSED (Unanimous)

ARTICLE III, Section 7 - Local Club Structure

There shall be no standing committee structure as such. The president, however, shall have the power to appoint such special committees as needed, and when needed, as is determined by the president in consultation with the faculty adviser and/or Kiwanis adviser.

Amend to read:

Committee structure shall be prescribed in the club bylaws. The president, however, shall have the power to appoint such special committees as needed, and when needed, as is determined by the president in consultation with the faculty adviser and/or Kiwanis adviser.

PASSED (Unanimous)

ARTICLE IV, Section 8, paragraph b - District Structure

Following his election, the governor will develop a proposed income and expense budget and present such statement to the Kiwanis district board. Expense shall include provision for a district publication, necessary governor's and secretary-treasurer's travel, and some allocation for district convention overhead expense. It should include provisions for necessary expenditures that approved lieutenant governors and any special committee or assistants might incur.

Amend to read:

Following his election, the governor will develop a proposed income and expense budget and present such statement to the district board of trustees for approval. The budget shall then be presented to the sponsoring Kiwanis district board of trustees for approval. Expense shall include provision for a district publication, necessary governor's and secretary-treasurer's travel, and some allocation for district convention overhead expense. It should include provisions for necessary expenditures that approved lieutenant governors and any special committee or assistants might incur.

PASSED

ARTICLE IV, Section 9 - District Structure

In the event of a vacancy in any executive office, i.e., governor, secretary or treasurer (including the office of secretary-treasurer) of the district board, the officers of the district shall elect a member of a club in good standing with the district and International to serve in that capacity for the unexpired term. The election, installation, term, duties and manner of filling vacancies of other offices shall be defined in the district bylaws.

Amend to read:

In the event of a vacancy in any office of the district board of trustees, the vacancy shall be filled as prescribed by the district bylaws provided positions are only filled with members of clubs in good standing with the district and International.

FAILED

ARTICLE IV, Section 12 - District Structure

Each district shall adopt the Standard Form District Bylaws, modified only as approved by the Board of Trustees of this organization. The bylaws of a district may be amended by a vote of two-thirds (2/3) of the delegates present and voting at any annual convention of the district, provided that written notice of such proposed amendments shall have been given to each club in the district at

least thirty (30) days prior to the annual convention at which proposals will be considered. All such amendments must be consistent with the Constitution of this organization and shall become effective only after the approval of the board of trustees of the sponsoring Kiwanis district and of the Board of Officers of this organization.

Amend to read:

Each district shall be encouraged to adopt the Standard Form of District Bylaws. Adoption of any other set of bylaws must be approved by the International Board of Trustees. The Board of Trustees must approve said bylaws unless there is a violation of this Constitution contained therein. The procedure for amending the district bylaws shall be prescribed within the district bylaws provided all amendments are approved by a vote of two-thirds (2/3) of the delegates present and voting and are approved by the Kiwanis district board of trustees. The proposed amendments must then be approved by the International Board of Officers. The Board of Officers must approve said amendments unless there is a violation of this Constitution contained therein.

FAILED

ARTICLE V, Section 9, paragraph b - International Structure

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization and the governors of all districts shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division at an International Convention, providing he has the authority to do so in writing.

Amend to read:

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization, the governors and secretaries or secretary-treasurers of all districts shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division at an International Convention, providing he has the authority to do so in writing.

FAILED

ARTICLE V, Section 9, paragraph b - International Structure

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization and the governors of all districts shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division at an International Convention, providing he has the authority to do so in writing.

Amend to read:

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization and the governors of all districts shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club in his division not represented by 2 delegates at an International Convention, providing he has authority of the club to do so in writing.

PASSED

ARTICLE V, Section 9, paragraph c - International Structure

Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee by a specified time prior to the meeting of the House of Delegates. Nothing contained herein will preclude amendments to a resolution, or a substitute resolution, being offered from the floor.

Amend to read:

Any resolution to be introduced to the House of Delegates must be submitted in writing in a predetermined format to the International Convention Resolutions Committee by the designated Achievement Award deadline.

PASSED

ARTICLE V, Section 9, paragraph c - International Structure

Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee by a specified time prior to

the meeting of the House of Delegates. Nothing contained herein will preclude amendments to a resolution, or a substitute resolution, being offered from the floor.

Amend to read:

Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee by a specified time prior to the meeting of the House of Delegates. All resolutions thus submitted must be reported by this committee to the House of Delegates, with the appropriate recommendation of the committee concerning action on the resolutions.

PASSED

ARTICLE III, Section 5, paragraph a - Local Club Structure

Any student of good character and of satisfactory scholastic standing, who is officially enrolled as a student in the institution in which a club exists, may be elected to active membership in said club. The male and/or female membership composition of any Circle K club shall be a matter of mutual agreement between the sponsoring Kiwanis club and the Circle K club. Active membership in said club shall extend over the fiscal year. Where a district or International officer transfers to a school where a Circle K club does not exist, he may be allowed a 60 day grace period to start said club. At the expiration of the allowed time, said membership not having been established, such officer's membership shall terminate and the office held be declared vacant.

Amend to read:

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

PASSED

ARTICLE V, Section 1 - International Structure

The Officers of this organization shall be a President, a Secretary, and nine (9) Vice-Presidents (effective at the close of the 1977 Circle K International Convention). Each officer shall be an active member in good standing of a member club during his term of office. No officer of this organization shall serve concurrently in an office in a member club or district within this organization.

Amend to read:

The Officers of this organization shall be a President, a Secretary, and nine (9) Vice-Presidents (effective at the close of the 1977 Circle K International Convention). Each officer shall be an active member in good standing of a member club during his term of office. Each candidate for office, before being duly elected and qualified, will submit to the House of Delegates documented evidence of his present and future enrollment at an institution of higher learning, at which a chartered Circle K club exists and at which he may reasonably be expected to remain a member in good standing. No officer of this organization shall serve concurrently in an office in a member club or district within this organization.

PASSED

ARTICLE III, Section 5, paragraph c - Local Club Structure

1. All clubs chartered after final approval of this amendment must be coeducational.
2. All coeducational clubs chartered before final approval of this amendment must remain coeducational.
3. All clubs which are comprised of all male or all female members before final approval of this amendment be given a maximum of four (4) years to become coeducational.

PASSED

ARTICLE V, Section 9, paragraph b - International Structure

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization and the governors of all districts shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division at an International Convention, providing he has the authority to do so in writing.

Amend to read:

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization and the governors of all districts shall be delegates-at-large. No delegate shall be certified

unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division and the district secretary-treasurer, or secretary, or treasurer, may represent, by vote, a club not otherwise represented in his district at an International Convention, providing he has the authority to do so in writing.

PASSED

ARTICLE V, Section 9, paragraph b - International Structure

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization and the governors of all districts shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division at an International Convention, providing he has the authority to do so in writing.

Amend to read:

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization and the elected district officers, including governors, lieutenant governors, district secretaries, and district treasurers shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division at an International Convention, providing he has the authority to do so in writing.

PASSED

ARTICLE V, Section 9, paragraph c - International Structure

Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee by a specified time prior to the meeting of the House of Delegates. Nothing contained herein will preclude amendments to a resolution, or a substitute resolution, being offered from the floor.

Amend to read:

Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee by

a specified time prior to the meeting of the House of Delegates, unless any particular House of Delegates chooses, by two-thirds (2/3) vote, to allow a particular resolution to be introduced without being so submitted to the committee. Nothing contained herein will preclude amendments to a resolution, or a substitute resolution, being offered from the floor.

PASSED

ARTICLE VIII, Section 2 - Constitutional Changes

Resolutions may be proposed by the Board of Officers of Circle K International and sent to the Board of Trustees, Kiwanis International; such resolutions will be considered in the same manner prescribed in Section 1 of this article.

Amend to read:

Resolutions may be proposed by the Board of Officers of Circle K International and sent to the Board of Trustees, Kiwanis International; such Constitutional changes shall be subject to the ratification by two-thirds (2/3) of the districts of Circle K International. Ratification by the district shall be accomplished by sending notification of the proposed changes along with a ballot to each district governor.

PASSED

ARTICLE I - Name

The name of this organization shall be Circle K International.

Amend to read:

The name of this organization shall be Circle K North America.

VOTED NOT TO CONSIDER

ARTICLE III, Section 2 - Local Club Structure

A Circle K club may be chartered at any institution which offers courses leading to a baccalaureate or post-baccalaureate degree. Circle K clubs may also be chartered at vocational technical schools that have received a technical certification by state or provincial boards of education. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least fifteen (15) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club has adopted and would exist. Each petition shall certify that the prospective club has adopted and complied with the provisions of the Standard Form for Club

Bylaws, modified only as approved by the officers of Circle K International and has agreed to be bound by the Constitution of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization.

Amend to read:

A Circle K Club may be chartered at any institution which offers courses leading to a baccalaureate or post-baccalaureate degree. Circle K clubs may also be chartered at vocational technical schools that have received a technical certification by state or provincial boards of education. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least ten (10) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted club bylaws as provided in ARTICLE III, Section 10 of this Constitution and has agreed to be bound by the Constitution of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization.

PASSED

ARTICLE IV, Section 3, paragraph a - District Structure

The officers of a district shall be a governor, secretary-treasurer and such lieutenant governors as deemed essential by the Circle K and Kiwanis district board of trustees, with approval of the Circle K International Board of Officers. A district may petition the Circle K International Board, providing they have the approval of their Kiwanis district board, to allow the separation of secretary-treasurer into the offices of district secretary and district treasurer. Such petition shall define the duties for each officer and the reasons for such a division. The officers of a district may include a district editor if deemed essential by the Circle K district and the Kiwanis district board of trustees, with approval of the Circle K International Board.

Amend to read:

The officers of a district shall be a governor and other officers as provided for in the district bylaws.

PASSED

ARTICLE IV, Section 8, paragraph c - District Structure

The Kiwanis district board of trustees may determine and provide an allocation from Kiwanis funds for Circle K operations. This allocation and the district dues will provide the funds to support the district operation.

Amend to read:

(Delete entire paragraph)

PASSED

ARTICLE IV, Section 10 - District Structure

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

Amend to read:

(Delete entire paragraph)

PASSED

ARTICLE V, Section 1 - International Structure

The Officers of this organization shall be a President, a Secretary, and nine (9) Vice-Presidents (effective at the close of the 1977 Circle K International Convention). Each officer shall be an active member in good standing of a member club during his term of office. No officer of this organization shall serve concurrently in an office in a member club or district within this organization.

Amend to read:

The Officers of this organization shall be a President, a Secretary, and ten (10) Vice-Presidents (effective at the close of the 1978 Circle K International Convention). Each officer shall be an active member in good standing of a member club during his term of office. No officer of this organization shall serve concurrently in an office in a member club or district within this organization.

PASSED

THE FOLLOWING RESOLUTIONS WERE TABLED INDEFINITELY BY VOTE OF THE HOUSE OF DELEGATES.

ARTICLE V, Section 3 - International Structure

No elected officer shall accept remunerative employment from this organization during his term of office. The salary of the Administrator, and those of other necessary administrative personnel, shall be determined by the Secretary of Kiwanis International,

Amend to read:

No elected officer shall accept remunerative employment from this organization during his term of office. The salary of the Administrator, and those of other necessary administrative personnel, shall be determined by the Board of Officers with approval of the Secretary of Kiwanis International.

ARTICLE V, Section 10, paragraph b - International Structure

All voting shall be done by written ballot. The election of the President, Vice-Presidents and Secretary shall be conducted separately and using separate ballots. The election of the President shall be completed first and results announced to the House of Delegates. The House of Delegates shall then proceed with the election of the Vice-Presidents and Secretary. Nothing herein contained shall prevent an unsuccessful presidential candidate from being a candidate for Vice-President or Secretary. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number of nominees for said office than there are vacancies to be filled. Cumulative voting and voting by proxy shall not be allowed.

Amend to read:

All voting shall be done by written ballot. The election of the President, Vice-Presidents and Secretary shall be conducted separately and using separate ballots. The election of the President shall be completed first. The House of Delegates shall then proceed with the election of the Vice-Presidents and Secretary. Nothing herein contained shall prevent an unsuccessful presidential candidate from being a candidate for Vice-President or Secretary. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number of nominees for said office than there are vacancies to be filled. Cumulative voting and voting by proxy shall not be allowed.
(Note deletion)

ARTICLE VIII, Section 3 - Constitutional Changes

Proposed changes or resolutions may be proposed by member of the Board of Trustees, Kiwanis International.

Amend to read:

(Delete entire paragraph)

ARTICLE III, Section 1 - Local Club Structure

This organization shall consist of Circle K clubs which have been accepted by the Board of Officers, Circle K International, and have been chartered in the manner prescribed in this Constitution and continue to comply with this Constitution as adopted and amended.

Amend to read:

This organization shall consist of Circle K clubs which have been chartered in the manner prescribed in ARTICLE III, Section 2 of this Constitution and continue to comply with this Constitution as adopted and amended.

ARTICLE III, Section 5, paragraph b - Local Club Structure

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

Amend to read:

Any person who is not a member of a Circle K club may be elected an honorary member of said club for a period of time specified by said club. Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

ARTICLE III, Section 10 - Local Club Structure

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

Amend to read:

Each club is encouraged to adopt the Standard Form of Club Bylaws. Adoption of any other set of bylaws must be approved by the International Board of Officers. The Board of Officers must approve said bylaws unless there is a violation of this Constitution contained therein. The Bylaws of a club may be amended by a vote at any regular meeting of the club, provided that written notice of such proposed amendments shall

have been given the membership at least two (2) weeks prior to the meeting at which they are considered. All such amendments must be consistent with the Constitution of this organization and shall become effective only after submission to and approval by the International Board of Officers. The Board of Officers must approve said amendment, unless there is a violation of this Constitution contained therein.

ARTICLE III, Section 11, paragraph a -Local Club Structure

Any member club that fails to conform to this Constitution or that fails to conform to the standards for clubs established by the International Board of Officers, may have its charter and membership suspended or revoked, or may otherwise be disciplined by action of the Board of Officers, providing that a copy of the charges with a notice of the hearing thereof shall have been sent by mail by the Administrator of Circle K International to the president of said club at least thirty (30) days before said hearing will be held.

Amend to read:

Any member club that fails to conform to this Constitution may have its charter and membership suspended or revoked, or may otherwise be disciplined by action of the Board of Officers, providing that a copy of the charges with a notice of the hearing thereof shall have been sent by mail by the Administrator of Circle K International to the president of said club at least thirty (30) days before said hearing will be held.
(Note deletion)

ARTICLE IV, Section 4, paragraph a - District Structure

The governor, secretary-treasurer, and the lieutenant governors, as approved, shall be elected at the annual district convention. Each district officer shall be a member of a club which is in good standing with both said district and International. The basis of eligibility nomination and election, shall be their demonstration of leadership ability. The district editor may be elected or appointed as prescribed in the bylaws of the district.

Amend to read:

The elected officers, as prescribed by the district bylaws, shall be elected at the annual district convention. Each district officer shall be a member of a club which is in good standing with both said district and International. The basis of eligibility nomination and election, shall be their demonstration of leadership ability. The district editor may be elected or appointed as prescribed in the bylaws of the district.

ARTICLE IV, Section 5 - District Structure

The district secretary-treasurer shall be charged with assisting the governor in his communications, normal record keeping, and such other assistance as the governor may assign him in serving as the secretary-treasurer.

Amend to read:

All other district officers shall assist the governor in the effective administration of the district as prescribed by the district bylaws and the district board of trustees.

ARTICLE V, Section 9, paragraph b - International Structure

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates as may be allowed by the Administrator and Board of Officers. The International Board of Officers of this organization and the governors of all districts shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division at an International Convention, providing he has the authority to do so in writing.

Amend to read:

Each member club in good standing shall be entitled at any Circle K International Convention to two (2) voting delegates, two (2) alternate voting delegates, and as many non-voting delegates and alternates. The International Board of Officers and the governors of all districts shall be delegates-at-large. No delegate shall be certified unless his name appears on the official membership lists submitted during the year. A lieutenant governor may represent, by vote, a club not otherwise represented in his division at an International Convention, providing he has the authority to do so in writing. A district secretary, or a district secretary-treasurer may represent, by vote, a club in his district not otherwise represented at the International Convention, providing he has the authority to do so in writing.

ARTICLE V, Section 9, paragraph c - International Structure

Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee by a specified time prior to the meeting of the House of Delegates. Nothing contained herein will preclude amendments to a resolution, or a substitute resolution, being offered from the floor.

Amend to read:

Any resolution to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee before or during the last meeting of said committee before the House of Delegates. Nothing contained herein will preclude amendments to a resolution, or a substitute resolution, being offered from the floor.

ARTICLE V, Section 10, paragraph b - International Structure

All voting shall be done by written ballot. The election of the President, Vice-Presidents and Secretary shall be conducted separately and using separate ballots. The election of the President shall be completed first and results announced to the House of Delegates. The House of Delegates shall then proceed with the election of the Vice-Presidents and Secretary. Nothing herein contained shall prevent an unsuccessful presidential candidate from being a candidate for Vice-President or Secretary. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number of nominees for said office than there are vacancies to be filled. Cumulative voting and voting by proxy shall not be allowed.

Amend to read:

All voting shall be done by written ballot. The election of the President, Vice-Presidents and Secretary shall be conducted separately and using separate ballots. The election of the President shall be completed first and results announced to the House of Delegates. The House of Delegates shall then proceed with the election of the Vice-Presidents and Secretary. Nothing herein contained shall prevent an unsuccessful presidential candidate from being a candidate for Vice-President or Secretary. No ballot shall be counted whereon it appears that the delegate has voted for a greater number of nominees for said office than there are vacancies to be filled. Cumulative voting and voting by proxy shall not be allowed.
(Note deletion)

ARTICLE V, Section 10, paragraph d - International Structure

The nine (9) nominees for the office of Vice-President receiving the highest number of votes cast for that office shall be elected, and the nominee for the office of Secretary receiving the highest number of votes cast for that office shall be elected.

Amend to read:

The ten (10) nominees for the office of Vice-President receiving the highest number of votes cast for that office shall be elected, provided all said nominees receive at least thirty percent (30%) of the

total votes counted. In the event all vacancies are not filled on the first ballot, subsequent ballots shall be cast. If all vacancies are not filled by the third (3rd) ballot, the vacancies will be filled as prescribed in ARTICLE V, Section 11, paragraph b of this Constitution. The nominee for the office of Secretary receiving the highest number of votes cast for that office shall be elected.

ARTICLE VI, Section 4 - Annual Certificate of Sponsorship and Fee

Each Circle K club shall pay to the sponsoring Kiwanis club for each active member the sum of six dollars (\$6.00) per annum, due on October first of each year and payable not later than thirty (30) days thereafter. The sponsoring Kiwanis club will receive these dues from the Circle K club to provide for the annual sponsorship fee.

Amend to read:

(Delete entire paragraph)

ARTICLE VI, Section 5 - Annual Certificate of Sponsorship and Fee

In cases where the membership of a Circle K club is less than twenty (20) the sponsoring Kiwanis club shall be required to subsidize the membership dues to remit the total annual sponsorship fee. If membership exceeds that number, the excess of dues shall remain in the Circle K club treasury for the purpose of project activity and administration. The details for completing this obligation shall be determined by the sponsoring Kiwanis club in consultation with the respective Circle K club.

Amend to read:

(Delete entire paragraph)

ARTICLE VI, Section 6 - Annual Certificate of Sponsorship and Fee

Upon the mutual agreements of a Circle K club, and sponsoring Kiwanis club, the aforementioned procedure may be altered to meet a local situation, provided that the Circle K club shall in no event pay to the sponsoring Kiwanis club a larger sum than provided for under the aforementioned procedure.

Amend to read:

(Delete entire paragraph)

ARTICLE VII, Section 1 - Parliamentary Authority

The latest edition of "Roberts' Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically defined by the Constitution of Circle K International or outlined in the special rules of order of this organization.

Amend to read:

"Roberts' Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically defined by the Constitution of Circle K International.

ARTICLE VIII, Section 1 - Constitutional Changes

Resolutions may be proposed at the House of Delegates session at the Annual Convention and passed by a vote of two-thirds (2/3) of the delegates present and voting. The Circle K International President shall present all resolutions to the appropriate Board Committee of Kiwanis International.

Amend to read:

(Delete entire paragraph)

TOPICAL RESOLUTIONS

Kiwanis International Board Committee on Circle K

WHEREAS: The members of the Kiwanis International Board Committee on Circle K have worked with and given guidance to the Circle K International Board, and

WHEREAS: They have contributed to the successful administration of Circle K International this year;

THEREFORE: be it resolved that we, the delegates of this convention, express our sincere thanks to the Kiwanis International Board of Circle K.

Resolution

International Committee on Circle K Clubs

WHEREAS: The International Committee on Circle K Clubs has worked diligently in expanding Kiwanis and Circle K relations, and

WHEREAS: They have contributed greatly to the growth and development of Circle K International;

THEREFORE: BE IT resolved that we, the delegates of this convention recognize and appreciate their success in club building and in strengthening Kiwanis support for Circle K over the past year.

Resolution

Circle K Staff

WHEREAS: The Circle K staff has don a fine job in administration, publications, membership development, and education of Circle K, and

WHEREAS: They have put in extensive efforts and dedication throughout the administrative year and especially during this convention;

THEREFORE: be it resolved that we, the delegates of this convention, extend our gratitude to: Carl Pounds, Administrator, Circle K International; William Jepson,

Director of Administrative Services; Jim Lynn, Convention Director; Mike Wujcik, Editor, Circle K Magazine; Scott Pemberton, Assistant Editor, Kiwanis Magazine; John McGehee, Director, Public Relations; Paul Leonard, Assistant Director Public Relations; Gerrie Mitchell and Ruth Malchow, Circle K Secretaries, and all other members of the International International staff.

Resolution

Kiwanis International Foundation

WHEREAS: The Kiwanis International Foundation has been overwhelmingly generous in their financial support of Circle K International, and

WHEREAS: They have made it possible for the president's manual, "Formula For My Club's Success," and

WHEREAS: They have made the new 1977-79 International filmstrip, "Embrace Humanity" possible;

THEREFORE: be it resolved that we, the delegates of the 22nd Circle K International Convention, gratefully appreciate their support, time, and effort that they have unselfishly given to Circle K International.

Resolution

Missouri-Arkansas District

WHEREAS: The tremendous success of the 22nd annual convention of Circle K International was contingent upon the dedication and devotion of the host district, and

WHEREAS: Kevin R. Hufferd and his committee have worked diligently in preparing for this convention, and

WHEREAS: Both the Missouri-Arkansas District of Kiwanis and Circle K joined forces in providing to all the members of Circle K International,

THEREFORE: be it resolved that the delegates of the 22nd Annual Circle K Convention extend their gratitude to the Host Committee and the Missouri-Arkansas District of Circle K.

Resolution

Radisson Muehlebach Staff

WHEREAS: The 1977 International Circle K Convention has been held in the Radisson Muehlebach, Kansas City, Missouri, and

WHEREAS: The hotel staff has provided more than adequate services for the success of this, the largest International Convention in Circle K history,

THEREFORE, BE IT RESOLVED that the 22nd Circle K House of Delegates express their appreciation to the Radisson Muehlebach and its staff.

Speakers

WHEREAS: The speakers at the 22nd Annual Convention of Circle K International: H.E. Walker, George S. Latimer, Howard H. Hendrick, Maurice Gladman, Michael R. Mills, and Robert J. Dole, have informed and inspired us through their presentations, and

WHEREAS: The speakers at the various workshops have enlightened us into new ways of service, and

WHEREAS: These speakers have made an Impact on our Lives so that we may provide better service to our fellow man,

THEREFORE, BE IT RESOLVED that we, the delegates of the convention appreciate their sacrifice of time and, thank them for sharing their knowledge and thoughts on Circle K service, and wish them the best of luck in their future endeavors.

Achievement Service Hours

WHEREAS: There is a great deal of controversy over what can be counted as service hours, and

WHEREAS: This disagreement causes a large discrepancy in the number of hours reported by individual clubs, and

WHEREAS: The International Achievement competition as well as various awards within the Districts are based partially on the number of service hours reported by each club:

THEREFORE BE IT RESOLVED that we the delegates to the 1977 Circle K International Convention do hereby request that some attempt be made by the International Board of Officers to define what can be counted as legitimate service hours.

Cystic Fibrosis

WHEREAS: Cystic Fibrosis is a lung disease which claims the lives of thousands of children and young adults each year, and

WHEREAS: The only hope of those stricken with this disease is that a concentrated effort in research for the cause and cure of this disease be continued, and

WHEREAS: Cystic Fibrosis is an inherited disease and one out of every twenty-five may be a Cystic Fibrosis carrier, and

WHEREAS: Public education is thus important in locating these Cystic Fibrosis carriers and perhaps preventing the birth of more children afflicted with this disease, and

WHEREAS: Cystic Fibrosis has already been adopted as a project by many local Circle K Clubs and even by some Districts;

THEREFORE BE IT RESOLVED that we the members of Circle K International do hereby endorse Cystic Fibrosis as a Circle K International project, and

THEREFORE BE IT FURTHER RESOLVED that the local Circle K Clubs are hereby encouraged to contact their local Cystic Fibrosis Chapters and to help support these chapters as local club projects.

Denominational Religious Activities

WHEREAS: Circle K International is composed of individuals of many denominations and religions and

WHEREAS: a resolution forbidding any denominational religious activities at official convention sessions was passed by the 1975 House of Delegates of Circle K International and

WHEREAS: The above mentioned resolution was ignored at this convention during the entertainment section of the opening session and

WHEREAS: we recognize the hard work and the quality of talent exhibited by the vocal group

THEREFORE, BE IT RESOLVED that this NEVER happen again and

FURTHERMORE, BE IT RESOLVED that the conventions and conferences committee of the International Board of Officers and especially chairman Dexter Martin be reprimanded for ignoring said resolution.

Human Rights Resolution

WHEREAS: Circle K is a people organization, and

WHEREAS: The acceptance of people as people is a fundamental right of all human beings, and

WHEREAS: We each desire to share in the blessing of our common heritage of a people needing and deserving of love from one another, and

WHEREAS: Our human rights are inherent of our birth right as God's Children;

THEREFORE BE IT RESOLVED that through our theme, "Embracing Humanity" we Circle K'ers recognize and work to strengthen basic human and civil rights of all people.

Scrapbook Guidelines

WHEREAS: Club officers may not have been properly informed of report deadlines for awards judging at the Circle K International Convention, and

WHEREAS: Unavoidable human factors of delay may prevent a club or district from meeting report deadlines,

THEREFORE BE IT RESOLVED that we the delegates of this convention recommend that deadlines for submitting reports to be judged for awards be properly publicized and announced at the convention and,

BE IT FURTHER RESOLVED that the International Board take into consideration human factors of delay when considering acceptance of late reports.

Scrapbook Judging Guidelines

WHEREAS: The House of Delegates of the 1976 Circle K International Convention did, through resolution, request that the International Board of Officers put together a set of guidelines on club scrapbooks, and

WHEREAS: The need still exists for such a set of guidelines, and

WHEREAS: No such set of guidelines has as yet been made available to the clubs;

THEREFORE BE IT RESOLVED that the 1977-78 International Board of Officers be instructed hereby to draw up a set of guide-

lines concerning club scrapbooks and the standards upon which these scrapbooks are to be judged in the scrapbook competition, and

THEREFORE BE IT FURTHER RESOLVED that these guidelines be completed prior to February 1, 1978, and that they be sent to the member clubs of Circle K International.

REVOKED CIRCLE K CLUBS
CIRCLE K INTERNATIONAL CONVENTION
AUGUST, 1977

ALABAMA DISTRICT

Jefferson State Junior College

Birmingham-East, AL

CALIFORNIA-NEVADA-HAWAII DISTRICT

Glendale Junior College
Los Angeles Harbor College
Modesto Junior College
University of California-Irvine

Tropico-Glendale, CA
Del Amo Torrance, CA
Greater Modesto, CA
Newport Center, CA

CAPITAL DISTRICT

Rappahannock Community College, South
Wytheville Community College

West Point, VA
Wythe County, VA

CAROLINAS DISTRICT

College of the Albemarle
Gaston College
Pembroke State College

Elizabeth City, NC
Gastonia, NC
Pembroke, NC

EASTERN CANADA & THE CARIBBEAN DISTRICT

Fanshawe College

North London, ON

FLORIDA DISTRICT

Santa Fe Community College

Gator City, Gainesville, FL

GEORGIA DISTRICT - None

ILLINOIS-EASTERN IOWA DISTRICT

Springfield College of Illinois

Springfield South, IL

INDIANA DISTRICT

Vincennes University
Wabash College

Vincennes, IN
Crawfordsville, IN

KANSAS DISTRICT - NoneKENTUCKY-TENNESSEE DISTRICT

Austin Peay State University
Milligan College
University of Kentucky, Ashland Community Clg

Clarksville, TN
Elizabethton, TN
Ashland, KY

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

Northwestern State College of Louisiana

Natchitoches, LA

MICHIGAN DISTRICT

Alma College

Alma, MI

MINNESOTA-DAKOTAS DISTRICT

Fergus Falls Junior College
Minnesota Bible College

Fergus Falls, MN
Rochester-Sunrisers, MN

MISSOURI-ARKANSAS DISTRICT - NoneMONTANA DISTRICT - NoneNEBRASKA-IOWA DISTRICT

William Penn College

Oskaloosa, IA

NEW ENGLAND DISTRICT

New Hampshire Vocational Technical College
University of Maine, Presque Isle

Berlin, NH
Presque Isle, ME

NEW JERSEY DISTRICT - NoneNEW YORK DISTRICT

Genesee Community College
Utica College of Syracuse University

Batavia, NY
New Hartford, NY

OHIO DISTRICT

Kent State University

Kent, OH

PACIFIC NORTHWEST DISTRICT

George Fox College
Lewis-Clark State College
Oregon State University

Newberg, OR
Lewiston-Clarkston, ID
Corvallis, OR

PENNSYLVANIA DISTRICT

Indiana University of Pennsylvania

Indiana, PA

ROCKY MOUNTAIN DISTRICT

Colorado College
Laramie County Community College
University of Denver-University Park

The Rampart Range, Colorado Springs, CO
Cheyenne, WY
South Denver, CO

SOUTHWEST DISTRICT

Eastern New Mexico University
Glendale Community College
Yavapai College

Portales, NM
Sun City-Sun Sky, AZ
Prescott, AZ

TEXAS-OKLAHOMA DISTRICT

Ambassador College
Del Mar College
East Texas State University
El Reno Junior College
Howard College
Oral Roberts University
Texas Southmost College
University of Texas-Arlington

Gladewater, TX
Corpus Christi-Del Mar, TX
Commerce, TX
El Reno, OK
Big Spring, TX
Tulsa, OK
North Brownsville, TX
Arlington, TX

UTAH-IDAHO DISTRICT

Brigham Young University

Provo, UT

WESTERN CANADA DISTRICT

University of Saskatchewan

Saskatoon, SK

Revoked

-4-

August, 1977

WEST VIRGINIA DISTRICT

West Liberty State College

Wheeling, WV

WISCONSIN-UPPER MICHIGAN DISTRICT - None

CIRCLE K INTERNATIONAL BOARD

1977-78

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(Appalachian State University)
(704) 264-1225

KIWANIS INTERNATIONAL
CIRCLE K "SUPER SPONSOR" AWARD

INSTRUCTIONS
FOR GRADING AWARD FORM

1. Use the GRADING CRITERIA shown on the attached page, calculating the points for each item.
2. Give special attention to the following item in grading the report:

Kiwanis Club funds for Circle K work -- since the total funds spent on ALL Circle K clubs will be reported, the dollar amount in each item must be divided by the number of Circle K clubs sponsored by the Kiwanis club to obtain the "per club" basis, before calculating the points for each item. After calculating the points for each item, use these points in the grade for each Circle K club.

3. Grade each Circle K club separately, if more than one Circle K club is shown on the report form.
4. Compute the total points for each sponsored Circle K club.
5. The MAGNA CUM LAUDE Award will be given to the Kiwanis club with the most points.

The VARSITY Award will be given to the Kiwanis club with the second highest grade.

KIWANIS INTERNATIONAL CIRCLE K "SUPER SPONSOR" AWARD GRADING CRITERIA EXPLANATION:

General Information

- If your Circle K Club was formed during this period, show the charter date
- If you had a Circle K club placed on a non-meeting status during this period, show the name

Circle K Club Committee Functioning

- Total number of Circle K club committee meetings held during the year
- Number of Circle K club committee meetings attended by the Circle K President
- Number of Circle K club committee meetings attended by the Faculty Adviser
- Club funds budgeted & spent for Circle K club activities (i.e.):
 - ...to help send Circle K'ers to Circle K Conventions
 - ...to help send Kiwanis Advisors to Circle K Conventions
 - ...to help send Faculty Advisors to Circle K Conventions
 - ...cost of Circle K'ers meals at Kiwanis club meetings
 - ...general Circle K work, supplies, other expenses

Circle K Officer Training

- Was a Circle K Officer Training Program held?
- If so, did the following Kiwanians participate? President, vice-president, secretary/treasurer, Circle K committee members.
- Was a formal Circle K officer induction held?
- If so, did the Kiwanis club officers participate?

Convention Attendance

- Number attending Circle K district convention--Circle K'ers, Kiwanis Advisors, Faculty Advisors?
- Number attending Circle K International Convention--Circle K'ers, Kiwanis Advisors, Faculty Advisors?

Kiwanis/Circle K Meeting Attendance

- What percent of your Kiwanis meetings were attended by Circle K'ers?
- What was the average number of Circle K'ers at each Kiwanis meeting?
- What percentage of each Circle K Club's meetings were attended by your Kiwanians?
- What was the average number of Kiwanians at each Circle K meeting?

Circle K Activities

- What month Circle K club paid International dues
- What month Circle K club paid district dues
- Check each activity performed by your Circle K club (e.g.)
 - Major Emphasis Program
 - Model Kiwanis Meeting
 - Buddy Program
 - Support of Churches
 - Vocational Guidance
 - Interclub meetings

Joint Kiwanis/Circle K Activities

- How many joint board meetings?
- How many joint club meetings?
- How many joint fund raising activities?
- How many joint community service projects?
- How many joint "Reach Out" projects?

KIWANIS INTERNATIONAL
CIRCLE K "SUPER SPONSOR" AWARD
GRADING CRITERIA

<u>ITEM</u>	<u>POINTS FOR EACH ITEM</u> <u>(EACH CIRCLE K CLUB)</u>
1) number of Circle K club meetings	0.1 points for each meeting
2) number of Kiwanis meetings attended by Circle K'ers	0.2 points for each meeting
3) number of Circle K club meetings attended by Kiwanians	0.1 points for each meeting
4) Circle K Officer Training Program held	5.0 points for a "yes" answer
5) MONTH International dues were paid	5.0 points if December or earlier
6) MONTH district dues were paid	5.0 points if December or earlier
7) membership development program carried out	5.0 points for a "yes" answer
8) Circle K District Convention attendance <ul style="list-style-type: none">- Circle K'ers- Kiwanis Advisers- Faculty Advisers	1.0 points for each one attending 5.0 points for each one attending 5.0 points for each one attending
9) Circle K Int'l Convention attendance <ul style="list-style-type: none">- Circle K'ers- Kiwanis Advisers- Faculty Advisers	3.0 points for each one attending 5.0 points for each one attending 5.0 points for each one attending
10) Kiwanis club funds spent for: <ul style="list-style-type: none">- sending Circle K'ers to conventions- sending Kiwanis advisers to convention- sending faculty advisers to convention- Circle K'ers meals at Kiwanis meeting- general Circle K work	1.0 points for each full \$20 per club 1.0 points for each full \$10 per club 1.0 points for each full \$10 per club 1.0 points for each full \$20 per club 1.0 points for each full \$10 per club
11) Joint Kiwanis/Circle K activities: <ul style="list-style-type: none">- club meetings- board meetings- fund raising- community service project	3.0 points for at least one meeting 2.0 points for each meeting held 5.0 points for at least one joint proj. 5.0 points for at least one joint proj.
12) Circle K activities	2.0 points for each activity checked

KIWANIS INTERNATIONAL
CIRCLE K "SUPER SPONSOR" AWARD FORM

INSTRUCTIONS	<ol style="list-style-type: none"> 1. Fill in the FORM as completely as possible, using numbers where called for. 2. The PERIOD covered by this Report is May 1st through April 30th. 3. If you sponsor ONE Circle K Club, use Column A only. If you sponsor TWO Circle K Clubs, use Columns A and B. 4. Have the FORM signed by the appropriate people in the spaces provided. 5. Send the completed FORMS to your DISTRICT ADMINISTRATOR OF CIRCLE K CLUBS, postmarked no later than MAY 30th. (Address can be found in your Kiwanis International Directory.) 6. A Magna Cum Laude Award and a Varsity Award will be presented at your Kiwanis District Convention later this year. 														
GENERAL INFORMATION	<p>Kiwanis Club: _____ Date of Report: _____</p> <p>City: _____ State/Province: _____</p> <hr/> <p>SPONSORED Circle K Club A: _____</p> <p>CIRCLE K CLUBS Circle K Club B: _____</p>														
MEETING/ATTENDANCE/CLUB INFORMATION	<ol style="list-style-type: none"> 1. Total Number of Circle K Meetings held during this Period: 2. How many of your Kiwanis meetings were attended by Circle K'ers (between September 1-May 30)? 3. How many of your Circle K Club's meetings were attended by your Kiwanians (between September 1-May 30)? 4. Was a Circle K Club Officer Training Program held? (Yes or No) 5. MONTH Circle K Club paid International dues 6. MONTH Circle K Club paid District dues 7. Did your Circle K Club carry out a planned Membership Development Program this year? (Yes or No) 	<p>Circle K Club A</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Circle K Club B</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>												
CONVENTION ATTENDANCE	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">8. NUMBER ATTENDING CIRCLE K DISTRICT CONVENTION:</td> <td style="width: 30%;">Circle K'ers</td> <td style="width: 20%; text-align: center;">_____</td> <td style="width: 20%; text-align: center;">_____</td> </tr> <tr> <td></td> <td>Kiwanis Advisors</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td></td> <td>Faculty Advisors</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>			8. NUMBER ATTENDING CIRCLE K DISTRICT CONVENTION:	Circle K'ers	_____	_____		Kiwanis Advisors	_____	_____		Faculty Advisors	_____	_____
8. NUMBER ATTENDING CIRCLE K DISTRICT CONVENTION:	Circle K'ers	_____	_____												
	Kiwanis Advisors	_____	_____												
	Faculty Advisors	_____	_____												

CONVENTION ATTENDANCE	9. NUMBER ATTENDING CIRCLE K INTERNATIONAL CONVENTION:	Circle K'ers Kiwanis Advisors Faculty Advisors	Circle K Club A _____ _____ _____	Circle K Club B _____ _____ _____
CIRCLE K CLUB FUNDING	10. CLUB FUNDS BUDGETED & SPENT FOR CIRCLE K CLUB ACTIVITIES	To Help Send Circle K'ers to Circle K Conventions \$ _____ To Help Send Kiwanis Advisors to Circle K Conventions _____ To Help Send Faculty Advisors to Circle K Conventions _____ Cost of Circle K'ers meals at Kiwanis Club Meetings _____ General Circle K Club Work, Supplies, Other Expenses _____ TOTAL SPENT ON CIRCLE K CLUB WORK \$ _____		
JOINT KIWANIS-CIRCLE K CLUB ACTIVITIES	11. NUMBER OF JOINT KIWANIS-CIRCLE K CLUB ACTIVITIES:	Board Meetings Club Meetings Fund Raising Community Service	_____ _____ _____ _____	_____ _____ _____ _____
CIRCLE K CLUB ACTIVITIES	12. USE CHECK MARK TO SHOW EACH PERFORMED BY EACH SPONSORED CIRCLE K CLUB:	Major Emphasis Program Support of School Model Kiwanis Meeting Support of Churches Vocational Guidance Interclub Meetings	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
CERTIFICATION	We certify the information herein to be correct, to the best of our knowledge. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> _____ Kiwanis Club President </div> <div> _____ Kiwanis Club Secretary </div> <div> _____ Circle K Club Chairman </div> <div> _____ Circle K Club A: </div> <div> _____ Circle K Club B: </div> <div> _____ Circle K Club President </div> </div>			

DISTRICT ADMINISTRATORS RESOLUTIONS

RESOLUTION A:

WHEREAS; our sponsored youth organizations are not only a source of strength and inspiration to all of us, but also one of our best hopes for the future, and;

WHEREAS; the District Administrators of Circle K have the responsibility to maintain a strong and viable organization within their districts and to represent their Circle K District to their respective Kiwanis District, and;

WHEREAS; the District Administrators are the initial liaison between the Kiwanis and Circle K organizations;

THEREFORE BE IT RESOLVED that, meeting in their spring conferences, the District Administrators of Circle K respectfully request Kiwanis International Board representation at these meetings and at the Circle K International Convention so that the Administrators may discuss mutual areas of concern directly with members of the Kiwanis International Board.

RESOLUTION B:

WHEREAS; it is the feeling of the Circle K District Administrators that our sponsored youth organization of Circle K International is truly a source of strength and inspiration to all Kiwanians and also our best hope for the future growth in the youth of our nations;

THEREFORE BE IT RESOLVED that the Annual Sponsorship Fee forms for the Circle K clubs be mailed first class to the following:

- a) the president of the sponsoring Kiwanis club
- b) the Circle K club president
- c) the Circle K district administrator

These envelopes should be stamped on the face "IMPORTANT".

RESOLUTION C:

WHEREAS; it is the feeling of the Circle K District Administrators that our sponsored youth organization of Circle K International is truly a source of strength and inspiration to all Kiwanians and also our best hope for the future growth in the youth of our nations;

THEREFORE BE IT RESOLVED that consideration be given to the make-up of the Kiwanis International Committee on Circle K by the President-elect of Kiwanis International to include the following Kiwanians: chairman of the Committee, a Kiwanis district past governor; the four members of the Committee to include at least two or members that are past or current district administrators of Circle K districts.

Coatney Clinic, Inc.

M. C. COATNEY, D.O., F.A.C.G.P.

OFFICE (816) 231-5600
ANSWERING SERVICE (816) 471-0533

May 24, 1977

Mr. Stanley E. Schneider, President
Kiwanis International
P.O. Box 189
Crestline, Ohio 44827

Dear Stan,

During the Spring Training Conference of Circle K Administrators and Governors in Denver, Colorado, we discovered that the Chief Administrative Officer of Circle K, the President, has no direct input to the Board of Trustees except for a seven to ten minute report at the February Board Meeting.

We feel, and respectfully request, that the International President of Circle K be allowed to be a part of all the International Kiwanis Board of Trustees Meetings, e.g., that he/she have direct input and outflow with the Board. He/she would be present when the Board Committee on Circle K makes its reports to the Board.

We, the undersigned Administrators, feel strongly about this matter and therefore take it straight to you for action. The Chief Executive Officer of Circle K International, Carl Pounds, is aware of our action.

The original letter with signatures is on file in my office.

I thought you might be interested in the other two resolutions

from the other training conferences.

Leading the way with Circle K,

Myral
MYRAL C. COATNEY, D.O.

Administrator, Mo-Ark District

John W. Downey, Administrator, Ill-E. Iowa District

Dan Ott, Administrator, Neb.-Iowa District

Robert S. Wilson, Administrator, Wis.-Upper Mich. District

John M. Liebhardt, Administrator, Utah-Idaho District

Dr. Jackson L. Hammitt, Administrator, Rocky Mtn. District

Ed Kralicek, Administrator, Montana District

Alan Fogelberg, Administrator, Texas-Okla. District

Ralph D. Gustafson, Administrator, Pac. N.W. District

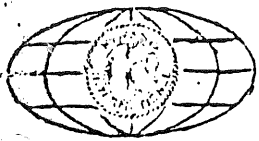
MCC:ep

cc: ✓ R.P. Merridew, Secretary, Kiwanis International

Dr. G. Bruce Bartels, Chairman, Circle K Committee

Paul Chandler, Trustee, Kiwanis International

Chairman, Board Committee on Circle K



COPY FOR YOUR INFORMATION

KIWANIS INTERNATIONAL

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

August 18, 1977

OFFICE OF THE PRESIDENT
STANLEY E. SCHNEIDER
P.O. Box 189
Crestline, Ohio 44827

MEMO TO: The Board of Trustees, Kiwanis International

VIA: Stanley E. Schneider

PRESIDENT
STANLEY E. SCHNEIDER
P.O. Box 189
Crestline, Ohio 44827

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Tustin, California 92680

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Huntington, West Virginia 25722

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Richmond, British Columbia V6V 1J6

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127 South Mill Street
Fergus Falls, Minnesota 56537

DWIGHT F. GALLIVAN
1200 Sycamore Lane
Bluffton, Indiana 46714

EGON KUZMANY
Gumpendorferstrasse 30
A-1060 Vienna, Austria

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900 Canada Trust Building
10150 100th St. East
Edmonton, Alberta T6J 0P6

CARL F. MILLER
57 North Placita Del Saco
Tucson, Arizona 85710

DREW M. PETERSEN, M.D.
950 25th Street, Ste. E-8
Ogden, Utah 84401

JOHN T. ROBERTS
6516 Shellfield Avenue
Baton Rouge, Louisiana 70806

EDWARD STURCH, JR.
Southeastern Oklahoma State University
Durant, Oklahoma 74701

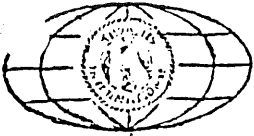
C. E. "Pete" THURSTON, JR.
P.O. Box 2411
Norfolk, Virginia 23501

DOUGLAS WASSON
1677 Shriver Road
Colorado Springs, Colorado 80918

Gentlemen:

On Sunday, August 14, 1977, at the Circle K International Convention in Kansas City, I chaired the District Administrators Conference session. At the session many topics were discussed. They included President Stan's letter of June 9, regarding Circle K; several resolutions; Circle K Bulletin #11; the publication, 1977-73 Committee On Sponsored Youth--Circle K Clubs; the communication breakdown between Circle K and Kiwanis; and the breakdown of communication regarding Circle K from the International Board to the local club level. Since the communication problem seemed the most pressing of those discussed, by consensus of the group in attendance, it was suggested that I write to the Kiwanis International Board to offer the recommendations listed below. (It should be understood by the Board that these recommendations were made by District Administrators and were not initiated by me.)

1. That when a problem arises; in the opinion of the President or the Board of Officers of Circle K International, the Circle K International President may request to be in attendance at meetings of the Board of Trustees of Kiwanis International to discuss and seek counsel and assistance for resolving such problems. An additional purpose of such meetings would be to further enhance communications between Circle K and the Kiwanis International Board.
2. That at each regional training conference for governors and administrators an International Board member be in attendance to help ensure that Circle K, its needs and its problems and their means for solution, be better understood. In other words, this request is made, again, to enhance communications about Circle K from the grass roots of Kiwanis (the club level) on through to the International Board level.
3. A third recommendation, while not dealing with policy changes, and not relating to communications in the same sense as the above statements, was that the Circle K publication, This Is Circle K, be updated, freshened in its approach, and made more appealing to the potential members of Circle K.



KIWANIS INTERNATIONAL

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Edmonton, Alberta T5J 0P6

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Baton Rouge, Louisiana 70806

ERNEST STUNCH, JR.
Southern Oklahoma State University
Durant, Oklahoma 74701

C. E. "Pete" THURSTON, JR.
P.O. Box 7411

4. Lastly, it was suggested that consideration be given to extending the terms of the members of the International Committee on Circle K Clubs to two years for the purpose of adding greater continuity to the work of the committee. Further, it was suggested that these not be honorary appointments, but rather that persons chosen be knowledgeable in the ways of Circle K with a Kiwanis background of success in serving with the organization.

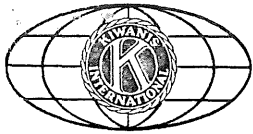
These recommendations are respectfully submitted for careful consideration by the members of the Board of Trustees of Kiwanis International with the purpose of further promoting the well-being of Circle K International.

Most sincerely,

G. Bruce Bartels
G. Bruce Bartels, Chairman
International Committee
on Circle K Clubs

GBB:rm

- cc: Maurice Gladman, President-elect, Kiwanis International
Howard H. Hendrick, President, Circle K International
Neil Giuliano, President-elect, Circle K International
Paul Chandler, Trustee, Kiwanis International
C.E. Pete Thurston, Jr., Trustee, Kiwanis International
Warren Edwards, Trustee, Kiwanis International
John Roberts, Trustee, Kiwanis International
Arnold Bode, Member, Kiwanis Int'l Committee on Circle K
Carroll Wray, Member, Kiwanis Int'l Committee on Circle K
Carl Pounds, Administrator, Circle K International



KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL BUILDING, 101 EAST ERIE STREET, CHICAGO, ILLINOIS 60611
AREA CODE 312 / 943-2300

June 9, 1977

A PERSONAL MESSAGE REGARDING CIRCLE K

FROM: Stanley E. Schneider, President of Kiwanis International

Circle K is a very important project of local Kiwanis clubs.

The functioning of Circle K on the college or university campus should be a prime concern of the Kiwanis club which is responsible for the payment of the sponsorship fee, thus keeping the Circle K club in good standing.

Unfortunately, the term "sponsor" in many instances means merely support through identification with the project and the providing of some financial assistance. Such a connection is in direct contrast to the very important value which could come to the local Kiwanis club if the club looked upon its relationship to Circle K as the way - or at least one of the ways - in which it fulfills its desire to work with and be of service to young people.

To some degree, Kiwanians lose sight of the fact that Circle K is managed by and is the responsibility of Kiwanians. Whether Kiwanis is looking at Circle K at the local club level, as it involves districts, or as it involves Kiwanis International, the role is the same - the development of the service concept and the providing of leadership development opportunities for the members of local Circle K clubs.

The rules, regulations, policies and constitutional provisions by which the Circle K operation is guided are the responsibility of the Kiwanis International Board.

The function of a local Circle K club also comes within the jurisdiction of the Kiwanis International Board.

The function of a Circle K district comes within the same jurisdiction, with the added factor that the day-to-day functioning of a Circle K district also is the responsibility of the Kiwanis district board since a Kiwanis district is an administrative unit of Kiwanis International.

The function of Circle K International is the direct responsibility of the Kiwanis International Board. It is for this reason that the President, each year, appoints a Board Committee on Circle K and this Committee is directly responsible to the Kiwanis International Board for the administering of the plans, procedures and policies which the Kiwanis International Board has established for the functioning of all of Circle K.

The President of Kiwanis International, each year, also appoints an International Committee on Circle K which has as its prime responsibilities the formation of new Circle K clubs through developing an interest in Circle K on the part of local Kiwanis clubs, and the strengthening of already established Circle K clubs where such seems to be appropriate and possible.

For the overall administering of Circle K, the Kiwanis International Board has established a Department of Circle K in the General Office. It has established a budget for the functioning of that department. It has determined what part of that budget can and should be underwritten by the Sponsorship Fees paid on behalf of local Circle K clubs by local Kiwanis clubs. It has agreed, within the total monies available to it for the total functioning of Kiwanis International and all of its projects and administrative responsibilities, to allocate an amount of money necessary to cover the cost of the functioning of Circle K, but only to the degree, in the judgment of the Kiwanis International Board, that there are needs to be met within Circle K and that Kiwanis International can afford the needed allocation from the general income.

At no time has Kiwanis International desired to take unilateral action in the management of Circle K, and yet the Kiwanis International Board cannot shirk its responsibilities for the management of the total organization of Kiwanis worldwide, including the projects which are furthered under the direct supervision of the Kiwanis International Board, as provided for in the provisions of the Constitution and Bylaws of Kiwanis International.

As indicated above, the Kiwanis International Board has asked the several districts, as administrative units of Kiwanis International, to share in the carrying out of many of its responsibilities to divisions and clubs. Among these district responsibilities are the furthering of the Circle K movement. The Kiwanis District Governor annually appoints district chairmen. In the case of Circle K, the chairman has the designation of administrator. However, the prime responsibility for the functioning of Circle K in the district rests with the Governor and his district board.

Recommendations regarding the functioning of any Kiwanis sponsored project, including Circle K, normally filter through the district office and/or the district Governor, directly to the Kiwanis International Board.

Certainly, the District Governor of Kiwanis would and should be interested in comments and suggestions from the Circle K administrator which would help to strengthen Circle K at the local club level. After all, that is where the service is performed; that is where the service concept is experienced. District structure and International structure have their proper place but the basic responsibility of all concerned is with the local Circle K club, its establishment, its functioning and its strength and ability to continue effective operation.

There is a role for the Circle K Governor; there is a role for the International officer. These roles are supportive of the local Circle K club. The prime responsibility of these interim positions is not management. A local Circle K club is a project of a local Kiwanis club. In a very real sense it is an autonomous unit dedicated to service to campus and community. The association of Circle K clubs in divisions and districts comes under the direct control of the Kiwanis districts and the operation is also closely

controlled by the policies and procedures which are established by the Kiwanis International Board.

The Circle K International officers have an important role in the total functioning of Circle K. Their functioning is well defined in the Circle K Constitution and Bylaws. It is important to note the direct relationship which the Circle K officers have to the Kiwanis International Board. Thus, the input of the Circle K officers is made to the Kiwanis International Board through the Board Committee on Circle K. A representative - either the Chairman or a member of the Board Committee on Circle K - is present at all meetings of the Circle K International officers. A full report is made to the Kiwanis International Board on all meetings of Circle K officers. The President of Circle K is also asked to present his thoughts to the Board of Kiwanis International at the January meeting. Prior to that opportunity, he also has, for the last several years, been asked to attend the meeting of the Board Committee on Program Development, as well as the Board Committee on Circle K. Here again, he represents his entire organization and more especially his Board of officers. He participates fully in the deliberations of these two Board Committees as they review their entire agenda.

As President of Kiwanis International, I fully realize that it is somewhat difficult for all of the arrangements for a full discussion of mutual concerns to be known to all involved in the Circle K program. It is, however, important that we all realize the time and effort - including the joint discussions - which have gone into the development of Circle K in recent years in a way that has truly made Circle K the most outstanding campus organization on the North American continent.

It is also very difficult to explain why the Kiwanis International Board must, in some instances, make decisions which may not be extremely popular with Circle K leadership and also - to a greater or lesser extent - with those who may be working with Circle K leadership in all areas of the organization's functioning. One fact that the Board must always consider is that the programs which are sponsored by Kiwanis International must be viewed in long-range planning, as well as in terms of what may seem to be immediate needs. Both factors have a wide influence on decisions, whether popular or unpopular, either with the entire Board or with those involved in these program emphases.

If there were no differences of opinion, there would not be the continuing in-depth study of all such program emphases as Circle K. Finances must be considered. Also, the best interests of young people must be considered when the operations of sponsored youth organizations come under specific scrutiny.

Thus, young people may disagree; Kiwanis leaders may also disagree; and yet, the responsibility of the Kiwanis International Board for all its operations, both administration and program-oriented, must be in reaching decisions which, to the International Board, are compatible with the goals and objectives of Kiwanis. There is that continuing and most important need on the part of the Kiwanis International Board to examine the programs and projects which are utilized by Kiwanis clubs in meeting the needs of the local communities. Here is where service is performed. Everything else which is done in any way must be looked upon as supporting that effort.

Circle K is a great organization for college-age young people. The heart-warming experiences which Circle K members have in the carrying out of their own desires to serve their campuses and communities are the basis for the continuation of the organization. Some years ago, when the Kiwanis International Board found that Circle K was lost in a maze of structure and local clubs were floundering, action was taken to make the local club the focal point of all that was to be done to assist Circle K. I, for one, applaud the Kiwanis International Board for its realism at that time. It took drastic adjustments to accomplish the change. I am just as certain that now the continuing interest of Kiwanis International is with that local Circle K club. Everything from the functioning of the Board Committee; the work of the International Committee, the responsibilities of all Kiwanians related in any way to the functioning of Circle K; the assistance from Circle K leadership at the district and International levels - all of these efforts must assist the local Circle K club.

To Summarize:

The coordinating office which Kiwanis International has established to assist in this total operation is the Circle K Department in the General Office.

This department must of necessity report to the Kiwanis International Board. The budget for the functioning of this department is established by the Board; the question of what can or cannot be done and supported financially in any one administrative year must be a decision of the Kiwanis International Board. And yet, at no time has the Board been unwilling to listen to full explanations from any Kiwanian or Circle K member as to what is hoped would and could be done to improve the functioning of local Circle K clubs.

As in any organization, lines of authority and responsibility must be respected. The Kiwanis International Board receives input from its Kiwanis district leaders, its Circle K leadership in clubs, districts and International. It must, through Board action, reach final decisions which, though sometimes unpopular, are still the responsibility of that Board to make.

My only reason for writing this personal message at this time is that I have a constant fear that operations may be misunderstood; that decisions may be misinterpreted; that communications may seem to some to be lacking and, therefore, some may get a greatly distorted view of how Circle K operates.

If to some small degree this personal message may help all of us to see Circle K, first and foremost as a project of a local Kiwanis club helping young people serve their campus and community, then all of the effort will be worthwhile.

REPORT OF BOARD COMMITTEE ON CONVENTION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
September 29 - October 1 and October 4, 1977

Date of Committee Meeting: September 30, 1977

Place of Committee Meeting: General Office

Present: Members - Hilmar "Bill" Solberg, Allen M. Duffield
Chairman - John T. Roberts
Staff Members - James L. Lynn, R. P. Merridew, L. A. Hapgood,
Nancy Segall
Others - Drew M. Petersen, M.D., Paul Chandler, V. C. "Vic" Shaul,
Merald T. Enstad, Stanley E. Schneider, E. B. "Mac" McKittrick,
Marvin Himmel

I. Dallas, 1977

- A. Comments regarding two specific points concerning the Dallas Convention were discussed: (1) long cafeteria lines, and (2) inappropriate entertainment. There will be two restaurants in the Miami Beach Convention Center, possibly alleviating the lengthy lines. While there were a few negative comments, there were many good reports concerning the Monday Super Star Night, and the Committee feels that this night should be retained for Miami. Some additional money is budgeted for the Wednesday night entertainment which should improve the quality of the show. Efforts to obtain the best possible appropriate entertainment on both nights will be continued.

II. Miami Beach, 1978

- A. Report on Miami Beach Planning Conference. The minutes of the committee meeting held at the Omni Hotel in Miami July 29-31 are attached as Exhibit A. At that meeting, the following recommendation was made:

Recommendation #1:

It is recommended that the Monday Night Super Star program be a part of the Miami Beach Convention program.

I move that recommendation #1 be adopted.
(adopted)

The committee further agreed that complimentary tickets to the performance should be given to the volunteer musical talent in attendance, as was done in Dallas. There will be adequate control of the ticket distribution to these groups.

A suggested change in the procedure for the introduction of the Official Family at the opening night session will be discussed at the Joint Board-Past Presidents Luncheon on Saturday, October 1. In the new procedure, the Board, Past Presidents, and International Committee Chairmen will walk, by groups, from the back of the hall down the center aisle in a processional to their reserved seats, each group being announced separately and spotlighted. The audience will read the individual names from a special, opening night program. The Governors will be introduced, as is traditional, as they walk across the stage and to their seats in the reserved section.

Speakers for the following four contemporary issue topics are being pursued:

- 1) Cancer (or Catastrophic Diseases) - What Can We Expect or Hope for in the Next Decade?
- 2) Is the Family Unit Obsolete?
- 3) Credit Cards - A Blessing or a Curse?
- 4) Can Mr. Average World Citizen Afford Tomorrow?

Donald Fleming a former Minister of Finance for Canada, is a good possibility as the speaker for "Can Mr. Average World Citizen Afford Tomorrow?."

The speakers for the Sunday night session (Dr. Richard Jones, Past President of the Society of Christians and Jews in Canada) and the Tuesday morning session (Mr. Frank Borman, Astronaut and President of Eastern Airlines) have been confirmed.

A Past International Officers Affair will be held, replacing the Board and Past Presidents Reception and Dinner on Friday evening. The function will be funded by International and will be by invitation only, over the President's signature. The emphasis will be on fellowship rather than the formality of meal (e.g., a buffet supper).

B. Super Star Night

The Committee agreed that, should Recommendation No. 1 be approved by the Board Marvin Himmel should make an offer to Tony Bennett to be the "Super Star" Should he be unavailable, John Davidson is the committee's second choice and Red Skelton is our third choice.

As agreed in the Miami meeting, the opportunity to request tickets for Super Star Night will be provided on the Convention Registration Form. Also, as noted earlier in this report, the musical talent representatives will receive complimentary tickets. Staff has been requested to investigate the possibility of setting up a separate cost center within the Convention Department to more clearly delineate costs/profits associated with Super Star Night.

- C. Paul Godfrey, Chairman of the Metro Toronto Commission will give the Invitation to Toronto. An audio-visual presentation is being prepared by the Toronto Convention Bureau and the Metro Board to augment the invitation.
- D. The proposed budget (attached as Exhibit B) was examined and approved by the committee.
- E. It was agreed that Monday night cannot be considered "All Canada Night", as requested in a letter from R. D. Logan, Past Governor of the Western Canada District. Secretary R. P. Merridew will reply to Doug Logan's letter regarding this. If accepted by Chairman Vic Shaul, the high school concert band can be used in other program spots.
- F. It is the committee's considered opinion that the Wednesday evening program should be upgraded. Therefore, the committee authorized Mr. Himmel to contract with one of the following performers, in the order listed, as the Wednesday night entertainment headliner:
 - 1. Disneyland Group
 - 2. Lawrence Welk Show Performers
 - 3. Sandler and Young
 - 4. Ray Bolger
 - 5. Ferrante and Teicher
- G. With regard to the Ladies Program the committee agreed that the following programs should be pursued, with two to be selected, one each for Monday and Tuesday afternoons:
 - 1. Nanette Fabray
 - 2. Patrice Munsel
 - 3. Dr. Joyce Brothers
 - 4. Robert Merrill
 - 5. Burdines Fashion Show
- H. The committee agreed that all of the Miami-Miami Beach people should be asked to stand and be recognized on Wednesday night, as a show of appreciation for their efforts in hosting our convention.

III. Future Sites

A. 1982:

The committee has asked the Convention Manager to survey Detroit and Minneapolis. If those cities prove to be unacceptable, surveys will be made of Phoenix, Salt Lake City, Vancouver, and Denver.

B. 1983 - Europe:

After much discussion, the committee agreed to recommend a firm target year for the first overseas Kiwanis International Convention with the thought that--without a firm target--the holding of such an overseas convention will continue to be deferred ad infinitum.

Recommendation #2:

The committee recommends that the 1983 Kiwanis International Convention be held in Europe, with the site yet to be determined.

I move that recommendation #2 be adopted.
(adopted)

Staff was requested to prepare a working paper on the probable and many differences to be expected with an overseas convention, as an initial step in preparations for the European Convention. President Maury, in addition, will gather certain information when he makes his forthcoming visit to Zurich.

Respectfully submitted,

Allen R. Duffield

Hilmar L. Solberg

John T. Roberts, Chairman

BOARD COMMITTEE ON CONVENTION
July 29 & 30, 1977
Omni Hotel Longview Room

John T. Roberts, Chairman
Allen M. Duffield
Hilmar L. Solberg
Maury Gladman
R. P. Merridew
L. A. Hapgood
Vic Shaul
John McGehee
Jim Lynn
Nancy Segall

Overview of Planning Conference schedule - Jim Lynn

1. Utilization of facilities

Convention Center

North Hall - General Sessions

South Hall - Exhibits

Ladies Programs - Theatre or North Hall? Seats limited to 3,024
in theatre.

Reception for Candidates - Room 102

Hotels

Discussion on use of Fontainbleau. If dropped, can we use Diplomat?
We will have to use Doral Country Club, even though distant location.

2. Shuttle Bus

Jim and Nancy talked with three people: Grayline, American Sightseeing,
Art Weider, with Group and Convention Services
They are all submitting proposals.

The Committee has concurred that the Convention Manager and his staff
should definitely investigate a shuttle bus system.

3. Appraisal of the Monday night situation

Past Presidents disapproved of program. Dov Severinsen was too loud
and not appealing to older people.

The Committee concurred that the Monday night program should be continued.

Vic Shaul asked about permitting the musical talent to view the program
at no charge. This will be put on the next Board Committee agenda.

Marv Himmel proposes between \$20-25,000 for a good program.
Suggestions: Johnny Cash, Tony Bennett, John Davidson

Even if there is a cancellation clause, we will still publicize the
performance and take a chance.

4. Main feature entertainment for Wednesday

Must spend \$10-12,000 for a good program
Mills Brothers, Edie Gorme and Steve Lawrence

5. Press Luncheon in Miami

This was not a good idea for Dallas. It would be better to hold something closer to Convention time.

6. Responsibilities of Board Committee Members

Attendance Promotion - Allen Duffield
Conferences - Bill Solberg

7. Flag Presentation

The Committee concurred that Marv Himmel should work out something without necessity of utilizing large group of scouts.

8. Introductions of Official Family

These groups will walk in from back of hall down center aisle in a processional, each group announced separately, i.e. Board of Trustees, Past Presidents, etc. The audience may read the individual names from a handout given to them when they arrive. The groups will march directly to their reserved seats.

Committee concurs on this.

9. Can the program for all sessions be shortened?

Monday morning

Recognition of Legion of Honor Members - from audience; they will not be brought to the stage.

Greetings from Mayor of city only - not Governor

Introduction of four top district achievers on stage. Plaques will be given at Awards Luncheon. All other achievers recognized at Awards Luncheon.

Moved from Tuesday to Monday: Recognition of 100% Registration Clubs; Introduction of Council Presidents

Wednesday evening

Invitation to next years' Convention should be brief. Possibly have Mayor of City make invitation.

10. Contemporary Issues

The Committee concurred that the following four topics will be pursued:

- Cancer - What Can We Expect or Hope for in the Next Decade?
- Is the Family Unit Obsolete?
- Credit Cards - A Blessing or a Curse
- Can Mr. Average Citizen Afford Tomorrow?

11. Local Pressure for Change in Financing Convention

Discussion of A. W. Lummis' letter regarding raising Kiwanis International dues \$1.00 and reducing the cost of the registration fee.

Discussion on approach to \$45 registration fee for men and 100% registered clubs. Deadline for 100% club registration is May 1.

12. Future Convention Site Invitations

The Committee discussed possible future site locations and instructed the Convention Manager to investigate midwestern cities for 1982, i.e., Detroit, Minneapolis, St. Louis, Kansas City.

The Committee concurs and recommends that the first overseas convention should be in Europe in 1983.

13. Past International Officers Affair

This will take the place of the Board and Past Presidents Reception and Dinner on Friday evening. The function will be by invitation only over the President's signature. The emphasis will be on fellowship rather than formality of meal. A location will be investigated that is conservative in price. Kiwanis International will incur all costs.

14. Luncheons

It was decided to have a luncheon for Charter Club Presidents on Monday. This would be a ticketed affair with a constructive agenda and an excellent speaker.

Legion of Honor Luncheon will be continued for another year. The Committee has asked the staff to work out feasible solutions to the past problems with this luncheon. There should be more promotion and earlier involvement of the Past Presidents.

Selling tickets to luncheons in advance would not be workable.

1977-78 BUDGETESTIMATED INCOMECONVENTION REGISTRATION FEES

7,300 Men	@ \$45 ea.	\$328,500
5,100 Women	@ 20 ea.	<u>102,000</u>
		<u>\$430,500</u>

1977-78 BUDGETESTIMATED EXPENSESDIVISION 11 - CONVENTION ADMINISTRATION

	<u>Actual</u> <u>1974-75</u>	<u>Actual</u> <u>1975-76</u>	<u>Budget</u> <u>1976-77</u>	<u>Budget</u> <u>1977-78</u>
100 Salaries (Staff)	\$ 21,199.92	\$ 22,183.90	\$ 20,500.00	\$ 20,500.00
101 Salaries (Steno and Clerical)	8,763.64	10,440.00	15,000.00	15,000.00
102 Overtime, employment fees and outside office help	3,356.83	3,513.27	-	-
103 Stationery and supplies	1,077.94	1,769.95	1,671.00	1,700.00
104 Postage and express	214.22	129.21	650.00	350.00
105 Telephone and telegraph	2,195.10	2,966.31	2,000.00	3,000.00
106 Miscellaneous Office	948.64	1,863.86	650.00	700.00
113 Pension Plan	1,872.08	983.45	1,500.00	1,500.00
0 Convention City surveys	2,976.65	2,579.70	1,500.00	2,500.00
290 Bureau of Accounts & Office Mgt.	<u>22,675.00</u>	<u>22,675.00</u>	<u>23,743.00</u>	<u>24,151.00</u>
Total	\$ <u>65,280.02</u>	\$ <u>69,104.65</u>	\$ <u>67,214.00</u>	\$ <u>69,401.00</u>

1977-78 BUDGETESTIMATED EXPENSESDIVISION 12. - CONVENTION

	<u>Actual</u> <u>1974-75</u>	<u>Actual</u> <u>1975-76</u>	<u>Budget</u> <u>1976-77</u>	<u>Budget</u> <u>1977-78</u>
101 Salaries (Steno and Clerical)	\$ 22,243.57	\$ 23,957.50	\$ 27,500.00	\$ 27,500.00
103 Stationery and supplies	9,496.14	7,134.27	10,000.00	10,000.00
104 Postage, shipping & storage	8,699.79	13,778.33	9,500.00	10,500.00
105 Telephone and telegraph	3,888.37	6,038.87	6,500.00	7,000.00
106 Miscellaneous Office	2,168.31	718.25	2,600.00	2,600.00
107 Building Maintenance & Rental	1,862.81	707.95	1,500.00	1,500.00
109 Insurance and taxes	-	-	1,000.00	1,000.00
110 Travel (Staff) hotel and meals	32,844.09	41,321.98	32,500.00	40,000.00
115 Exchange	178.83	(44.54)	250.00	250.00
202 Convention Host Committee	6,830.04	4,370.56	5,000.00	5,000.00
203 Convention Hall	34,740.68	10,158.66	30,000.00	11,500.00
206 Transportation	38,631.56	45,503.42	40,000.00	40,000.00
208 Publicity	6,638.91	5,831.96	7,000.00	7,000.00
211 Convention Daily	4,402.60	3,240.48	5,000.00	5,000.00
212 Badges and ribbons	3,812.82	4,933.11	4,000.00	5,000.00
213 Exhibit Area and Meetin' House	19,303.09	26,381.60	25,000.00	26,500.00
214 Printed Programs	9,349.71	8,683.56	9,500.00	9,500.00
215 Program and Entertainment	80,831.61	72,856.83	90,750.00	80,000.00
217 Office furniture & fixtures (rental)	6,418.59	4,044.13	6,500.00	6,500.00
218 Junior Guest temp.	4,667.13	663.37	2,500.00	2,500.00
221 Int.Comm. on Convention program	4,940.02	17,358.33	7,000.00	8,000.00
222 Travel (Board members)	10,333.96	12,562.91	11,000.00	12,500.00
223 Attendance promotion	2,976.78	2,773.53	3,300.00	3,500.00
225 Work shops, forums, clinics and luncheons	18,309.88	20,275.82	19,000.00	21,000.00
226 Monday night entertainment	-	-	-	22,500.00
229 Contingent	-	-	5,000.00	5,000.00
Total	<u>\$333,569.29</u>	<u>\$333,250.88</u>	<u>\$361,900.00</u>	<u>\$371,350.00</u>

REPORT OF BOARD COMMITTEE ON KEY CLUBS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

Date of Committee Meeting: September 29, 1977

Place of Committee Meeting: General Office

Present - Members: Jack P. Delf, E. B. "Mac" McKitrick
Chairman: Hilmar L. "Bill" Solberg
Staff Members: James P. "Pete" Tinsley, Gary R. McCord

REVIEW OF DEPARTMENT EXPENSES

The Committee reviewed the Comparative Statement of Expenses for the first eleven months of the 1976-77 year and an estimated Statement of Income and Expenses for the full year and was happy to note that an excess of income over expenses will be achieved. The Committee also reviewed the Schedule of Income and Expenses for the 34th Annual Key Club International Convention and noted an excess of expenses over income due to an unexpected low attendance at the convention. The Committee has asked staff to research carefully those accounts that were overspent substantially to eliminate any such problems for next year.

REPORT OF 34TH ANNUAL KEY CLUB INTERNATIONAL CONVENTION

The Committee received from the 1976-77 Board Committee on Key Club's Chairman, John T. Roberts, a written report on the 34th Annual Key Club International Convention which he attended as the Official Board Representative. The Committee wishes to join with the Immediate Past Chairman in his highly complimentary comments for those individuals of both the Key Club International Board, the Host Committee members and staff in attendance for their fine work in preparing for and carrying out this outstanding meeting.

ITEMS ARISING FROM INTERNATIONAL CONVENTION

The Resolutions passed by the House of Delegates were reviewed by the Committee and found to be in good order. These are attached as Exhibit A for your review.

The Committee then reviewed the action taken by the Key Club International Board to revoke some 200 charters as listed in the attached Exhibit B.

Recommendation #1:

The Committee recommends that the action taken by the Key Club International Board to revoke the charters as listed in Exhibit B be approved.

I move that recommendation 1 be adopted.
(adopted)

The Committee also received for their information the Not-Meeting List of Key Clubs as approved by the Key Club International Board as well. The Committee was happy to note that the Key Club International Board and staff were instigating some positive and immediate action to endeavor to remove as many clubs from this list as possible. The Committee was alarmed over the large number of clubs on both of these lists and directed staff to research this problem with the idea of presenting some new program ideas to the Committee at their meeting in January to strengthen the awareness of Kiwanis at all levels of their responsibilities to the

Key Club program.

The Committee then reviewed the Amendments to the Constitution and Bylaws as approved by the House of Delegates at the recent Key Club International Convention and finds no concerns.

Recommendation #2:

The Committee recommends that the action taken by the House of Delegates of the 34th Annual Key Club International Convention to amend the Constitution and Bylaws in Exhibit C be approved.

I move that recommendation 2 be adopted.
(adopted)

The Committee further directed staff to research ways to encourage more Kiwanians to attend Key Club functions (training sessions and conventions) at all levels.

REPORT ON REGIONAL TRAINING CONFERENCES

The Committee reviewed a report on the Evaluations of the 1977 Regional Training Conferences from both Key Club district administrators and governors and noted from the report that the individuals in attendance rated the value of these meetings extremely high. The Committee was also apprised of a study being made by staff to endeavor to cut the rising costs of these meetings while maintaining their effectiveness.

REPORT ON FREEDOM LEADERSHIP SEMINAR

The Committee next received a copy of a report by the administrator and a report of the evaluation from the Key Clubbers attending the 10th Annual Freedom Leadership Seminar held at the Freedoms Foundation at Valley Forge, Pennsylvania, September 2-5, 1977. It was evident to the Committee from these reports that this conference continues to be an extremely outstanding meeting. The Committee wishes to commend the Kiwanis International Foundation for their continued support of this fine event. The Committee was apprised of a request by the 1976-77 Key Club International Board that the Chairman of the Committee on Key Clubs attend these meetings, if at all possible.

Recommendation #3:

The Committee recommends that the 1978-79 Chairman of the Board Committee on Key Clubs be in attendance at the 1978 Freedom Leadership Seminar if at all possible.

I move that recommendation 3 be adopted.
(adopted)

REVIEW OF KEY CLUB INTERNATIONAL BOARD TRAVEL

The Committee reviewed reports on the travel of the Key Club International Board since their election in July and found the travel to be in line with Kiwanis International Board Policies.

REVIEW OF MEMBER STATUS OF OVERSEAS KEY CLUBS

A letter was received by the Committee from the Key Club governor of the Southwest District in regards to present Kiwanis policy concerning the formation of a Key Club in Mexico. He specifically requested a ruling as to whether or not the Kiwanis Club of Nogales, Sonora, Mexico, which is affiliated with the Southwest District of Kiwanis, could organize a Key Club in Nogales, Arizona and more specifically in Nogales, Sonora. The Committee felt that if this club was directly attached to and part of the Southwest District that it should be accorded the same privileges as the Kiwanis clubs in the Caribbean area that are attached to the Eastern Canada and the Caribbean District and the Committee wishes to make the following recommendation to this end.

Recommendation #4:

The Committee in concurrence with the Circle K Committee recommends that Kiwanis Board Policy Page C30, second paragraph, be revised to read:

"In the case of the Territory of Guam and the Commonwealth of Puerto Rico and other such United States or Canadian Territories OR ALL OTHERS AREAS DIRECTLY ATTACHED TO THE PRESENT DISTRICTS LOCATED IN THE UNITED STATES OR CANADA, the sponsoring of chartered Key Clubs and/or Circle K Clubs by Kiwanis clubs in these areas will be permitted. The clubs formed will be administered by the sponsoring Kiwanis Club, the KEY CLUB AND/OR CIRCLE K DISTRICT THEY ARE ATTACHED TO or in non-districted areas the Key Club and/or Circle K Club Departments of Kiwanis International.

I move recommendation 4 be adopted.

(adopted and referred to Laws and Policies Committee)

It was the opinion of the Committee that Key Clubs located around the world in all of the countries where Kiwanis is located should be accorded the same privileges as those here on the North American Continent and directed staff to provide the Committee at their next meeting in January information as to probable costs if such a policy was adopted.

Respectfully submitted,

JACK P. DELF
E. B. "MAC" McKITRICK
HILMAR L. "BILL" SOLBERG, Chairman

APPRECIATION

WHEREAS the speakers at the 34th Annual Convention had a truly inspiring message for Key Club,

THEREFORE BE IT RESOLVED that we, the members of Key Club International, extend our heartfelt thanks to Dr. J.W. Grant MacEwan, former Lieutenant Governor, Province of Alberta, Canada; J. Guthrie True, Trustee, Key Club International; Stanley E. Schneider, President, Kiwanis International; Howard H. Hendrick, President, Circle K International; Bob Harrington, "Chaplain of Bourbon Street" New Orleans, Louisiana; G. Daniel Martich, President, Key Club International.

WHEREAS Key Club International is blessed with many hard working Kiwanians and general office staff members who put in many extra hours at the Convention,

THEREFORE BE IT RESOLVED that Key Club International thanks Mr. John T. Roberts, Chairman, Board Committee on Key Clubs; W. Donald Goodfellow, Chairman, International Committee on Key Clubs; Donald C. Marble, Donald K. Enoch, E. Alton Reeves, Jr., Neil R. Gerhart, Members, International Committee on Key Clubs, Robert G. Hutsell, Kiwanis Host Chairman, Gary R. McCord, Administrator, Key Club International; James P. "Pete" Tinsley, Jr., Assistant Administrator, Key Club International.

WHEREAS Key Clubbers have played a large part in planning this 34th Annual Convention,

THEREFORE BE IT RESOLVED that Key Club International thanks Mike Clark and David Haar, Key Club General Host Co-Chairmen; the Key Club International Committee Chairmen, Convention Host Key Clubs; Center High School, Raytown High School, Raytown South High School, Washington High School, William Chrissman High School and all committees working under their direction,

THEREFORE BE IT RESOLVED that Key Club International thanks President G. Daniel Martich and the International Board of Trustees for their outstanding leadership given in producing this successful convention.

WHEREAS the entertainment at this Convention has been refreshing and enjoyable and a true addition to the Convention program, THEREFORE BE IT RESOLVED that we can congratulate and thank the Classical Guitar Duo, The Amazing Duane, River Rock and U.S. Arrival.

WHEREAS Christy Moller, America's Junior Miss has added a special glow and charm to the talent show,

THEREFORE BE IT RESOLVED that we thank Miss Moller for sharing this experience with us.

Respectfully Submitted
This 6th Day of July, 1977



RESOLUTIONS

ADOPTED
THIRTY-FOURTH ANNUAL CONVENTION
KEY CLUB INTERNATIONAL
JULY, 1977-KANSAS CITY, MISSOURI

KIWANIS INTERNATIONAL FOUNDATION

WHEREAS the Kiwanis International Foundation has generously rendered their services, has wholeheartedly supported and contributed to the entire Key Club Program, especially through its sponsorship of the Valley Forge Leadership Training Seminar, the Key Club International Theme and Major Emphasis Filmstrip and the New Key Club International Membership Development Audio-Visual. THEREFORE BE IT RESOLVED that Key Club International once again express its sincere thanks to President Harry S. Himmel and the Board of Trustees of the Kiwanis International Foundation for its continuing interest and support of the Key Club Program.

SUPPORT OF INTERNATIONAL ADMINISTRATIVE THEME

WHEREAS the family unit has been and will continue to be the basic structure of all successful societies; and

WHEREAS we are in times where the future of our societies is questionable and there are many challenges which must be met; and WHEREAS the pressures of society are breaking down our traditional family ties and causing youth to seek escapes rather than accepting the support and guidance that the family provides. THEREFORE BE IT RESOLVED that Key Club International recognizes these problems and through its 1977-78 Theme, "Fulfill Man's Hope For Tomorrow", commits itself to preserving the family unit, protecting the quality of family life and sharing a family relationship with those less fortunate.

HUMAN RIGHTS

WHEREAS one of the basic objects of Key Club is to cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism, and good will; and

WHEREAS the foundation of the concept of service is that all beings possess certain inalienable rights;

THEREFORE BE IT RESOLVED that Key Club International affirms its belief that the denial and abuse of any person's rights is unjust. BE IT FURTHER RESOLVED that Key Club International urges each member to safeguard the inherent rights of all individuals.

ENERGY

WHEREAS we rely heavily on energy to operate our growing and complex society, and

WHEREAS we as the youth of the world must look toward our future, THEREFORE BE IT RESOLVED that Key Club International promotes the conservation of our natural resources in an attempt to provide for future years.

BE IT FURTHER RESOLVED that the individual Key Club member set the example by personally conserving energy.

SPIRITUAL AIMS

WHEREAS support of spiritual aims is one of the seven recommended activities of Key Club International, and

WHEREAS religious beliefs are one of the basic foundations of Key Club International, and

WHEREAS our faith and beliefs are a significant part of our lives, THEREFORE BE IT RESOLVED that Key Club International continues its active participation in promoting religious ideals.

MEMBERSHIP DEVELOPMENT

WHEREAS the object of Key Club International is to provide service to the school and to the community; and

WHEREAS there has been a decrease in new clubs built and an increase in revocation of club charters during the last Key Club International administrative year; and

WHEREAS there has been a decline in the membership of Key Club International; and

WHEREAS New Key Clubs and increased membership are necessary to continue to provide service,

THEREFORE BE IT RESOLVED that the New Key Club International Board give maximum promotion to New Club Building and Membership Development by the use of promotional materials.

BE IT FURTHER RESOLVED that each individual Key Club give serious consideration to raising its membership to maximum levels and to bring Key Clubbing into new areas.

PUBLIC RELATIONS

WHEREAS Key Club members come from all walks of life; and

WHEREAS strong public relations with the different mass media is essential to the strength and future of our organization,

THEREFORE BE IT RESOLVED that Key Clubs take the initiative to strengthen public relations with the media while in the process strive to promote Key Club.

INTERNATIONAL CONVENTION

WHEREAS National Holidays offer opportunities for Key Clubs to provide meaningful service to their schools and communities, and

WHEREAS it is very difficult scheduling group transportation on National Holidays, and

WHEREAS in support of the International Theme and Objectives National Holidays provide excellent opportunities to strengthen family bonds in this time of decreasing family unity,

THEREFORE BE IT RESOLVED that the International Board of Trustees of Key Club International if at all possible not schedule the International Conventions on National Holiday weekends.

INTERNATIONAL LITERATURE

WHEREAS Key Club International provide numerous items of interest and importance to all Key Clubbers, and

WHEREAS each item broadens each Key Clubbers knowledge of the opportunities available in the organization,

THEREFORE BE IT RESOLVED that each member in Key Club International take advantage of these materials.

CONVENTION ATTENDANCE

WHEREAS Key Club International conducts an International Convention each year, and

WHEREAS the Convention is an unforgettable experience and provides an excellent opportunity to expand each member's knowledge of Key Clubs,

THEREFORE BE IT RESOLVED that each member of Key Club International encourage attendance at the next Key Club International Convention in Miami Beach, Florida, July 2-5, 1978.

INTERNATIONAL CONVENTION SPEAKERS

WHEREAS Key Club is an International Organization, and

WHEREAS five countries now attend the International Convention, and

WHEREAS many International Speakers are available,

THEREFORE BE IT RESOLVED that International speakers be obtained whenever possible to add International flavor to Key Club International Conventions.

KEYNOTER

WHEREAS the official publication of Key Club International, "Keynoter" is provided expressly for the purpose of communication; and

WHEREAS it is the only publication of Key Club International which reaches each and every member,

THEREFORE BE IT RESOLVED that the official publication of Key Club International contain more pertinent information concerning the objectives, ideals, and activities of Key Club International.

1976-77
KEY CLUB CHARTERS REVOKED
AS OF SEPTEMBER 30, 1977
 (club and sponsor listed)

DISTRICTCHARTER NO. & STATEALABAMA

Hewitt-Trussville H.S., Birmingham-East, AL	82920-001
Lexington H.S., North Florence, AL	83738-001
Ramsay H.S., Birmingham, AL	81882-001

CALIFORNIA-NEVADA-HAWAII

Acalanes H.S., Lafayette, CA	84781-004
Antioch H.S., Antioch, CA	84762-004
Arroyo H.S., El Monte, CA	81559-004
Blackford H.S., West Valley, San Jose, CA	83557-004
Emil R. Buchser H.S., Santa Clara, CA	82099-004
Canyon H.S., Tri Canyon, Mint Canyon, CA	84832-004
Chaparral H.S., Uptown, Las Vegas, NV	85333-027
Concord H.S., Concord, CA	84606-004
DeAnza H.S., Richmond, CA	83157-004
Eagle Rock H.S., Eagle Rock, Los Angeles, CA	80653-004
Edison H.S., Huntington Beach, CA	85228-004
Escondido Union H.S., Escondido, CA	81228-004
Franklin Sr. H.S., East Stockton, CA	80982-004
Grossmont H.S., Grossmont, CA (Kiwanis Club revoked)	85103-004
Herbert Hoover H.S., East Fresno, CA	83179-004
John F. Kennedy H.S., Barstow, CA	83548-004
La Mirada H.S., La Mirada, CA	84620-004
Oakdale Joint Union H.S., Oakdale, CA	81510-004
Palm Springs H.S., Palm Springs, CA	84064-004
Pinole Valley H.S., Richmond, Pinole, CA	84458-004
Ramona H.S., Uptown Riverside, CA	81921-004
Rancho Cotate H.S., Petaluma, CA	84669-004
Rim of the World H.S., CA (no sponsor)	85399-004
St. Bernard's H.S., Henderson Center, Eureka, CA	81416-004
San Fernando H.S., San Fernando, CA	82816-004
Santa Rosa H.S., Santa Rose, CA	81101-004
Santa Ynez Valley Union H.S. (Kiwanis club revoked)	84987-004
Santana H.S., Santee, CA	84864-004
Sequoia H.S., Redwood City, CA	81077-004
Sonora Union H.S., Sonora, CA	84017-004
Upland H.S., Upland, CA	81611-004
Wilcox H.S., West Santa Clara, CA	83351-004
El Dorado H.S., Uptown Las Vegas, NV	85218-027

CAPITAL

Arundel H.S., Odenton, MD	85211-019
Northwestern Senior H.S., Prince Georges County, MD	84318-019
Oxon Hill H.S., Oxon Hill, MD	83123-019
Hayfield H.S., Woodlawn, Alexandria, VA	84520-045
Hurley H.S., Grundy, VA	85159-045
Norview H.S., Norfolk, VA	81674-045
James-Barry Robinson H.S., Midtown Norfolk, VA	85403-045
Wakefield H.S., South Arlington, VA	81562-045

CAROLINAS

Carlisle Military School, Orangeburg, SC (school closed)	85482-039
Hudson H.S., Lenoir, NC (school closed)	80660-032
Newton-Conover H.S., Newton, NC	81635-032
North Gaston H.S., Gastonia, NC	83641-032
Pembroke H.S., Pembroke, NC	83248-032
Rocky Mount Academy, Rocky Mount, NC	84633-032

EASTERN CANADA & THE CARIBBEAN

Chippewa Secondary School, North Bay, ON	82151-068
Pauline Johnson Coll. & Voc. School, Brantford, ON	82393-068
Markham District H.S., Markham, ON	84607-068
Ottawa Technical H.S., Ottawa, ON	80754-068
Ridgemont H.S., South Ottawa, ON	82678-068
Simonds Regional H.S., Saint John, NB	82044-064
Thomas D'Arcy McGee H.S., Saint George, Montreal, PQ	85107-070
Montego Bay Secondary School, Montego Bay, JA	85242-086

FLORIDA

Buchholz H.S., The University City, Gainesville, FL	85429-009
Deerfield Beach H.S., Deerfield Beach, FL	84535-009
Father Lopez H.S., The Halifax Area, Daytona Beach, FL	83674-009
Andrew Jackson H.S., Jacksonville-Breakfast, FL	80993-009
Marathon H.S., Marathon, FL	81967-009
Northeast Senior H.S., Northside, St. Petersburg, FL	81454-009
Palatka Central H.S., Azalea City, Palatka, FL (consolidation)	84356-009
Pensacola School of Liberal Arts, Eastern Pensacola, FL	85451-009
Saint Edward's Upper H.S., Vero-Treasure Coast, FL	85098-009
The Sanford Naval Academy, Sanford, FL (school closed)	84604-009
Tampa Bay Vocational Technical H.S., Midtown Tampa, FL	82131-009

GEORGIA

Bibb County Vocational Technical H.S., Ingleside, Macon, GA	83018-010
East Fannin H.S., Blue Ridge, GA (consolidation)	82390-010
Griffin Academy, Spalding County, GA (school closed)	85379-010
Macon County H.S., Montezuma, GA	81331-010
Savannah H.S., Savannah, GA	81299-010
Wilkes Academy, Washington, GA	84978-010

ILLINOIS-EASTERN IOWA

Brother Rice H.S., Southwest Chicago, IL	85052-012
El Paso H.S., El Paso, IL	82433-012
Forest View H.S., Mount Prospect, IL	85312-012
Jones Commercial H.S., Chicago, IL	84691-012
Lincoln Community H.S., Lincoln, IL	84366-012
Thornwood H.S., South Holland, IL	85026-012
Waller H.S., Lincoln Park, Chicago, IL	81350-012

INDIANA

William Henry Harrison H.S., Lafayette-Harrison, IN	84807-013
Madison Consolidated H.S., Madison, IN	83959-013
Roosevelt H.S., East Chicago, IN	84134-013
Schulte H.S., Greater Terre Haute, IN	81911-013

KANSAS

Kinsley H.S., Kinsley, KS	84291-015
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KENTUCKY-TENNESSEE

Church Hill H.S., Cosmopolitan Kingsport, TN	83028-041
Cleveland Day School, Cleveland, TN	84127-041
Hazard H.S., Hazard, KY	85081-016
Jefferson H.S., Jefferson City, TN	82582-041
Kirkman Vocational H.S., Chattanooga, TN	80190-041
Louisville Male H.S., Louisville, KY	83118-016
Somerset H.S., Somerset, KY	85048-016
South H.S., Knoxville, TN (consolidation)	81115-041

LOUISIANA-MISSISSIPPI-WEST TENNESSEE

Council #2 McCluer H.S., Capital City, Jackson, MS	84713-023
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MICHIGAN

Henry Ford H.S., Detroit-Northfield, MI	85055-021
Grand Haven H.S., Grand Haven, MI	83210-021
L'Anse Creuse H.S., L'Anse Creuse, Mount Clemens, MI	82520-021
Douglas MacArthur H.S., Riverside, Saginaw, MI	82976-021
Melvindale H.S., Melvindale, MI	82822-021
Oscoda H.S., Oscoda, MI	81444-021
Redford H.S., Detroit-Redford, MI (Kiwanis club withdrew sponsorship)	80923-021
Rogers City H.S., Rogers City, MI	83763-021
Romulus H.S., Romulus, MI	82123-021

MINNESOTA-DAKOTAS

Worthington H.S., Early Risers, Worthington, MN	84689-022
DeSmet H.S., DeSmit, SD	85339-040

MISSOURI-ARKANSAS

Malvern Senior H.S., Malvern, AR (Kiwanis club revoked)	84052-003
Omaha H.S., Harrison, AR	85301-003
Fulton H.S., Fulton, MO	84940-024
Mehlville H.S., Crestwood-Sunset Hills, MO	83568-024

MONTANA

none

NEBRASKA-IOWA

Kearny H.S., Kearny, NE	84965-026
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NEW ENGLAND

Bulkeley H.S., Charter Oak, Hartford, CT	85459-006
Crosby H.S., Waterbury, CT	84495-006
Massabesic H.S., Sanford, ME	85190-018
Portland H.S., Portland, ME	82601-018
Chicopee H.S., Chicopee, MA	84634-020
Dorchester School for Boys, Dorchester, MA	80985-020
Somerville H.S., Somerville, MA	81402-020
Somerville Trade H.S., Somerville, MA	84806-020
Wareham H.S., Wareham, MA (Kiwanis club revoked)	82823-020
Farmington H.S., Farmington, NH	85108-028

NEW JERSEY

Delbarton H.S., Morristown, NJ	84501-029
Florence Township Memorial H.S., Burlington, NJ	82263-029
John F. Kennedy H.S., Paterson, NJ	83780-029
New Brunswick Senior H.S., New Brunswick, NJ	80275-029
Oakcrest H.S., McKee City, NJ	85161-029
Saddle Brook H.S., Saddle Brook, NJ	83804-029
Saint Joseph H.S., Toms River, NJ	83996-029
Weehawken H.S., North Hudson, NJ	82150-029
Wildwood H.S., Wildwood, NJ	84268-029
Woodbury H.S., Woodbury, NJ	81380-029

NEW YORK

Cicero H.S., North Syracuse, NY	84386-031
Cold Spring Harbor H.S., Huntington, NY	83201-031
Draper H.S., Rotterdam, NY	81458-031
Elizabethtown Lewis Central School, Elizabethtown, NY	84673-031
Geneseo Central H.S., Geneseo, NY	83721-031
Glendale H.S., Glendale, NY (now Builders)	84184-031
John Glenn H.S., Elwood, NY	82946-031
Herkimer H.S., Herkimer, NY	80669-031
McBurney H.S., New York City, NY	82868-031
Mount Morris Central H.S., Mount Morris, NY	84021-031

NEW YORK (cont'd)

Richmondtown Preparatory H.S., Richmond County, NY	84250-031
Saint Joseph Academy, Malone, NY (school closed)	84179-031
Stamford H.S., Stamford, NY	83312-031

OHIO

Anderson H.S., Anderson Hills, Cincinnati, OH	81358-034
Chagrin Falls H.S., Chagrin Falls, OH	80855-034
Grandview Heights H.S., Northwest Columbus, OH	84522-034
Madison-Plains H.S., London, OH	83456-034
Mount Vernon H.S., Mount Vernon, OH	80495-034
E. E. Root H.S., North Royalton, OH	81200-034
Tuscarawas Central Catholic H.S., New Philadelphia, OH	85319-034
Vandalia Butler H.S., Vandalia, OH	82045-034
West Geauga H.S., West Geauga, OH	81535-034

PACIFIC NORTHWEST

Coeur d'Alene H.S., Coeur d'Alene, ID	82718-011
Central Catholic H.S., Sunnyside, Portland, OR	84394-036
Lost River H.S., Linkville, Klamath Falls, OR	84645-036
Reynolds H.S., Rockwood, Portland, OR	84956-036
Columbia River H.S., Greater Vancouver, WA	84583-046
Deer Park H.S., Deer Park, WA	80400-046
Evergreen H.S., Vancouver East, WA	84728-046
Kentridge H.S., Meridian-Kent, WA	84975-046
Shadle Park H.S., North Spokane, WA	83434-046
F. H. Collins H.S., Whitehorse, Yukon Territory	84123-072

PENNSYLVANIA

Bishop Neumann H.S., Loyalsock Township, PA	85169-037
Camp Hill H.S., West Shore, Cumberland County, PA	84694-037
Cranberry Area H.S., Franklin, PA	81999-037
McKeesport Area Senior H.S., McKeesport, PA	85164-037
Northern Cambria H.S., Barnesboro, PA	84801-037
Phillipsburg-Osceola Area H.S., Phillipsburg, PA	80298-037
West Middlesex Area Vocational Technical H.S., Swoyersville, PA	85372-037

ROCKY MOUNTAIN

Lincoln H.S., Southwest Denver, CO	85276-005
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SOUTHWEST

Bisbee H.S., Bisbee, AZ	84883-002
Coconino H.S., Malpais, Flagstaff, AZ	84637-002
Douglas H.S., Douglas, AZ	85184-002
Gerard H.S., Papago, Phoenix, AZ	85064-002
Maryvale H.S., Sun City-Youngstown, AZ	82974-002

SOUTHWEST (cont'd)

Nogales Senior H.S., AZ (Kiwanis club revoked)	85121-002
Snowflake Union H.S., Snowflake, AZ	82806-002
Washington H.S., Northwest Phoenix, AZ	81956-002
Dora H.S., Portales, NM	85034-030
Rio Grande H.S., NM (Kiwanis club revoked)	84313-030
Tucumcari H.S., Tucumcari, NM	82216-030
W. H. Burges H.S., East El Paso, TX	84823-042

TEXAS-OKLAHOMA

Antlers H.S., Antlers, OK (Kiwanis club not-meeting)	84767-035
Norman H.S., Norman, OK	84717-035
Bowie H.S., Arlington, Southwest, TX	85244-042
Duncanville H.S., Duncanville, TX	85231-042
Gladewater Senior H.S., Gladewater, TX	85296-042
Douglas MacArthur H.S., San Antonio, TX	82540-042

UTAH-IDAHO

Intermountain H.S., Brigham City, UT	83331-043
Richfield H.S., Richfield, UT	82506-043

WESTERN CANADA

Lord Selkirk Regional Comprehensive H.S., Selkirk, Manitoba	84861-063
Mount Royal Collegiate, Riversdale, Saskatoon, Saskatchewan	85007-071
Northwood H.S., Thunder Bay, Ontario	84995-068
Sir Winston Churchill H.S., Metro-Thunder Bay, Ontario	85217-068

WEST VIRGINIA

none

WISCONSIN-UPPER MICHIGAN

Marquette Senior H.S., Marquette, MI	84675-021
Crossroads Academy, Central Wauwatosa, WI	85396-048
Menomonee Falls East H.S., Menomonee Falls, WI	84336-048
West Bend West H.S., West Bend, WI	83243-048

REPORT OF THE BOARD COMMITTEE ON LAWS AND POLICIES

MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 30, 1977

Place of Committee Meeting: General Office

Present: Members - E. B. "Mac" McKittrick, Hilmar L. "Bill" Solberg
Chairman - Carl F. Miller
Staff Members - L. A. Hapgood, Fay H. McDonald

Policies Revision Study

The committee is most appreciative of the work done by the previous committee on a complete study of Policies. After a study of that work the committee has concluded that a session of approximately two days at the General Office will permit the needed full review and preparation of indicated editorial changes with the goal of completion of the project for presentation at the next meeting of this Board.

The cost of transportation will be minimal since it will be coordinated with other travel of committee members and will fall within budget limits. The committee therefore will meet at the General Office December 5 and 6, 1977 and, once again, members of this Board are asked to communicate any concerns they may have to the committee prior to that time.

The policy presently appearing in Paragraph 8b on page A.11, which reads: "Members to whom senior membership status is granted under Article III, Section 5, of the Standard Form for Club Bylaws within an administrative year shall be required to attend the number of regular meetings of the club equal to the number of months remaining in that administrative year.", is obsolete. The determination of the attendance requirement of such members has been changed. The current Standard Form for Club Bylaws now provides "A senior member shall meet the standards of attendance and participation as set forth by the board of directors".

Recommendation #1:

The Committee recommends that the policy on attendance of senior members in Paragraph 8b on Page A.11 of Policies be deleted.

I move that recommendation 1 be adopted.
(adopted)

There was a referral for insertion into Policies of a policy adopted at the June Board meeting with respect to the interpretation of the words "actual cost" in the amendment creating Article XX on Liability Insurance in the Bylaws of Kiwanis International.

Recommendation #2:

The committee recommends that the interpretation of the words "actual cost" appearing in Article XX of the Bylaws of Kiwanis International be inserted as new sub-paragraph c under paragraph 10 on page B8 of Policies, captioned "Insurance" to read: "The words 'actual cost' in Article XX - Liability Insurance - in the Bylaws of Kiwanis International shall be interpreted as including cost of premium, safety education, and administrative expense to Kiwanis International, and further, any funds in excess of actual cost as herein defined shall be reserved and allocated solely to the reduction of the premium in the succeeding year."

I move that recommendation 2 be adopted.
(adopted)

Approval of Amendments to the Constitution and Bylaws of Kiwanis International-Europe

Attached as Exhibit A is a copy of the amendments to the Constitution and Bylaws of Kiwanis International-Europe as adopted by the delegate body of the 1977 Kiwanis International-Europe Convention. The committee finds the amendments to be in order except for the need for two minor editorial changes in the last amendment which creates a new Article X in the Bylaws. The committee believes that the caption of Article X should be reworded to read: "SPECIFIED REPRESENTATION ON THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES". Such an editorial change would help to prevent a misunderstanding concerning the fact that a specified area does not send a representative to the International Board for the purpose of merely representing that area, but rather has the privilege of having specified representation on the Board of Trustees of Kiwanis International. Such individual together with the other members of the Board of Trustees of Kiwanis International conducts the business of the organization at large. In the same context, the words "member from" should be substituted for the words "representative of" in the first sentence of Section 1 of Article X.

Recommendation #3:

The committee recommends that the amendments to the Constitution and Bylaws of Kiwanis International-Europe, as contained in Exhibit A attached to this report, be approved with the editorial change of a revision of the caption of Article X to read: "SPECIFIED REPRESENTATION ON THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES", and with the substitution of the words "member from" for the words "representative of" in the first sentence of Section 1 of Article X.

I move that recommendation 3 be adopted.
(adopted)

District Bylaw Amendments

The amendment to Article VII, Section 1(d) and to Article VIII, Section 4, of the Bylaws of the Pacific Northwest District changing the name of the district's special youth project from "Spade Clubs" to "Special Aides Clubs" has been referred to this committee for review and recommendation. The reason for staff referral of this amendment is that the name of "Spade Clubs" has

been registered because of the long-standing practice of the International Board to require that Kiwanis International register and control the name and insignia of all District and International youth organizations for the protection of such organization and of Kiwanis.

A legal opinion has been obtained from the attorney handling our registration indicating that the name "Special Aides Clubs" is not registerable since it is both too descriptive and is lacking in necessary exclusivity.

Recommendation #4:

The committee recommends that the amendment to Article VII, Section 1(d) and to Article VIII, Section 4, of the Bylaws of the Pacific Northwest District changing the name of its "Spade Clubs" to "Special Aides Clubs" be disapproved because of the inability to register and thereby control the new name, and that the Pacific Northwest District be advised of this action and asked to devise a name which meets the necessary registration requirements.

I move that recommendation 4 be adopted.
(adopted)

Further, with respect to the long-standing practice of requiring the registration of names of district sponsored youth organizations, it is the opinion of the committee that this requirement should be inserted into Policies.

Recommendation #5:

The committee recommends that an additional sentence be added to the end of Paragraph D on Page C 30 of Policies which would read: "Whenever the Board of Trustees of Kiwanis International shall give approval to the establishment of a youth organization as herein defined, the Board of Trustees of Kiwanis International shall secure the registration of the name and insignia of said organization.

I move that recommendation 5 be adopted.
(adopted)

Respectfully submitted,

E. B. "MAC" MCKITRICK

HILMAR L. "BILL" SOLBERG

CARL F. MILLER, Chairman

AMENDMENTS

TO THE CONSTITUTION AND BYLAWS OF KI-E of 11 June 1977

CONSTITUTION - NEW WORDING :

ARTICLE V - REPRESENTATION AND RELATIONSHIP WITH KI

Section 1. KIE shall have specified representation on the International Board of Trustees.

Section 2. There shall be one (1) Board seat specified for KIE on the International Board.

Section 3. The nomination of the International Trustee from KIE shall be held at an Annual Convention of KIE according to the Bylaws of KIE.

Section 4. Each chartered club of KIE in good standing shall be entitled in any convention of Kiwanis International to two delegates.

Section 5. European Past Presidents, District Governors, Governors-Elect, District Treasurers, District Secretaries, Lt. Governors and Past District Governors who are active members shall be delegates-at-large to all conventions of KI.

Delete present Section 6; renumber present Section 7 into Section 6.

ARTICLE IX - OFFICERS

Section 1. The officers of KIE shall be a President, President-Elect, Immediate Past President, First Vice-President, Second Vice-President, a Treasurer, the Trustees, a Secretary and a District Governor for each district. The authority and duties of each official shall be such as are defined in the Constitution and Bylaws.

ARTICLE XI - BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the President, the President-Elect, Immediate Past President, the First Vice-President, the Second Vice-President, the Treasurer and the Trustees up to the maximum of three. No district may have more than one (1) member on the Board of Trustees at any one time, except the district of the Immediate Past President.

ARTICLE XII - CONVENTIONS

Section 4. Members of the European Council (with the exception of appointive officers) Past European Presidents, Governors-Elect, Past Governors, District Secretaries, District Treasurers and Lt. Governors shall be delegates-at-large to all conventions.

BYLAWS - NEW WORDING :

ARTICLE X.- CONVENTION PROCEDURES - Section 1 becomes Section 12 of ARTICLE IX - CONVENTION

New ARTICLE X - NOMINATION OF EUROPEAN REPRESENTATIVE TO THE INTERNATIONAL BOARD

Section 1. At the beginning of the administrative year preceding the year in which the term of the current Representative of KIE to the International Board would end, the Secretary of KIE will inform the districts that for the purpose of nominating such candidate an election will be held at the forthcoming Annual Convention. Not later than October 20 the Secretary will also inform the Past Governors and Past Presidents of KIE that they are eligible for such office and may seek a nomination by application to their respective district board.

Section 2. Not later than January 31 each respective district board shall submit to the Board of Trustees of KIE the name(s) of their candidate(s). No district may nominate more than two candidates.

Section 3. The Board of Trustees of KIE shall act as a screening committee to present up to three candidates to the delegate body of the forthcoming Annual Convention. Board members who are candidates at the same time must abstain from voting for themselves.

Section 4. When the election of the candidate for International Trustee shall become the order of business at the Annual Convention, the Secretary shall inform the house of delegates of the nominees of the Board of KIE and a written ballot shall be conducted.

Section 5. The candidate receiving the most votes shall be declared to have been elected. In case of a tie vote the Board of Trustees of KIE shall have the final decision by written ballot.

Section 6. According to KI Constitution and Bylaws provisions an International Trustee may serve two consecutive terms of two years. In the event that the current European Member of the International Board seeks reconfirmation for a second term as Trustee or seeks election to an office above Trustee level, e.g. Vice-President etc. he shall apply for approval to the Board of Trustees of KIE. This shall not be later than October 1 preceding the Annual Convention of KI at which he would seek confirmation or election. In case of a negative verdict of the KIE Board the duly elected candidate as prescribed in Section 5 shall be presented to the House of Delegates of the proper International Convention for confirmation.

Section 7. The successful nominee shall succeed the current European Member of this International Board

- a) upon termination of his office,
- b) in case of a vacancy,
- c) in the event that the current European Member of the KI Board runs for office above Trustee level and fails to be elected.

Section 8. In case that the elected candidate as prescribed in Section 5 shall not be able to enter on his office, the Board of Trustees of KIE shall nominate the candidate having been second at the poll of the delegates. If also this candidate is not able to enter, the candidate having been third shall be nominated. If neither of the candidates can be nominated, the Board of Trustees of KIE shall announce a new selection and nominate a candidate in shortest time possible and by way it finds most appropriate.



EUROPE

REPORT OF BOARD COMMITTEE ON LEADERSHIP AND COUNCIL
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 29, 1977

Place of Committee Meeting: General Office

Present: Members - Drew M. Petersen, M.D.; Mark A. Smith, Jr.
Chairman - Merald T. Enstad
Staff Members - L. A. Hapgood, Percy H. Shue

Council 1977

The Committee reviewed the Council program and at this point has no reason to believe that any changes will be made in the program as printed.

Evaluations of the 1977 Leadership Experience

The Committee reviewed the staff's summary of responses from governors-elect on the 1977 leadership experience. Neither the survey nor comments from members indicated any major concern about the leadership education plan or materials used in the education of lieutenant governors-designate, and the evidence is strong that governors-elect do take their conferences seriously and attempt conscientious implementation of our recommendations.

Some concern was expressed that governors-elect who hold their conferences in July do not always recognize the need and opportunity for further discussions at their district conventions, and it was suggested that we should give greater attention to that in our presentations to governors-elect.

Education of the 1977-78 Governor-elect

The Committee contemplates basic repetition of the overall plan of leadership education for governors-elect. This will involve a first conference in Chicago, March 29-31; a second conference in Miami Beach on the Saturday preceding the Convention; and, as the third conference, the 1978-79 Council meeting.

Discussion regarding Council dates for next year suggests a change. If Council is scheduled for the first weekend in October, it will conflict with the Jewish New Year, Rosh Hashanah, which falls on Monday, October 2, 1978. The Committee believes that this should be avoided.

Negotiations for hotel facilities are pending, and at this point it is not possible to recommend precise dates for the 1978-79 Council. The dates will be determined shortly and then formally approved at our next meeting.

The March 29-31 Conference for Governors-elect will be held at the Sheraton Plaza. The agenda will be essentially the same as that of the March 1977 meeting. The faculty will consist of the President-elect, the Chairman and Members of the Board Committee on Leadership and Council, and members of the staff. Pending financial arrangements with the European Governors-elect, invitations to attend will be extended to the 43 governors-elect and the President-elect of Kiwanis International-Europe.

The Workbook provided participants in this March Conference is the most complete body of Kiwanis administrative materials assembled under one cover. The Committee believes that copies of the Workbook compiled for the March 1978 Conference should be made available to Board members and district secretaries who wish them.

Education of 1977-78 Division and Club Leadership

The Committee alerts all Board members to the fact that General Office staff will shortly be editing 1978-79 materials for leadership education conferences, including the items which go into the President's Package, and anticipates having the bulk of these produced by March 1 so that overseas shipments can go by surface mail. The Committee has kept this in mind, and we have informed the staff that we have no principal changes to suggest in materials used this past year, and we refer to manuals, committee program sheets, lesson plans, handbooks, etc.

The Committee also recommends a basic continuation of the recommended dates for leadership education conferences.

Recommendation #1:

The Committee recommends that, where practical, the basic education of lieutenant governors-designate be scheduled to be held during the period of July 21-31; that the education of club officers-designate be completed by August 31; and that the education of club boards and committee chairmen be completed by September 30.

I move that recommendation 1 be adopted.

(adopted)

With reference to the distribution schedule, the Committee has conveyed to the Chairman of the Board Committee on Program Development our interest in that Committee's reviewing our annual process and schedule for selecting the Major Emphasis Program in order to evaluate the possibilities of an earlier production of Major Emphasis Program materials. The Committee believes that the principal elements of the Major Emphasis Program Kit should be available at leadership education conferences at all levels and be distributed at the time President's Packages are distributed.

Respective Workloads of Lieutenant Governors and District Committee Chairmen

The Committee is aware of difficulties which some districts have in getting the ablest men to accept the office of lieutenant governor. The Committee is doubtful that the primary reason for this is fear of workload so much as it is the lack of appeal the office has for many who have been asked to accept it.

The Committee believes that every effort should be made, consequently, to assure that the office has all of the prestige it can have among Kiwanis Club leadership and membership --- a prestige which can only be generated by exposure of the lieutenant governor to clubs in situations in which he can demonstrate his role as the chief executive officer of his division. The Committee has indicated to the Chairman of the Board Committee on Administration and Structure, who is also a member of this Committee, that the role and responsibilities of the lieutenant governor should have periodic review in terms of how that office may be more meaningful and more appealing to him.

Kiwanis Education for the Kiwanis Member

The Committee believes that our leadership education materials and conference outlines should place greater emphasis on the education of the Kiwanis member, apart from what we do in the interest of recruiting and orienting new members. Although, again, Kiwanis education is the province of the Board Committee on Membership Growth and Education and the several Committees on Membership Growth and Education, our Committee would like to address itself this year to developing and proposing for Board consideration certain suggested activities and materials for stimulating and enabling clubs to do a better job of Kiwanis education. The Chairman of the Board Committee on Membership Growth and Education encourages us to initiate this effort.

Regional Conferences for 1977-78 Lieutenant Governors

Four regional conferences for lieutenant governors are planned for 1977-78:

1. In October, near New Brunswick, New Jersey --- for lieutenant governors and club presidents of the northeast.
2. The first week in November, in Indianapolis --- for lieutenant governors and club presidents of the central midwest.
3. The second week in November, at Camp LaForet, Colorado Springs, Colorado (just prior to CONOVACT) --- for lieutenant governors only of the central west.
4. The first week in February, in Atlanta (in connection with the regional conference for governors) --- for lieutenant governors and club presidents of the southeast area.

At these conferences, the focus will be upon growth. Kiwanis International will underwrite the cost of staff transportation and housing and the cost of a luncheon for all participants. Other expenses will be the responsibility of participants.

Respectfully submitted,

DREW M. PETERSEN, M.D.

MARK A. SMITH, JR.

MERALD T. ENSTAD, Chairman

REPORT OF BOARD COMMITTEE ON MEMBERSHIP GROWTH & EDUCATION

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 29, 1977

Place of Committee Meeting: General Office - Board Room

Present: Members - Paul Chandler, Allen M. Duffield, Egon Kuzmany
Chairman - Douglas Wasson
Staff Members - L. A. Hapgood, R. A. Misch

Review of Trend Membership Figures as of August 31, 1977 New Member Add Reports to Date in the 1976-77 Administrative Year.

The Board Committee reviewed the Trend Membership Figures and New Member Add Reports for eleven (11) months of this administrative year. These membership statistics were included in the Report of the Secretaries but are attached as Exhibits #1 & #2 for more detailed information

Report on Growth Programs Used in the 1976-77 Administrative Year.

The Board Committee received reports on the following growth programs:

"27 in 77"

This program continues to be successful in generating growth in small and new clubs with a membership of 21 or less members. This program will be continued in the 1977-78 year as "28 in 78".

Diamond Growth Award Program

This program has generated more interest and participation in its first year than any other growth program instituted in recent years.

President's Day Program

This is the second year for this program designed to generate growth in the last quarter of an administrative year. From reports received from clubs it appears that there is accelerated activity. It is still too early to determine the success of the program, but September Trend Membership Figures reflect increased gain over September of last year which is a good indication of success.

Freeways to Growth

This is primarily a promotional item that continues to generate interest in the growth programs. It continues to have wide spread appeal and use.

Operation S.A.M.

The primary emphasis in the program is membership retention. This program has had wide acceptance and promotion by districts. In some districts retention has become the primary objective.

The Board Committee is of the opinion that the programs are excellent in content to assure the growth of Kiwanis International. The members of the Committee also realize that, without the proper promotion and education of these programs at all levels of Kiwanis, growth will be minimal. Therefore the Committee urges each member of the Board to promote these programs at every opportunity to insure reaching our goal of over 300,000 members in the 1977-78 administrative year.

Recognition Programs

The Board Committee reviewed the recognition programs to be used in the 1977-78 administrative year and will continue the following awards for growth:

Individual Sponsor Awards: Circle of Distinction - 3 & 5 Member Awards

Diamond Growth Awards: Banner Patch
Diamond Distinguished President
or Past President's Pin

"28 in 78" Program: Banner Patch
Global Kiwanis Pin for club presidents

President's Day Program:

Presidential Citation Card for member sponsoring one new member.

Presidential Certificate for club having a minimum of five (5) new members during President's Day program.

Lieutenant Governors Award: Presidents Award Plaque

The Committee concurred that the Lieutenant Governors should be included in the Diamond Growth Award program due to the interest it has generated throughout Kiwanis International. The Committee approved the suggested criteria necessary for a Lieutenant Governor to qualify for the award, the criteria would be that the established clubs in a division on October 1, 1977 would have to show a membership gain of 3% over the district's deletion factor for an administrative year, or 5% over the district's deletion factor including new clubs built.

The Board Committee discussed one further award that would relate to the "Gladman 500" and 300,000 members. An award that would be presented to each Kiwanian sponsoring one new member during the last quarter of the 1977-78 administrative year. The award would be a pin in the design of a checkered flag. The Committee agreed that an award of this type would enhance the total growth effort. The estimated cost of this program is \$3,000.00.

Recommendation #1:

The Committee recommends that the "Checker Flag" pin be awarded to the Kiwanian sponsoring a new member in an established club in the last quarter of the 1977-78 administrative year..

I move that recommendation #1 be adopted.
(adopted and referred to the Finance Committee)

Incentives for Membership Growth and Education

The Committee reviewed the item under the caption, "Incentives for Membership Growth and Education", which included the working paper prepared by staff and a copy of a report made (Exhibit 3) by the Special Board Committee on Insurance to the Board at the meeting at the International Convention in Dallas.

The Committee considered the possible advantages of having an added membership incentive program whereby there would be offered a benefit in the form of life insurance provided through the Marsh & McLennan Company. Such a program would be approved by Kiwanis but offered directly by the agreed upon insurance company and purely on an optional basis to the member. The Committee agreed in principle that such a program might constitute a valuable adjunct to the problem of not only retaining present members but also would be an added incentive to younger men to affiliate and maintain membership in Kiwanis.

Recommendation #2:

The Committee recommends that the concept of a voluntary supplemental life insurance program being offered as an added service and incentive to both growth and retention be accepted in principle, thus making it possible for the staff to do the necessary research and preliminary work with the Marsh & McLennan Company and a further report be made at the January 1978 meeting.

I move that recommendation 2 be adopted.
(adopted -13 yes, 4 no, 1 abstention and Enstad's no vote is recorded)

I wish to thank all members of the Committee, staff and others who assisted in development of this report.

Respectfully submitted,

PAUL CHANDLER

ALLEN M. DUFFIELD

EGON KUZMANY

DOUGLAS WASSON, Chairman

REPORT OF CLUBS AND MEMBERSHIP

EXHIBIT # 1

FOR MONTH OF: AUGUST, 1977

DISTRICT	ACTIVE CHARTERS	INACTIVE CHARTERS	TOTAL CHARTERS	APS. MBR. TOTAL	HONORARY	TOTAL MEMBERSHIP
ALABAMA	101	2	103	5,003	49	5,052
ANDEAN	25		25	482		482
AUSTRALIA	32	4	36	731	4	735
*CAL-NEV-HAWAII	594	18	612	23,556	496	24,052
CAPITAL	209	7	216	9,010	157	9,167
CAROLINAS	177	3	180	9,418	103	9,521
*E. CANADA-CARIBBEAN	249	8	257	9,504	151	9,655
FLORIDA	286		286	14,414	164	14,578
GEORGIA	147	2	149	7,435	86	7,521
ILL-EASTERN IOWA	283	2	285	11,536	174	11,710
INDIANA	186	3	189	9,058	88	9,146
KANSAS	118	4	122	4,499	18	4,517
KENTUCKY-TENNESSEE	184	3	187	8,388	135	8,523
LA-MISS-WEST TENNESSEE	147	7	154	6,637	55	6,692
MICHIGAN	212	4	216	8,591	123	8,714
MINNESOTA-DAKOTAS	147	1	148	7,458	81	7,539
MISSOURI-ARKANSAS	230	6	236	9,033	113	9,146
MONTANA	55	2	57	2,320	13	2,333
NEBRASKA-IOWA	185	2	187	7,952	58	8,010
NEW ENGLAND	243	2	245	10,388	255	10,643
NEW JERSEY	180		180	6,332	167	6,499
YORK	351	3	354	13,534	261	13,795
ZEALAND	43	1	44	1,267	5	1,272
OHIO	357	5	362	16,997	258	17,255
**PACIFIC NORTHWEST	389	10	399	14,912	185	15,097
PENNSYLVANIA	247	5	252	9,541	126	9,667
PHILIPPINE LUZON	64		64	1,436	5	1,441
PHILIPPINE SOUTH	76	1	77	1,750		1,750
ROCKY MOUNTAIN	107	6	113	4,788	23	4,811
SOUTHWEST	134	5	139	5,154	43	5,197
**TEXAS-OKLAHOMA	450	25	475	17,669	147	17,816
UTAH-IDAHO	71	4	75	3,214	20	3,234
WESTERN CANADA	66	4	70	2,458	54	2,512
WEST VIRGINIA	61	3	64	2,425	34	2,459
WISCONSIN-UPPER MICHIGAN	177	5	182	8,180	59	8,239
OVERSEAS EXTENSION	76	2	78	2,293	8	2,301
KIWANIS INT. - EUROPE	314		314	8,650		8,650
TOTALS	6,973	159	7,132	286,013	3,718	289,731

CLUBS CARIBBEAN: 13 - BAHAMAS, 1 - BARBADOS, 1 - GRAND CAYMAN ISLAND,

1 - GUADELOUPE, 21- JAMAICA, 1- MARTINIQUE, 1 - SURINAM, 8 - TRINIDAD,

3 - NETHERLANDS ANTILLES; **61 CLUB CANADA: *** CLUBS MEXICO: 2 - CALIFORNIA-NEVADA-HAWAII, 2 - TEXAS-OKLAHOMA.

NEW MEMBER ADDS RE: 7/1/77 - 8/31/77

PERIOD COVERED: 7/1/77 - 8/31/77

DISTRICT	1976-77 NEW MEMBER ADD GOAL	NEW MEMBER ADD GOAL TO DATE	NEW MEMBER ADDS	PREVIOUS ADD TOTALS	TOTAL ADDS	*NEW CLUBS	TOTAL NEW CLUBS TO DATE
ANDEAN	67	65	41	149	190	2	7
AUSTRALIA	170	161	4	212	216		4
CAL-NEVADA-HAWAII	6,927	6,353	206	4,049	4,255		7
ILLINOIS-E. IOWA	3,325	3,049	122	1,779	1,901	2	11
KANSAS	1,237	1,135	23	758	781		6
LA-MISS-W. TENNESSEE	1,875	1,722	71	1,341	1,412	1	8
MINNESOTA-DAKOTAS	2,150	2,079	51	1,018	1,069	1	2
MISSOURI-ARKANSAS	2,547	2,338	83	1,684	1,767		8
MONTANA	684	627	10	423	433		1
NEBRASKA-IOWA	2,277	2,097	81	1,303	1,384	1	7
NEW ZEALAND	281	264	33	368	401	1	7
PACIFIC NORTHWEST	4,341	3,989	157	2,864	3,021	1	12
PHILIPPINE LUZON	208	199	128	478	606	5	16
PHILIPPINE SOUTH	300	275	146	537	683	6	22
ROCKY MOUNTAIN	1,340	1,237	53	935	988	1	6
SOUTHWEST	1,435	1,323	70	1,011	1,081	1	5
TEXAS-OKLAHOMA	5,061	4,649	212	3,421	3,633	3	21
UTAH-IDAHO	983	893	35	515	550		1
WESTERN CANADA	762	705	2	386	388		1
WISCONSIN-UPPER MICH.	2,350	2,165	80	1,234	1,314	2	8
EXTENSION	639	589	33	590	623	1	13
TOTALS	38,959	35,914	1,641	25,055	26,696	28	173
NEW MEMBER ADDS - WORLDWIDE EAST	42,700	39,201	1,176	21,536	22,712	11	132
GRAND TOTAL	81,659	75,115	2,817	46,591	49,408	39	305

*MEMBERSHIP IN NEW CLUBS BUILT DURING PERIOD COVERED INCLUDED IN DISTRICT ADD FIGURE

NEW MEMBER ADD REPORT FOR WORLDWIDE EAST

PERIOD COVERED: 8/1/77 - 8/31/77

DISTRICT	1976-77 NEW MEMBER ADD GOAL	NEW MEMBER ADD GOAL TO DATE	NEW MEMBER ADDS	PREVIOUS ADD TOTALS	TOTAL ADDS	*NEW CLUBS	TOTAL NEW CLUBS TO DATE
ALABAMA	1,372	1,246	32	1,014	1,046		12
CAPITAL	2,624	2,406	75	1,121	1,196	1	4
CAROLINAS	2,779	2,543	69	1,166	1,235		5
E. CANADA-CARIBBEAN	2,739	2,512	65	1,564	1,629		10
FLORIDA	3,890	3,566	199	2,957	3,156	1	19
GEORGIA	2,232	2,046	61	1,179	1,240	1	9
INDIANA	2,555	2,334	184	1,328	1,512	5	9
KENTUCKY-TENNESSEE	2,484	2,277	57	1,253	1,310		4
MICHIGAN	2,503	2,302	59	1,303	1,362		4
NEW ENGLAND	3,164	2,909	30	1,391	1,421		3
NEW JERSEY	1,875	1,722	37	832	869		2
NEW YORK	3,958	3,641	95	2,005	2,100		6
OHIO	4,945	4,534	86	2,104	2,190	1	4
PENNSYLVANIA	2,881	2,642	61	1,198	1,259		4
WEST VIRGINIA	680	632	24	408	432		1
EUROPEAN FEDERATION	2,019	1,889	42	713	755	2	36
TOTALS	42,700	39,201	1,176	21,536	22,712	11	132
NEW MEMBER ADDS - WORLDWIDE WEST	38,959	35,914	1,641	25,055	26,696	28	173
GRAND TOTAL	81,659	75,115	2,817	46,591	49,408	39	305

*MEMBERSHIP IN NEW CLUBS BUILT DURING PERIOD COVERED INCLUDED IN DISTRICT ADD FIGURE

MEMBERSHIP GROWTH AND EDUCATION ---- BOARD COMMITTEE

SUBJECT: Retention Incentives

The question of how best to insure the continuing membership of a Kiwanian has been under review for several years.

Prime attention has basically been given to how the club could help:

- A. an active and effective service club to which a member would enjoy belonging,
- B. a willingness to retain the membership of a Kiwanian for up to one year if he moved from the community and wished to take his time in selecting another club to which he would make application for membership,
- C. a follow-up with a club in the area to which it was known that the member moved- or at least with the lieutenant governor in the division- hoping that an invitation would be issued to the man who had moved to become a member of a club in the new area.

Some members and clubs have expressed the feeling that automatic transfer of membership should be allowed. Some have even gone so far as to propose that appropriate amendments to the International Constitution and Bylaws be presented to accomplish automatic transfer.

The argument against automatic transfer is strong and opposition would undoubtedly come from many clubs as well as leaders at the district and International levels. This idea of automatic transfer would destroy the autonomy of the local club as far as membership selection is concerned.

So, discarding the matter of automatic transfers as being unacceptable and realizing that the efforts of clubs to help retain a member who is moving has not been even moderately successful, the question immediately arises as to why

such methods are not effective and what other avenues ought to be researched to help.

It all seems to boil down to the fact that membership in a Kiwanis club is a very personal matter.

- A. A man likes his club with its fellowship and service.
- B. Even if transferred to a new area, his attitude toward membership is positive.
- C. His club may not have been "all that great" but he still believes in the service club movement and he has a desire to participate.
- D. The member may know that his time will not permit doing a great deal to improve his present club, but he would hope that when he moves, which is what many thousands of Kiwanians do each year, his next club will be better.
- E. He still knows that he wants to investigate his new club possibilities in his new area carefully. This may take time. He has no reason to not take as long as he wishes. His membership may lapse for awhile.
- F. The new job is a "step up the ladder" with the company. His thought may be: "I'd better wait awhile to see how demanding the new job his."

After all I do not have any reason to NOT delay."

Thus the question comes again and again---WHAT PERSONAL STIMULATION WOULD HELP TO INSURE MORE CONTINUING MEMBERSHIP in a day when men "are on wings and wheels" and movement from community to community is the "trend of the times."

Kiwanis leaders have noted certain attempts being made by the business and professional organizations to which they belong to "tie the member to the organization." The experience of the business and professional organizations including a limited number of organizations in the civic and service field has proven several facts

to be true:

- A. There is a percentage of the membership which are automatically attracted to "personal incentives related to continuing membership."
- B. The number is sufficient to warrant continuation of such plans.
- C. Participation is greater where individual surveys have indicated strong desires of members and these individual expressions have been the strong indicators used in determining what type of incentive to continuing membership should be used.
- D. In most instances the surveys indicate that the member thinks what is offered is a needed and desired service and only in limited instances does the member concern himself, at time of purchase, with the fact that should his membership lapse, his ability to have the service would be discontinued.
- E. Therefore, it is the individual's needs which are fulfilled and his membership makes this possible. He does not object to the fact that he must maintain his membership to have such needs fulfilled.

SUBJECT: New Member Incentives

What is the answer to the question from the prospective member when he asks, "What are the benefits of being a Kiwanian?" It is always the same, fellowship, leadership development, service to the community, meetings with programs, conventions, and the opportunity for an exchange of ideas with other business and professional men in the community on a continuing basis.

We know from correspondence received in the General Office from men expressing an interest in Kiwanis that one question is, "Does Kiwanis offer any insurance programs?" This raises another question, how often is this asked of a Kiwanian

when he is speaking with a prospective member? As stated in the previous section dealing with retention, how would it function as a "plus" to the new member of an established club or the members of a new club?

In the relationship of the proposal to the ages of members, the Special Board Committee on Insurance stated that the cost of this insurance product was particularly attractive to ages under 50 with the ability to include the spouse and children. We know from surveys that the average age of Kiwanians has dropped a great deal in the last five years. This is primarily due to the ever increasing number of new clubs being built and the new member add program in established clubs. We know that we have many clubs now with an average age of 35 or less. A program of this type could have appeal to the young man already in Kiwanis, as well as the man anticipating membership. So the Board Committee should consider the possible "plus" a program of this type may have not only to retention, but also the overall growth programs of Kiwanis International.

The facts that have been summarized thus far in these comments provide the background which led the International Board to authorize the Marsh and McLennan organization to utilize the Louis Harris organization to do a survey of a scientifically selected number of Kiwanians to determine the attitudes of these men to their organization, to their personal membership in Kiwanis, and with specific reference to certain possible services which might be provided by Kiwanis International to enhance the value of their membership to the individuals. The results of the Louis Harris survey which was underwritten by the Marsh and McLennan organization were given to all members of the Board at the May, 1977 meeting.

The Board Committee on Insurance was asked by President Stan Schneider to review the results of the survey along with the other work that they were doing. The

report of the Board Committee on Insurance was presented to the Board at the June meeting in Dallas.

Attached is the complete section of the Board Committee Report dealing with a possible incentive to continuing membership which involves a supplemental family group life insurance program for the individual Kiwanis member.

The report speaks for itself, and on the basis of the report the Board Committee on Membership Growth and Education is taking up the study of how such an incentive program would be developed, how it would function as a "plus" to the member who voluntarily chooses to participate and how it might be a new and possibly significant source of membership retention most especially applicable to the member moving from club to club. It is also applicable to a member of a local club in which he may have temporarily lost interest because of such personal reasons as:

- A. Leadership not appealing
- B. Service program not to his liking
- C. Business pressures would make it logical to "drop out for awhile"
- D. Family concerns could be used to "eliminate, at least for awhile, one additional distracting force to family harmony."

The facts as revealed in the survey and the willingness of the Marsh and McLennan organization to cooperate in a further in-depth review in the coming months would seem to indicate that such a study should be undertaken by this Board Committee on Membership Growth and Education. However, it would seem logical for this Board Committee at this up-coming session to possibly agree that in principle, an incentive program to maintain membership is desirable and that the wishes of the members themselves as revealed in the Louis Harris survey should

not be discarded.

These facts would seem to be equally supported by the experience of other groups where such a suggested program, fitting the needs of the member, is not resented by the member but looked upon as a "plus" coming directly out of his membership.

REPORT OF THE SPECIAL BOARD COMMITTEE ON INSURANCE

Membership Life Insurance:

Kiwanis has been grappling with the problem of membership retention for a number of years with little or no success in solving the basic problem which lies in the tremendous deletion factor which must be offset annually before growth can occur. In this connection there are at least three basic factors which operate in conjunction to produce it. They are:

1. The extreme mobility of today's society, and
2. The fact that Kiwanis membership is not transferable, and
3. There is no tangible incentive for men to reaffiliate.

There is little or nothing which can be done to eliminate 1 and 2, directly but if number 3 can be addressed in some effective manner the adverse effects of the first two factors may be offset.

In an attempt to explore the possibilities the Board at its June 17-18 meeting in 1976 authorized a survey of membership to determine possible interest in direct-mail services as well as some attitudes and demographic information about Kiwanis itself.

Dealing first with attitudes concerning direct-mail added services, the survey indicates interest in a number of possible services, including Life Insurance, Health and Accident Insurance, a Travel Club, a Trip Planning Service, Homeowner's and Auto Insurance.

This Committee believes that approval of sale of Homeowner's or Auto Insurance in this manner would be an outright disservice to the membership since to properly handle these lines involves a more personalized service than could be made available. For much the same reasons the Health and Accident Insurance would not be feasible.

Mainly, it appears that Life Insurance could be marketed in this manner most effectively and that a goodly portion of the membership recognizes a need to supplement in some way its current individual life insurance programs.

Since this Committee was asked to review the survey, we have done so and have reached the following insurance conclusion:

The preliminary proposal of Marsh & McLennan which is being distributed to the Board reflects an insurance product of considerable attractiveness. It is particularly attractive in terms of cost at ages under 50, and it meets the criteria revealed in the survey for ability to include spouse and children and for direct toll-free communication by policyholders.

Further than the above the following factors are of importance to the Board:

1. There will be no cost to Kiwanis.
2. Additional advertising revenue at regular card rates will become available to the magazine.

3. The program is tied directly to membership in Kiwanis and to those who participate with constitute an incentive to maintain that membership.
4. It is and will be offered only as supplemental insurance and will in that sense pose no more competitive problem to professional agents than Government Service Life Insurance or other low cost forms of term insurance.
5. Kiwanis will be kept fully informed of any complaints which may develop.
6. Kiwanis will have the right of full advance approval on any and all advertising or promotional materials used.
7. The survey indicates at least 13,000 policies per year will be issued, and in the aggregate this might be considered a service to a sizeable portion of our membership.

While the above are important factors and in many instances may be considered advantages, there are two areas of concern as follows:

1. Such a program could only function through use of our mailing list. This may conflict with present policy, however, Marsh & McLennan has provided us with a copy of their standard agreement of non-disclosure which must be examined carefully.
2. There is some indicated opposition to such a program. Although it would not appear significantly large, it should be recognized.

All of the above will of necessity have to be considered by the Board in arriving at any decision, affirmative or otherwise, and your Committee believes the primary concern must lie in whether or not the program will help ultimately to cut the membership deletion rate.

Purely as insurance, the product is of a quality which merits Kiwanis acceptance, and therefore that further study with input from other Board Committees as appropriate is indicated.

Finally, as regards other aspects of the survey we believe that further study is merited by appropriate Board Committees.

Respectfully submitted,

MERALD T. ENSTAD

STEPHEN H. HART, JR.

CARL F. MILLER, Chairman

REPORT OF BOARD COMMITTEE ON NEW CLUB BUILDINGTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28 - October 1, 1977

Date of Committee Meeting: September 28, 1977

Place of Committee Meeting: General Office

Present: Members - Raymond W. Lansford, Carl F. Miller

C. E. "Pete" Thurston, Jr.

Chairman - Drew M. Petersen, M.D.

Staff Members - Robert M. Detloff, Alonzo J. Bryan

1. Revocation of Charters

The committee reviewed information provided by the Staff relating to the proposed revocation of charters and the following fifty (50) charters are recommended to the Board for revocation:

<u>CLUB</u>	<u>ORGANIZATION DATE</u>
West Great Falls, Montana	February 25, 1948
**Art Center, Detroit, Michigan	July 11, 1951
Fairview Park, Ohio	October 3, 1951
Takoma-Langley Park, Maryland	May 15, 1952
Morgan City, Louisiana	January 13, 1954
*Wilmington North, Delaware	February 6, 1956
**Jennings, Missouri	April 27, 1956
*Atlanta-Six Flags Area, Georgia	October 4, 1960
Shawinigan, Quebec	March 13, 1961
Mission Peak, Fremont, California	November 8, 1963
Malden, Missouri	August 20, 1964
Perry Hall-Kingsville, Maryland	September 8, 1965
Holliston, Massachusetts	February 23, 1966
*Southeast Fort Worth, Texas	November 3, 1967
Grafton-Cedarburg, Wisconsin	May 28, 1968
Lafayette, Acadiana, Louisiana	August 20, 1969
*Columbia, Maryland	August 28, 1969
Middletown, Louisville, Kentucky	February 16, 1970
Evans-Brant, New York	September 17, 1970
Fort Erie, Ontario	September 29, 1970
**Irvine, California	May 13, 1971
Antlers, Oklahoma	September 27, 1971
Warrensville-North Randall, Ohio	February 25, 1972
Vienna, West Virginia	May 18, 1972
Portage, Indiana	May 23, 1972
Sterling, Virginia	August 23, 1972
Pickerington Area, Ohio	September 30, 1972
*Southwest Roanoke, Virginia	March 8, 1973
Town of Moriah, Port Henry, New York	March 26, 1973
Frankston, Australia	June 27, 1973
Niagara-On-The-Lake, Ontario	July 24, 1973
Cd. Juarez, A.C., Mexico	September 20, 1973
Liberty, Texas	September 27, 1973

Shawnee, Kansas	February 10, 1974
Olney, Maryland	May 15, 1974
Nelsonville, Ohio	August 27, 1974
Ceredo-Kenova, West Virginia	October 29, 1974
Bensalem, Cornwells Heights, Pa.	November 13, 1974
Muldrow, Oklahoma	February 3, 1975
Bonner Springs, Kansas	February 25, 1975
Ulysses, Kansas	March 21, 1975
Henderson, New Zealand	April 8, 1975
*Roslyn-Crestmont Area, Pennsylvania	July 29, 1975
Danville, Indiana	August 5, 1975
Lancaster, Texas	September 11, 1975
Georgetown, South Carolina	September 24, 1975
Centreville, Michigan	September 25, 1975
Great River, New York	February 5, 1976
Benalla, Victoria, Australia	August 5, 1976
Barnsdall, Oklahoma	August 9, 1976

- ** - Charter being retired, membership joined with another Kiwanis club
- * - Members joined other Kiwanis clubs

Recommendation #1:

The committee recommends that the charters of the fifty (50) listed clubs be revoked.

I move that recommendation #1 be adopted.
(adopted)

2. New Club Building Statistics

The committee reviewed the record of new Kiwanis clubs organized as of this date. It is anticipated that at least another twenty (20) new clubs will be reported before the meeting of this Board is adjourned. Special note was made of the seven (7) districts that have set new all-time records and the two (2) districts that have tied their all-time records. It is truly another great year for New Club Building.

The Board Members are reminded of the action taken last year setting the close-off date for reporting new Kiwanis clubs as October 31, 1977. To be credited to the 1976-77 administrative year the clubs must have been officially organized prior to midnight September 30, 1977. Information received in the General Office after October 31, 1977 of new Kiwanis clubs organized are to be credited to the 1977-78 administrative year regardless of the date of organization. There are to be no extenuating circumstances.

3. New Club Building Promotion 1976-77

The committee reviewed the promotional efforts of Ralph Davis, Chairman, Worldwide East, and A. M. "Andy" Waters, Chairman, Worldwide West for the 1976-77 administrative year. Both Ralph and Andy have done a commendable job and we congratulate them on the excellent record established.

4. New Club Building Promotion 1977-78

The committee reviewed the superb job done by Erwin "Chic" Greenberg, Chairman, Worldwide East, and Mort Freedman, Chairman, Worldwide West, in their endeavor to get the 1977-78 administrative year off to a great start in New Club Building with the GLADMAN 500. It is anticipated that a number of districts will report new Kiwanis clubs organized during the period that the governors are here in Chicago attending Council.

In order that this enthusiasm can be capitalized upon and maintained, the committee has directed the Staff to prepare a brochure similar to the one used in 1976-77. This brochure is to be mailed first class to all club presidents, lieutenant governors, and district officers in a specially created #10 envelope. It is further suggested that a handwritten note be prepared by President Maury and duplicated to accompany this mailing piece placing emphasis on the magic number of "500" and announcing that for the first time in the history of Kiwanis this goal is within reach.

The committee will be meeting during Council with Chic, Mort, and the Field Service Representatives to determine what additional promotional considerations should be given as the year progresses.

The committee would urge that Counselors assigned to districts maintain a close relationship with the district governors and review with them at every opportunity the progress of New Club Building in the district. It is further suggested that the Counselors offer to personally call a lieutenant governor, or club president, if the governor felt that this contact might be needed to bring a new Kiwanis club into existence.

It is suggested that the Counselors be kept apprised through the Department of Club Service of the standing of the governors in relationship to the criteria established for Distinguished Governor. In this manner the Counselors can point out the need for additional new Kiwanis clubs for the governor to attain his growth goal.

The committee suggests that Counselors meet during Council with the governors of the districts assigned and determine the dates of their Mid-Winter Conferences. During this contact the committee asks that the governors be advised of the availability of the Field Service Representatives to attend and participate in these conferences. It should be suggested to the governors that they contact the Field Service Representatives during Council and invite them to attend the conferences and then to assist them in setting up a schedule whereby the Field Service Representatives might meet with each lieutenant governor individually during the conference period.

It is strongly urged that Counselors, working in cooperation with President Maury, maintain a very close contact with the Governors during the final three months of the administrative year to help assure the completion of all new Kiwanis clubs being worked on.

Concern for the growth of the district should be a vital part of the Counselor-Governor relationship.

Attached to this report are the districts to which the Field Service Representatives have been assigned for 1977-78.

The committee wishes to make special mention of the outstanding contributions, both in leadership and direction, being given by Staff Members Alonzo J. Bryan and Robert M. Detloff. Our congratulations to them and to the Field Service Representatives for the great job being done in extending Kiwanis to new areas.

It is well established that growth is important to survival. With the ever-expanding opportunities existing throughout all Kiwanis International, we would strongly urge a continuing aggressive program in New Club Building.

Respectfully submitted

RAYMOND W. LANSFORD

CARL F. MILLER

C. E. "PETE" THURSTON, JR.

DREW M. PETERSEN, M.D., Chairman

AD SERVICE REPRESENTATIVE ASSIGNMENTS

ALABAMA	-----	SPEEGLE BERRY
ANDEAN	-----	RAYMOND JEANES
AUSTRALIA	-----	J. FRANK McCABE
CALIFORNIA-NEVADA-HAWAII	-----	JACK E. SMITH
CAPITAL	-----	LEE P. RIGGIN
CAROLINAS	-----	LEE P. RIGGIN
E. CANADA & THE CARIBBEAN	----	ROBERT L. MASON
FLORIDA	-----	SPEEGLE BERRY
GEORGIA	-----	SPEEGLE BERRY
ILLINOIS-EASTERN IOWA	-----	RICHARD S. ROWE
INDIANA	-----	FRED E. WINEBRENNER
KANSAS	-----	JACK SMITH
KENTUCKY-TENNESSEE	-----	CHARLES J. DUFFIELD
LOUISIANA-MISS.-W. TENNESSEE	----	SPEEGLE BERRY
MICHIGAN	-----	CHARLES J. DUFFIELD
MINNESOTA-DAKOTAS	-----	CHARLES J. DUFFIELD
MISSOURI-ARKANSAS	-----	SPEEGLE BERRY
MONTANA	-----	FRED E. WINEBRENNER
NEBRASKA-IOWA	-----	R. WAYNE TOOMAN
NEW ENGLAND	-----	ROBERT L. MASON
NEW JERSEY	-----	LEE P. RIGGIN
NEW YORK	-----	RICHARD S. ROWE
NEW ZEALAND	-----	J. FRANK McCABE
OHIO	-----	RICHARD S. ROWE
PACIFIC NORTHWEST	-----	R. WAYNE TOOMAN
PENNSYLVANIA	-----	LEE P. RIGGIN
ROCKY MOUNTAIN	-----	R. WAYNE TOOMAN
SOUTHWEST	-----	JACK E. SMITH
TEXAS-OKLAHOMA	-----	JACK E. SMITH
UTAH-IDAHO	-----	R. WAYNE TOOMAN
WESTERN CANADA	-----	FRED E. WINEBRENNER
WEST VIRGINIA	-----	RICHARD S. ROWE
WISCONSIN-UPPER MICHIGAN	----	CHARLES J. DUFFIELD

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

September 28 - October 4, 1977

Date of Committee Meeting: September 29-30, 1977

Place of Committee Meeting: General Office

Present: Members - Merald T. Enstad, Drew M. Petersen, M.D., Douglas Wasson
Chairman - Stanley Schneider
Staff Members - R.P. Merridew, L.A. Hapgood, Alonzo J. Bryan,
R.M. Detloff

The committee reviewed the Special Representative program which is unique to overseas extension. It noted that confusion and resentment of the role of the special representative occurs in some overseas areas, because of the broad meaning of the title and the duties of special representation as described in policies. Therefore the committee makes the following recommendation:

Recommendation #1:

The committee recommends that the title "Special Representative" be changed to "New Club Building Representative" and that this be referred to laws and policies to be placed properly in Policy Guides for Overseas Extension.

I move that recommendation #1 be adopted.

(adopted and referred to Laws and Policies Committee)

The committee also suggests that the Policy Guides concerning special representatives be revised as shown in Exhibit A.

Recommendation #2:

The committee recommends that policies regarding special representatives in the Policy Guides for Overseas Extension be amended as shown in Exhibit A and that this be referred to Laws and Policies to be placed properly in Policy Guides for Overseas Extension.

I move that recommendation #2 be adopted.

(adopted and referred to Laws and Policies Committee)

The committee turned its attention next to the Associate Sponsor Program. The ever increasing number of clubs being organized overseas is putting an undue burden on North American clubs. Some overseas areas have come to believe that when an associate sponsor club is not available, it is the responsibility of Kiwanis International to furnish and cover the cost of the charter gift set. The committee feels that this program is needed in new areas because of the lack of nearby sponsoring clubs, but could be discontinued in established districts. Therefore, the committee proposes:

Recommendation #3:

The committee recommends that the Associate Sponsor Program be discontinued for new clubs in established districts. Kiwanis International will assist in providing a set of charter gifts to new clubs located in non-districted areas only when an associate sponsor club is available to cover the cost.

I move that recommendation #3 be adopted.

(adopted)

President Maury then briefly reviewed his written reports regarding his visits to the Andean, Australian, and New Zealand Districts. While his report was very positive and optimistic, he did express concern regarding some aspects of overseas clubs and the relationship of Kiwanis International to the overseas clubs.

Chairman Stan and Secretary Reg also reported to the committee concerning their trip to Korea, the Republic of China, Hong Kong, the Philippines, and Japan. They reported definite improvement in the status of Kiwanis in Korea. The inaugural conventions for the new Japan and Republic of China Districts were successful. One hundred and twenty delegates from all countries and areas in the Far East except Japan attended the Asia-Pacific Conference. Both recommended that no future area conference be held in conjunction with district conventions. They judged the Asia-Pacific Conference a success.

In light of the increasing importance of overseas extension to Kiwanis and the concerns expressed by President Maury, the committee offers:

Recommendation #4:

The committee recommends that a session of the entire Kiwanis International Board of Trustees be held to discuss overseas extension at the next meeting of the Board.

I move that recommendation #4 be adopted.

(adopted)

Extension Manager Bob Detloff reported that he had just received a telephone call from Field Service Representative Frank McCabe in Australia who reported the organization of his first Kiwanis Club since arriving in Australia. Frank also reported improvement in the attitude of the Australian District leadership and his belief that there will be improved new club activity in the Australia and New Zealand Districts during the coming year.

The committee next considered a report from Trustee Mac McKittrick which indicated the need for a clarification of the status of the Mexican Clubs (Matamoros, Monterrey, Monterrey Regiomontano) currently attached to the Texas-Oklahoma District of which Mac serves as counselor.

A study of the action of the Board at its April 1975 meeting when it attached these clubs to the Texas-Oklahoma District clearly indicates that the Board intended that they be considered as full-fledged member clubs.

Recommendation #5:

The committee recommends that it be re-emphasized that any club attached to a district has a right to all the privileges of every other club of that district along with the corresponding duties and obligations.

I move that recommendation #5 be adopted.

(adopted)

The appointment of Council presidents for 1977-78 was the next topic. The committee reviewed the recommendations received from the three Councils and offers:

Recommendation #6:

The committee recommends to President Maurice Gladman the appointment of the following as presidents of the respective Councils:

Argentina: Dr. Jose Schapira
Korea: Dr. Myung Sun Kim
Puerto Rico: Malcolm Walters O'Neil

I move that recommendation #6 be adopted.

(adopted)

The committee next reviewed a report on extension possibilities in Israel received from Special Representative Leon Fine, who organized the first club in Tel Aviv. The report outlined the opportunities and difficulties of extension in Israel and the committee expresses its appreciation to Leon for the report.

Bob Detloff then told the committee about the work for overseas extension being done by Attorney Matt Travers of the Georgetown, Washington D.C. Club. It was through Matt's efforts that Kiwanis received governmental permission for extension into Malaysia and Brazil. He is available to call on embassies in Washington when needed to promote Kiwanis extension. He does this at no expense to Kiwanis on a volunteer basis.

Matt feels he could be more effective if he had some title, especially to help in his introductions to overseas dignitaries. The committee recommends:

Recommendation #7:

The committee recommends that President Gladman give consideration to appointing Kiwanian Matthew Travers as a Special Representative of the President to assist in overseas extension efforts.

I move that recommendation #7 be adopted.

(adopted)

The committee next reviewed the proposed 1977-78 budget and noted that it is \$12,350 less than the 1976-77 budget which will be fully utilized. The committee was concerned that this restrictive budget could adversely affect overseas extension and considers that it must be a subject for review at the January meeting of the Board.

The committee then discussed overseas travel by Kiwanis officers. President Maury reported he intends to reduce time spent abroad by making his visits apart from district conventions. The committee plans further study on this topic for review at its next meeting.

Respectfully submitted,

MERALD T. ENSTAD

DREW M. PETERSEN, M.D.

DOUGLAS WASSON

STANLEY E. SCHNEIDER, Chairman

OVERSEAS EXTENSION POLICIES
(POLICY SECTION D)
SECTION II, C SPECIAL REPRESENTATIVES

SUGGESTED REVISIONNew Club Building RepresentativesCURRENT POLICYSpecial Representatives1. When Selected:

A New Club Building Representative may be selected by the International Board to gather information prior to the opening of a country, or the formation of a club in a predetermined area.

2. Who Shall be Selected: Although any qualified representative may be selected, the following guidelines are suggested as criteria:

(a) A person, either resident or non-resident, who is knowledgeable in the area involved.

(b) A person who will spend the necessary time to thoroughly assess the conditions in the area involved.

(c) A person who will explain to prospective Kiwanians the principles and ideals contained in the Objects of Kiwanis International.

(d) A person who will give the necessary instruction and training to the new Kiwanians

(e) A person who will assist in getting the necessary organization papers to the General Office, thus concluding his responsibilities to the new club.

3. His Duties Shall Be:

(a) To visit the area involved and collect information as required by the International Board.

(b) To counsel with the proposed Kiwanis club and to correspond with the International Board prior to its possible approval as a club.

(c) To appraise and report factually the membership potential in the area involved.

(d) To secure assurance that prospective members will accept the Objects of Kiwanis International.

1. When Selected:

A Special Representative may be selected by the International Board to gather information prior to the opening of a country, or the formation of a club in a predetermined area or act as liaison between Kiwanis International and club or clubs.

2. Who Shall be Selected: Although any qualified representative may be selected, the following guidelines are suggested as criteria:

(a) A person, either resident or non-resident, who is knowledgeable in the area involved.

(b) A person who can spend the necessary time to thoroughly assess the conditions in the area involved.

(c) A person who can inculcate the principles and ideals as embodied in the Objects of Kiwanis International.

(d) A person who can and will give the necessary instruction and training to club or clubs involved.

(e) A person who will assist in the necessary followup with the club or clubs after formation.

3. His Duties Shall Be:

(a) To visit the area involved and collect information as required by the International Board.

(b) To counsel with the proposed Kiwanis club and act as liaison with the International Board prior to its approval as a club in formation.

(c) To appraise and report factually the membership potential in the area involved.

(d) To secure assurance that prospective members will embrace the Objects of Kiwanis International.

SUGGESTED REVISION
(Continued)

(e) To gain a thorough knowledge and understanding of the Policies governing overseas extension as well as the current plan for implementation of overseas extension.

(f) To report his specific recommendations to the Board of Trustees of Kiwanis International.

D E L E T E

4

CURRENT POLICY
(Continued)

(e) To gain a thorough knowledge and understanding of the Policies governing overseas extension as well as the current plan for implementation of overseas extension.

(f) To report his findings with specific recommendations to the Board of Trustees of Kiwanis International.

4. His relationship with approved club or clubs shall be:

(a) Take full charge and responsibility for the Formation of the club or clubs.

(b) Educate leadership - utilizing the Manual of Procedures.

(c) Assist in developing appropriate club activities.

(d) Establish a finance policy for the club in conformity with the general finance policies for clubs outlined in the finance section.

(e) Establish a plan for membership development within the club or clubs.

(f) Counsel with appropriate leadership relative to further expansion of Kiwanis in the geographical area.

(g) Make certain that administrative committees are strong, club finance policy adequate, meeting place is acceptable and that they have a clear understanding relative to the importance of their club meeting involving such details as programs, reception, music and fellowship.

(h) Make clear in every detail the relationship of this club to Kiwanis International and current plans for implementing overseas extension.

FAR EAST TRIP

(Korea, Republic of China, Hong Kong, Philippines, Japan, and Alaska)

August 27, 1977 - September 17, 1977

Stanley E. Schneider

1976-77 President

KIWANIS INTERNATIONAL

GENERAL PURPOSE OF TRIP

1. Help solve leadership problem of Korean Council, seek solution to past dues, and charter new Kiwanis club of Kunsan.
2. Visit Kiwanis clubs and Kiwanians of Republic of China, charter new Kiwanis clubs, and attend the organizational convention of the new Kiwanis District of the Republic of China.
3. Visit Kiwanis clubs and Kiwanians in Hong Kong.
4. Visit Kiwanis clubs and Kiwanians of the Philippines, charter new Kiwanis clubs, and serve as a Representative of the International Board of Trustees at the Conventions of the Kiwanis Districts of Philippine Luzon and Philippine South. Also to serve as Board Representative to the Asia-Pacific Conference being held in Manila.
5. Visit Kiwanis clubs and Kiwanians in Japan. Attend the organizational convention of the new Kiwanis District of Japan.
6. Visit Kiwanis clubs and Kiwanians in Alaska.

GENERAL COMMENTS

Formal reports on the district conventions attended during this trip have been filed with the General Office in Chicago. This report is intended to be more informal and perhaps serve to provide views and suggestions for others.

International Secretary, R. P. Merridew, was invited to accompany my wife, Millie, and myself on this trip. This proved to be an excellent decision as Secretary Reg gave much to Kiwanians at every stop, and I am indebted to him for his outstanding support and guidance during the important Kiwanis meetings attended. In addition to the Kiwanis services performed for others by Secretary Reg, I feel quite sure he obtained many new views about Kiwanis overseas. Regretfully, too few Kiwanis officers and members of the General Office staff have had the opportunity to observe Kiwanis outside of the North American continent. It would be my recommendation that every effort be made, where possible, to have others obtain further understanding of Kiwanis worldwide as Secretary Reg was able to do during this trip.

Like other overseas trips I have taken on behalf of Kiwanis, this was a truly gratifying experience. Kiwanis is generally doing well in the countries visited and we can look forward to additional growth in these areas. Kiwanis service projects observed were good and some as fine as I have seen anywhere. It is worth pointing out, however, that this trip was also very tiring and, as I have previously pointed out, the International Board should continue to review presidential travel with the goal of developing plans to perhaps more properly utilize the president's time and efforts. As Kiwanis continues to expand to other areas, it becomes increasingly difficult for the president to personally

serve so many, even though his personal appearance is appreciated where ever he visits as president.

KOREA

August 29-31, 1978

Arrived at Seoul, Korea, August 29 and was invited to the home of Dr. and Mrs. Kim Hyum Soo for a Korean dinner. (This was a beautiful 18 course dinner not soon to be forgotten.) Also in attendance were several other Kiwanians as guests and among those was Mr. Youn Taek Tahk, who serves as Secretary of the Kiwanis Council of Korea. Mr. Tahk was able to speak English and was of great assistance to us all during our visit to Korea.

That evening, we attended a Ladies Night Kiwanis meeting of the Kiwanis club of the Seoul area, held at the Chosun Hotel. This meeting was held in a beautiful room on the top floor of the hotel with seventy-six (76) Kiwanians and their ladies in attendance. This meeting served a worthwhile purpose and we were appreciative of the opportunity to meet these fine Kiwanis friends of Korea. We were pleased to see the progress being made in Korea and certainly there is much need for Kiwanis. Many opportunities for voluntary service through Kiwanis do exist. Seoul is a modern city with many new structures and is quite clean and lovely. We were pleased to see that the current president of the Kiwanis Club of Seoul, "Sandy" Hahn is an interested and able leader. We look for definite improvement in the administration of the Korean Council when he becomes the president next year.

August 30, U.S. Air Force Captain A. W. "Bill" Beers picked us up for the trip to Kunsan. Captain Beers was responsible for the organization of the new Kiwanis Club of Kunsan. His interest in Kiwanis was due to his former membership in the Kiwanis Club of Loring Air Force Base while stationed at Loring, Maine. The affair at Kunsan was a good charter experience. It was most pleasant to have had the privilege of being in attendance for this charter presentation. However, I can not help but point out my concern for the support that this new club will need to receive. Membership is mostly composed of U.S. Air Force men who are only stationed at Kunsan for twelve months. Charter President Bill Beers, who is surely the sparkplug, will be transferred back to the U.S. about October 1, 1977. I discussed with the current membership the need for obtaining more local business and professional men as members.

Several Kiwanians made the trip from Seoul to Kunsan with us and attended the charter party. This showed their interest and support of the new club, but Kunsan is a four hour trip from Seoul and continued contact will not be easy.

August 31, we returned to Seoul by auto for the flight to Taiwan. The trip by auto gave us an excellent opportunity to view Korea today and to see the fine progress being made by these people. Kiwanis faces many challenges in Korea but with continued help and guidance can be expected to grow. We do need, however, to make sure we offer every support possible.

REPUBLIC OF CHINA

Taiwan

August 31 - September 4, 1977

The entire experience of our visit to Taiwan was one of pleasure. The country was beautiful, the people friendly, and, most importantly, we found Kiwanis doing well in all communities visited. It will not be possible to cover the entire period in detail, but I shall attempt to cover some of the highlights.

A very friendly Kiwanis reception committee met us at the Taipei Airport upon our arrival at 3:30 p.m., August 31. The first major Kiwanis activity planned was the

charter party for the new Kiwanis Club of Taipei Keystone planned for the evening of our arrival. This was a most outstanding affair with the new club having a charter night strength of 85 members. It is an English speaking club and destined to be one of the strongest clubs in the district. The charter president is William T. "Skip" Wagner, an American with years of experience in the Far East. The new club will do well under his leadership.

To no small degree the current successes of Kiwanis in Taiwan are due to the fine leadership of the 1976-77 President of the Kiwanis Council of the Republic of China, Frank C. Shih, and the 1977-78 District Governor, Robert S. Karl. Both are fine gentlemen, highly respected, and we were most appreciative of the many courtesies they extended to us.

One of the highlights of our visit must surely be the privilege of meeting with C.K. Yen, President of the Republic of China on September 1. An invitation to meet with President Yen was extended to Secretary Reg, my wife, Millie, and myself. We were accompanied by Frank C. Shih. Such meetings are normally a ten (10) minute courtesy experience but our visit with the President turned out to be an hour and even then terminated on my suggestion. President Yen is a very delightful and intelligent man who speaks perfect English. This was truly an excellent exposure for Kiwanis in Taiwan.

Our stay in Taipei was at the Grand Hotel, truly one of the finest we have ever visited anywhere. (Rated one of the 10 best in the world.) Would suggest anyone visiting Taipei use this hotel as it is not only outstanding but the rates are also reasonable.

Skip Wagner and Frank Shih provided our transportation by auto to Taichung where the organization convention for the new Kiwanis District of the Republic of China was to be held. This trip by auto also provided the opportunity to view the country as we had done in Korea.

Our reception at Taichung is quite difficult to describe. The streets were decorated with many, many banners welcoming Kiwanis and a large group waited at the Taichung Hotel to welcome us with beautiful flowers and friendly smiles.

September 2 was the opening day of an excellent convention for the new district and it proved to be both well planned and conducted. Enclosed with this report is a copy of my address given at this convention. One of the finest Kiwanis service projects observed was the "Ten Outstanding Farmers Awards." This is a national Kiwanis Annual Award Program and one sure to raise the Kiwanis image even higher. Agriculture is very important to these people and this is a great service project to encourage the efforts of those involved. Those to receive the awards as the Outstanding Farmers of the Year are selected by Government in cooperation with the Kiwanis district. I was truly impressed and we should continue to observe this project.

We made personal contact with several outstanding citizens outside of Kiwanis as well as within. Among those I recall would be General Benjamin Chow, Chairman Emeritus of the Board of China Airlines. (He is often called the Godfather of Kiwanis in the Republic of China.) General Chow had lovely flowers sent to our hotel room even though he could not be with us due to poor health. I was able to reach him by phone to thank him for the courtesy he had extended and was able to visit for a few minutes.

General Shau Tu Chang was with us at the Convention and presented both Reg and me with framed pictures of a Confucius writing of 3,000 years ago. General Chang is a marvelous person who is highly respected, and we were most pleased to be with him on this important occasion.

September 3, we attended the charter party of the new Kiwanis Club of Wu-Feng. This was held at a Buddhist Temple with children from the School for Orphans that the new Kiwanis club already supports in attendance. This was honestly one of the most thrilling Kiwanis meetings I have ever attended. The people were so enthusiastic and I felt so pleased to represent all Kiwanians as they wanted their pictures taken with the Americans. Upon leaving, we stopped out at the entrance to the Buddhist Temple grounds to get a picture of the welcome sign that had been erected for us. Before we could snap the picture, many Kiwanians and orphan children showed up to join us in the picture. This will be a good club under the leadership of charter president Ho-Lien Lin.

September 4, as we prepared to depart for Hong Kong, our friends of Taiwan were there to take care of our every need. These fine people are working hard to lift their country and their people to the higher living standards they deserve and are having much success. All Kiwanians must, however, support their stand against the forces of communism that would profit at their expense. The forces that would destroy the people of Taiwan are very real and only through the support of many can our 6th Object of Kiwanis International be fulfilled for them. The future of Kiwanis looks bright in the Republic of China and every effort must be made to keep it so.

HONG KONG

September 4 - September 6, 1977

Our visit to Hong Kong had a two-fold purpose, namely to visit the Kiwanians of the clubs located in the Hong Kong area and to obtain much needed rest during this stop in the 21 day tour of the Far East. Both were accomplished.

Upon our arrival at the Hong Kong Airport we were met by three Kiwanians; one was Ron Jenkins who served as our guide and host while in Hong Kong. Ron is an official of Union 76 Oil Co. and on a four year tour here from Los Angeles. This was our first day and night without a Kiwanis meeting since arriving in the Far East. We stayed at the Hilton Hotel and the spare time was spent shopping, resting, and getting the laundry done.

September 5, we attended a Ladies Night Kiwanis meeting of the three Hong Kong clubs which was held at the Ambassador Hotel. A number of Kiwanians were out of the area on vacation leave and we found ourselves on the tail end of a typhoon with plenty of rain, but in spite of these items a good turnout was experienced. The meeting had a good Kiwanis International setting with Chinese, Australians, English, Indian, and others in attendance to enjoy the Kiwanis fellowship.

September 6, Ron Jenkins had his driver pick us up for the trip to the airport and we boarded Philippine Airlines for the flight to Manila.

PHILIPPINES

September 6 - September 12, 1977

Our visit to the Philippines was to be one of our busiest stops. It is to be remembered that I wanted to not only attend the Asia-Pacific Conference and both district conventions but also to attend the chartering of several new Kiwanis clubs and hopefully see some Kiwanis projects. All were accomplished during our seven days in the Philippines. Convention reports have been filed with the General Office and I shall again confine my comments here to the informal.

Upon our arrival at the Manila Airport on September 6, we received a very warm reception from at least 30 or 40 Kiwanians including District Governor Leonardo Manalastas and Governor-Elect Antonio E. Leviste. Flower leis, a welcoming banner and all preparations made us feel most welcome. A press conference including both newspapers and T.V. was held at the Airport. Our next activity was a wreath placing ceremony at the Monument of the National Hero of the Philippines, Jose Rizal. This was done with full military assistance and was most impressive.

Our accommodations for the Luzon District Convention and the Asia-Pacific Conference were at the Peninsula Hotel. This facility was very good, being only about one year old.

The Asia-Pacific Conference was a successful Kiwanis activity with representation from all areas expected in attendance except Japan. I believe we can expect that perhaps areas obtaining district structure may not elect to attend in future years. Fellowship was enjoyed by all and a number of items of business were completed. All did agree that the agenda did not allow enough time for training, etc. The Asia-Pacific Conference should not again be combined with any district convention. It is planned that it shall not be combined with any other activity at Guam in 1978.

Luzon District Convention goes into the books as a success after a fine Kiwanis year for the district in general under the leadership of District Governor Leonardo Manalastas. However, four items of importance did affect the convention and did tend to distract from the convention:

1. It was very sad to learn upon our arrival that Governor Leonardo Manalastas' father had just passed away. His funeral took place during the time of the convention. Governor Nards did preside at most of the convention sessions and surely all understood the hardship under which he was working.
2. Combined sessions with the Asia-Pacific Conference took away from district activity to a very large degree and vice versa.
3. The convention was originally planned as a joint activity with the Philippine South District and this was changed only two weeks before the convention dates.
4. A political contest by Ben Zabat, 1976-77 President of the Kiwanis Club of Quezon City, against Governor-Elect Tony Leviste for the 1977-78 Governorship of the district was most unfortunate and did take away from the convention.

I met privately with Past Governor H.B. Calleja (the individual behind Zabat) to try to talk him out of it for the good of the district and Kiwanis in general. Needless to say, there was nothing I could do about this situation. If this practice should continue in future years, perhaps it might be advisable to consider changing the constitution and bylaws.

Since returning home, I have learned that Leonardo Manalastas may consider dropping out of Kiwanis due to the pressure he endured as this unfortunate contest came out of his own club. It is my opinion that every effort should be made to discourage the possible loss of Nards as a member. He is and can be one of the most stabilizing forces for the future growth and success of this district.

September 8, we attended a joint symbolic charter meeting for eight (8) new Kiwanis clubs. Copy of program for this meeting has been forwarded to the General Office.

September 9, attended charter party for new Kiwanis Club of Cavite City. Copy of this program has also been forwarded.

September 10, I traveled to San Fernando to visit the Free Kiwanis Vocational School sponsored by the Kiwanis Club of San Fernando. This is one of the most exciting projects I have observed and here was an experience I shall never forget. We should follow this activity and help in any way possible. It is thrilling to see just how much effect, through Kiwanis service, one Kiwanis club can have on its community and especially when the club is in existence only about one year.

Secretary Reg and I also took a short tour of facilities available in Manila for conventions. This was done with the thought in mind of the possibility of someday holding an International Convention in Manila. Materials have been filed in the General Office on this.

Philippine South District Convention was held in Cebu City at the same time as the Luzon Convention. It seemed advisable that Secretary Reg go to Cebu City to join them on Saturday, September 10, and that Millie and I fly down on Sunday after the close of the Luzon Convention. We arrived at Cebu City about 11:00 a.m. Sunday but not without some difficulty, due to heavy rains caused by the typhoon in progress. The welcome we received at the airport was tremendous, with leis, banners, and a large delegation headed by Governor Al and Bella Caloza and a police escort into the Magellan Hotel for the convention. Apparently, Secretary Reg had received a similar welcome on Saturday. When you see the excitement and enthusiasm in this district, you can more fully understand the truly outstanding year they have enjoyed during 1976-77. The excitement in new club building that was so obvious during their convention left me with little doubt but that they would establish a new all-time record for any district in the building of new clubs in a single year. This, of course, the district did with 40 new Kiwanis clubs completed during the 1976-77 year.

I have filed a Convention Report on this Convention and no doubt Secretary Reg has also provided information. I would only comment further that it was well planned and conducted. In fact, the Convention House of Delegates was one of the best handled that I have observed. We had planned to return to Manila on Sunday evening so that we could leave for Japan on Monday morning. This was impossible due to high water and the typhoon. This delay made it possible for us to attend the Sunday evening convention banquet and take part in another excellent session.

During the convention, Past District Governor Norman V. Certeza was presented with honorary membership in 17 Kiwanis clubs of the Philippine South District. Both Secretary Reg and I have been severely criticized by Past District Governor H.B. Calleja for allowing these presentations. It was our opinion that this was a club and district matter and not one of Kiwanis International. I mention the matter in this report in the hope that all can be aware of this serious clash of personalities which is a threat to harmony within the districts. I would warn against any International officer or member of the staff of Kiwanis International becoming involved as it would appear that both are equally responsible for this unfortunate situation.

Monday morning, September 12, we were able to get an early flight to Manila but not able to make our connection at 9:15 a.m. to Tokyo. Due to wonderful assistance from Governor Nards Manalastas and District Secretary Orlando Salvador of the Luzon District, we did catch Japan Airlines Flight #769 at 2:35 p.m. and arrived in Tokyo at 8:00 p.m., regretfully about 7 hours late.

JAPAN

September 12 - September 15, 1977

Our visit to Japan was one of total pleasure as we found Kiwanis doing well and

occupying a high position among volunteer service clubs. We also found that all plans had been completed for Kiwanis in Japan to move to district structure.

We were met at the airport by Mr. Mitsuei Nakasato, secretary to Governor-elect Nobutaka Shikanai. Mr. Nakasato was with us all during our stay in Japan and this was most helpful as he spoke English and also served as our interpreter. Our stay while in Tokyo was at the Keio Plaza Hotel and this was one of the best to be found anywhere. Certainly one can only admire the culture of the Japanese people, and we shall forever be appreciative of the many courtesies they extended to us.

1977-78 District Governor Nobutaka Shikanai invited us to the Hakone Outdoor Museum in the Hakone Mountains on Tuesday, September 13, and then he and Mrs. Shikanai had us visit their home for tea. The drive from Tokyo to the mountains is surely one of the most beautiful on earth and we did enjoy this opportunity to get to know Mr. and Mrs. Shikanai.

On Tuesday evening, we attended the Matsubaya Theatre Restaurant along with a number of Kiwanians. This was a delightful experience and allowed us to personally get to know many of the leaders of Kiwanis in Japan.

Wednesday, September 14, was a day filled with Kiwanis activity and begun with a visit to the Memorial Shrine Honoring the War Dead of Japan. This shrine was built by the Kiwanis Club of Tokyo. I had asked to visit it and this seemed to please all. It is truly a fine Kiwanis project.

The district organizational convention carried out during the afternoon and evening was a Kiwanis affair to long be remembered. Every detail was well planned and carried out in a manner only the Japanese people could accomplish. Every session started on the planned minute, moved with precision, and adjourned the same way. The business for organizing the new district, and my address, were completed in 35 minutes. This gives some idea of how well all was planned. (My address was patterned along the same lines as the one I gave in the Republic of China.)

We had the privilege of meeting Prince and Princess Hitachi of Japan and to be seated at their table for the evening banquet. Their presence at this meeting tells all of the acceptance of Kiwanis in Japan. A number of ambassadors from other countries were in attendance, including U.S. Ambassador Mike Mansfield.

Kiwanis did enjoy good press coverage and a news story with picture appeared in the Tokyo paper. Princess Hitachi mentioned to Millie that she saw our picture so the P.R. was also well handled.

Kiwanis is in good hands under the leadership of Mr. Shikanai as district governor. The district is blessed to have his interest and to have him serve as the first governor. Certainly he is one of the most respected men in Japan today.

I feel sure that Kiwanis shall continue to grow and succeed in Japan but it will be important that we measure by results and not just numbers. Kiwanis will need to maintain the high level of acceptance it now enjoys, and to insure this we need to be careful about pushing for expansion unless approved by their district leaders.

ANCHORAGE, ALASKA

September 15 - September 16, 1977

We departed Tokyo about 10:00 a.m. on September 15 by Japan Airlines and arrived at Anchorage at 10:00 p.m. on September 14. One needs to remember the International Dateline when travelling East by jet to understand this statement. Again the flight was

excellent and we rated J.A.L. most satisfactory. Sleeping on such trips is at best a challenge, however, for when we got to bed at 2:00 a.m. in Anchorage it was still only 8:00 p.m. in Tokyo and, as expected, we couldn't sleep.

We were welcomed at the Anchorage Airport by Pacific Northwest District Secretary Mel Dennis and about 25 other Kiwanians. Such a reception at the late hour of arrival was not expected but certainly appreciated. We were aware of the effort that Mel had made to be with us in Anchorage and we did enjoy sharing the meeting with him. Our stay in Anchorage was at the Captain Cook Hotel and was quite satisfactory.

September 15, (our second Thursday), two Kiwanians, namely Cy Barker and Bob Olson, picked us up at 10:00 a.m. for a sightseeing tour of the area. Bob Olson is the U.S. Marshal in Alaska, and this tour included a stop at his office and a chance to visit about the Safeguard Against Crime Program.

Thursday evening, we attended the 20th Anniversary Party of the Kiwanis Club of North Star and installed the 1977-78 Club officers of four Kiwanis clubs. I had the pleasure of giving the address and Secretary Reg installed the officers. The attendance and interest were good and the Kiwanis fellowship the best. I know I speak for Reg and Millie, as well as myself, when I say it was just the kind of a relaxing affair we needed after three weeks of wonderful, but rather strenuous, activity.

Friday, September 16, it was off for home with just a brief stop at Seattle and Chicago. As we returned home, the feeling could only be that the trip was worthwhile and hopefully Kiwanis was perhaps just a little better for our having shared Kiwanis experiences with these fine friends throughout the Far East.

Address by Stanley E. Schneider
President of Kiwanis International
Taipei, Taiwan, September 2, 1977

Today is a very important day in my life, and I sincerely hope it may be equally important to each of you here assembled.

On November 3, 1967, the Kiwanis Club of Taipei was organized as the first Kiwanis club in the Republic of China. Since that day the concept of Kiwanis has prospered in your great nation until now it is quite appropriate that district structure be considered for the Kiwanis clubs of China.

The Board of Trustees of Kiwanis International has authorized the establishment of the new Kiwanis District of China and, when the business of this convention has been completed and its report approved by the Kiwanis International Board, you will be fully recognized as a district, effective October 1, 1977.

This is an important time, for you are not only one of the 61 nations having Kiwanis clubs, but your Kiwanis clubs here in China now become one of the 43 Kiwanis districts in the world. This district structure will provide your clubs with further potential for service to your communities, your nation, and yes, the world.

I feel quite humble as I stand before you this day, for it is my feeling, I am at this moment, fulfilling two roles. First, the important role as president of Kiwanis International of representing over 287,000 Kiwanians who extend to each of you an invitation to accept even a greater role in Kiwanis service worldwide through the organization of the China District of Kiwanis International. Secondly, I stand as a citizen of the United States, so very happy that in my lifetime I personally might visit your lovely country and share with you fine leaders the concepts, the potential for good, and the fellowship experiences available through Kiwanis.

Allow me, upon behalf of my wife Millie and myself, to extend a most sincere "thank you" for the every courtesy you have extended to us. We shall long remember the wonderful experiences of the hours spent here with each of you.

I am aware, just as you are, of the hardships we encounter through language barriers, and this I regret, for I am so anxious to get to know each of you. I am very sorry that I am unable to speak your language for I know how much fun it would be to visit personally with each of you. Please do know that I am very appreciative of the efforts and talents of those who aid us as interpreters. So please do say hello to us during this visit and know that language barriers do not stop handshakes and friendly smiles in Kiwanis. Both my wife, Millie, and I have the very highest respect and admiration for you fine people of the great nation of China.

This day I would wish to briefly visit with you about Kiwanis yesterday, and then a few thoughts about Kiwanis today, and finally where we can and must be in Kiwanis tomorrow if our organization is truly to be of service to many.

Kiwanis Yesterday

As I travel around the Kiwanis world in your name, I sometimes refer to the five happenings in Kiwanis which have been very important to the growth of our organization.

1915 was the year of the birth of Kiwanis when on January 21 the Kiwanis Club of Detroit, Michigan was organized.

On November 1, 1916, the Kiwanis Club of Hamilton, Ontario, Canada was organized as the first club in Canada and the day Kiwanis became an international organization.

Then in 1920, the Portland, Oregon International Convention gave us our permanent motto: WE BUILD.

At the 1924 Denver, Colorado convention, which became known as the Constitutional Convention, our six permanent objects were adopted. Not one word of these has been changed to this very day.

In 1961, the International Convention was held in Toronto, Canada, where Kiwanians considered further expansion of Kiwanis, for up until then, all Kiwanis

clubs were located in Canada and the United States. At that convention, the delegates decided that if Kiwanis is good why not share it with others. So, overseas extension began. Today, all know how important that decision really was.

Kiwanis was alive and growing and on its way to becoming one of the leading service organizations of the world.

Kiwanis Today

Today over 7,000 Kiwanis clubs are found literally around the world, as Kiwanis is now found on all continents except Antarctica. The headquarters building in Chicago has a staff of about 100 dedicated people who will be happy to welcome you whenever you might visit there.

It is to be remembered that the Kiwanis club was the first unit born in our organization and that all other structures were created to serve the club. This is still true today the Kiwanis club is the community service unit, and all other levels are administrative.

The final authority of Kiwanis International is expressed by the House of Delegates each year at the annual convention.

Each club is entitled to two delegates at the annual convention and all members and their ladies are most welcome. It is hoped that all clubs of your Kiwanis district will be represented each year.

Kiwanis International today not only has over 287,000 members, but that membership is composed of business and professional leaders from 61 nations. We find men of many races and many religions meeting together for a common purpose to make this a better world in which to live.

Kiwanis Tomorrow

Allow me now to share with you my views about what Kiwanis is and what you can expect through Kiwanis in your tomorrow.

Kiwanis stands at this moment on the highest plateau in its history respected by people everywhere. It is upon that foundation that we can continue to build for tomorrow. Perhaps even more importantly, people outside of Kiwanis also believe this and are asking us to, by our example, "Lead the Way."

The Kiwanis world I see is an exciting place with potential for good, for right, for decency, and for happiness it is limited only by our imagination. Kiwanians are the greatest people I shall ever be privileged to know on this earth and I am convinced they can do just about anything they truly want to do.

I remain a Kiwanian not so much because of what Kiwanis has done, although I do take pride in its deserved reputation for creative voluntary service, but rather what keeps me a Kiwanian is the faith I have in the principle that, whenever mankind throughout the world choose to unite in constructive voluntary endeavors, good will overcome evil peace will replace hostility justice will prevail over injustice hope will replace despair and every human being can find fulfillment.

You here in China are in the very midst of that dream as Kiwanis service is extended to other lands. You have the opportunity to become one of the world's leading nations in Kiwanis service.

Each of you will need to give of yourselves for your example will truly be most important to the success of many. However, if you will do so, I promise that you will never regret the time you share with your many Kiwanis friends. Through the satisfaction obtained by making your community and nation an even better place in which to live and by the Kiwanis fellowship enjoyed you will find much happiness.

I would tell you now that if my predictions are correct, history will record the voluntary service club movement as one of man's finest accomplishments during this century.

You in the China District of Kiwanis International will need to grow in numbers as you reach out to other communities in your great nation that also need Kiwanis service. Just as the Kiwanians at the Toronto convention in 1961

realized that Kiwanis must be shared with others, you, too, will need to share with others and by doing so, make Kiwanis even more meaningful.

My challenge then to you this day would be to so build your Kiwanis district here in China that its example to others will be a guiding light for many.

I shall be eternally grateful for the privilege of being a part of the organizing of your China District of Kiwanis International and shall in the days ahead be watching for your every success.

REPORT OF THE BOARD COMMITTEE ON PROGRAM DEVELOPMENT
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 30, 1977

Place of Committee Meeting: General Office

Present: Members - Dwight F. Gallivan, Egon Kuzmany, Douglas Wasson
Chairman - Jack P. Delf
Staff Members - Gerald R. Jindra, A. G. Terry Shaffer

I. 1977-78 MAJOR EMPHASIS PROGRAM - PROGRESS REPORT

The Committee reviewed the "Safeguard Against Crime - II" Major Emphasis Program kit, sales of supplies items supporting the Major Emphasis Program, and promotion undertaken to date. The Committee feels that the work done to date is excellent and expressed its wishes that means of promotion and utilization of MEP materials be given priority throughout the year.

The Committee feels that the world-wide applicability of any topic for possible Major Emphasis Programming should be given prime consideration, and it is essential that this concern be stressed with participants in the January, 1978 Program Planning Conference.

In reviewing sales figures of those items related to the Major Emphasis Program, the Committee feels that the "What If They Call Me Chicken?" booklet no longer has the appeal nor the applicability it once had. Thus, the Committee requested staff not to re-order this particular item when the current inventory is depleted.

The Committee recognizes the unique importance of the presentation of the Major Emphasis Program given at Council each year and urges that continuing emphasis be placed upon the necessity for motivating and inspiring district leadership to promote involvement in the Program.

Trustee Wasson pointed out recent F.B.I. statistics which reveal an 8-per cent decrease in murders and a 10-per cent drop in robberies in the United States, contributing to a 4-per cent reduction in violent crime for 1976. But the drop in most of the other major crimes was less, so that the total percentage decrease was only 1 per cent. The Committee agreed that although these figures are somewhat heartening, crime remains a major problem in society, and Kiwanis clubs can - and should - continue to stress the "Safeguard Against Crime - II" Program.

II. CRIME AWARENESS QUOTIENT ("CAQ") ASPECT OF THE MAJOR EMPHASIS PROGRAM

The Committee reviewed with interest the Crime Awareness Quotient program support materials and promotional plans. It was explained that CAQ is an integral part of this year's Major Emphasis Program and is intended to elicit a self-examination on the part of individuals regarding their attitudes toward crime and its prevention. The "CAQ" of an individual is a measure of how well a citizen understands his personal commitment to safeguarding himself, his family, and his community.

III. BUILDERS CLUB PROGRAM - STATUS REPORT

Staff reviewed for the Committee the current status and promotional efforts of the Builders Club program. It was reported that, at the present time, there are 176 chartered Builders Clubs.

The Committee then reviewed the current policy of requiring sponsoring Kiwanis clubs to pay an annual \$25.00 sponsorship fee. It was questioned whether the failure of some clubs to pay the 1976-77 fee perhaps indicated their reluctance to pay an annual assessment for a local club activity; however, the Committee decided that in light of the Builders Club program being relatively new on the Kiwanis scene, they wished to observe the effects and merits of the sponsorship fee for another year. The Committee suggests that the situation be reviewed by next year's Board Committee on Program Development.

IV. KEYWANETTES PROGRAM - BACKGROUND AND STATUS REPORT

The Committee reviewed the history of Keywanettes including the succession of Board actions in this regard, from 1974 to February, 1977.

Requests for a Keywanettes district structure from the Texas-Oklahoma District and West Virginia District were examined, and it was pointed out that the West Virginia request specifically called for the membership of Keywanettes within their district to be composed of high school "students." Board action of February, 1974 states, in part, "that Kiwanis International approve the sponsorship of an organization for high school female students by the California-Nevada-Hawaii District...." The Committee feels that this action clearly describes the Board's intent with regard to membership in Keywanettes, and wishes to restate that policy.

Recommendation #1:

The Committee recommends the Board of Trustees reaffirm that a local Keywanettes club shall be composed of high school female students only, and that if any local school administration rules that membership shall be otherwise, there shall not be a Keywanettes club in the area affected by that ruling.

I move that recommendation 1 be adopted.
(adopted)

The Committee requested that staff return the West Virginia request for corrections.

Recommendation #2:

The Committee recommends that any approval given by the Kiwanis International Board of Trustees to the organization of any district Keywanettes structure shall be on the basis of Keywanettes club membership being composed of high school female students only.

I move that recommendation 2 be adopted.
(adopted)

Acting on the basis of Board action of February, 1977 and the resulting approval of a Keywanettes district structure for the California-Nevada-Hawaii District, the Committee felt that the Texas-Oklahoma request was in compliance with that past action. It was further noted that the Texas-Oklahoma request for a Keywanettes district structure had complied with the Board's statement of that date regarding the formal procedure necessary

for other districts interested in establishing Keywanettes above the local level. On that basis, the Committee recommends that the Texas-Oklahoma request be approved.

Recommendation #3:

The Committee recommends that the request for a Keywanettes district structure for the Texas-Oklahoma District of Kiwanis International be approved. Said district, in compliance with Board Policy C30-D, shall be solely responsible for the organization, management, and control of its Keywanettes district structure.

I move that recommendation 3 be adopted.
(adopted)

V. PRESENTATION OF THE 1978-79 THEME, OBJECTIVES, AND MAJOR EMPHASIS PROGRAM(S) IN MIAMI BEACH

The Committee approves of the continuance of the basic format now being utilized for the Presentation of the Theme, Objectives, and Major Emphasis Program(s) at the International Convention, which involves a narration by the President-designate, accompanied by slides.

The Committee also concurs with the distribution of slides/cassettes of that Presentation on the basis of one free set for each governor-elect and lieutenant governor-elect, informal announcement of the Major Emphasis Program(s) through materials available at the MEP booth in Miami Beach, at the Forum on the 1978-79 Major Emphasis Program(s), and at any other Convention conferences where informal announcement would be regarded as purposeful.

The Committee also requested staff to develop and produce a brief printed item, similar to the widely used "Safeguard Against Crime" brochure, for the 1978-79 Major Emphasis Program.

VI. "LET'S TAKE ACTION AGAINST CRIME" BOOK FOR ELEMENTARY SCHOOL CHILDREN

The Committee reviewed plans for production of a new book for elementary school teachers, grades kindergarten through three, entitled "Let's Take Action Against Crime." The book, which will sell for \$4.95 per copy, contains sixteen spirit (duplicating) masters for the children and accompanying teacher's unit guides covering numerous subjects directly related to our "Safeguard Against Crime - II" Major Emphasis Program effort for 1977-78. The concept of such a book has received commendations from various national organizations of elementary school principals and teachers. The book itself will be ready for distribution by mid-December, and advance promotion is now underway. The Committee feels certain that this book will prove most successful as a key element in the 1977-78 "Safeguard Against Crime - II" Major Emphasis Program.

I submit this report for your acceptance.

Respectfully submitted,

DWIGHT F. GALLIVAN

EGON KUZMANY

DOUGLAS WASSON

JACK P. DELF, Chairman

REPORT OF BOARD COMMITTEE ON PROPERTY AND SUPPLIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 30, 1977

Place of Committee Meeting: General Office

Present: Members - C.E. Thurston, Jr., Warren H. Edwards
Chairman - E. B. McKittrick
Staff Members - Robert G. Kavanagh, Richard A. Misch
Frank J. Schwerthoffer

Supplies

The Committee reviewed the cover of the 1977-78 Supplies Catalog. This new catalog will include more color pages this year, replacing eight pages previously done in black and white. This upgrading of the catalog will make it a much more attractive selling tool.

The Committee also reviewed a 4-color advertisement that will appear in the October issue of the KIWANIS magazine, which will feature gift items for the Christmas season. This piece will also be used as a flyer to be distributed to all clubs.

The financial statement for the supplies operation covering the eleven (11) month period ending August 31, 1977, was reviewed, found in order, and approved. Sales at August 31, 1977 amounted to \$1,249.00, compared with \$1,112,500 at this same time last year. This represents an increase of \$136,500.

The excess of income over expenses for supplies totals \$226,513 at August 31, 1977, which is \$98,712 over the 1976-77 budget, and \$107,500 better than August 13, 1976. This increase has been brought about by the volume of sales making possible a proportionate reduction in the cost of sales.

The Committee suggested a pilot project, to test the sales potential of supplies at District Mid-winter Conferences and District Conventions. It was suggested that a staff member establish a supplies booth operation at these meetings, preferably in the Mid-west area.

At this time a number of new items were presented to the Committee for their consideration. The following items were selected for future evaluation:

A Dri-Mark Vinyl Decal. This decal can be used to refurbish deteriorating road signs, at a cost of less than half that of a new road sign.

A Self Adhesive Badge. The badge has a dual use as a visiting Kiwanian or Guest luncheon badge. This badge has a pressure sensitive back which is made for long lasting use on fabrics and can be re-used many times. It was recommended that this badge be offered as a supplies item, and be sold in minimum lots of ten.

The matter of delayed delivery on New Club Banners was discussed. Upon recommendation of the Committee, the staff will investigate an improved performance from the current supplier, and will also look for an alternate supplier.

The Supplies Committee reviewed a suggestion that a 6% surcharge be added to club supplies invoices. The Committee was in agreement that a surcharge at this time would not be appropriate.

Property

The Committee reviewed the operating statement for the General Office Property noting the areas of increasing costs. The Committee reviewed means of possible cost reductions, realizing that some of these costs are uncontrollables such as energy and labor costs. The Committee directed staff to continue to watch these costs closely and continue to use conservation of energy resources as possible.

The Board Committee toured the property noting changes to be made in the Data Processing area. The Committee wishes to comment on the excellent condition and appearance of the General Office building.

Respectfully submitted,

WARREN H. EDWARDS

C. E. THURSTON, JR.

E. B. MCKITRICK, Chairman

REPORT OF THE BOARD COMMITTEE ON PUBLICATIONS
AND ADVERTISING TO THE MEETING OF THE
INTERNATIONAL BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 29, 1977

Place of Committee Meeting: General Office

Present: Members - Dwight Gallivan, Paul Chandler
Chairman - Egon Kuzmany
Staff - Nick Geannopulos, David Williams, Betty Nakanishi,
Scott Pemberton

Staff Responsibilities

The meeting opened with each staff member of the Publications Department asked to acquaint the Committee with their departmental responsibilities, and each gave a brief description of the procedures followed in publishing KIWANIS magazine. It was noted that the editorial and production process normally requires a minimum of three months, an important factor for Kiwanians who wish to submit material for publication.

Finance

The committee reviewed the magazine's financial statement, and the staff reported an anticipated excess income of \$54,000 for the 1976-77 year, which is less than the \$81,500 surplus budgeted. The difference is due to a drop in anticipated income from advertising and increased expenses in the areas of pensions, advertising travel, stationery and supplies, and publication postage. To offset a decline in advertising revenue earlier in 1976-77, the advertising manager increased his personal sales calls and hired new representatives on the East and West coasts, both actions necessitating additional travel. Although it is too early to make a definitive evaluation of the new representatives, they appear to be satisfactory. The current and future advertising picture is significantly improved: the last quarter of 1976-77 showed an advertising decrease that was much less than anticipated (reflecting increased effort in this area) and sales for the first two issues of 1977-78 are substantially ahead of those for 1976-77.

The committee instructed the advertising staff to explore the possibilities of obtaining advertising from national tourist boards of European countries and from other strong Kiwanis nations such as Japan and the Philippines. The committee believes that the North American Kiwanis readership is an attractive market for such advertisers.

The committee also encourages Kiwanis leaders to inform the advertising manager of any advertising leads they might have through personal contacts developed during business or Kiwanis travels.

Printing Proposals Review

According to established procedure, the magazine printing contract is let for bid every three years. The committee considered the confidential report on proposals for printing KIWANIS magazine on a contract basis for a three-year period beginning with the January 1978 issue and continuing through the November-December 1980 issue. Eighteen printing firms with the capability of producing the magazine expressed interest in bidding for the contract, and nine submitted detailed bids. The lowest bid was submitted by the magazine's current printer, Mid-America Webpress of Lincoln, Nebraska. During discussion the committee noted that in addition to having provided satisfactory service for the past three years, Mid-America also agreed to attractive annual escalation rates limited to 5 percent. The previous contract provided for an annual 7.5 percent escalation rate.

Recommendation #1:

Upon careful consideration of competitive bids and the advice of the staff, the committee recommends that the International Board approve the awarding of the contract for the printing of KIWANIS magazine for a three-year period beginning with the January 1978 issue and continuing through the November-December 1980 issue to Mid-America Webpress, Inc., Lincoln, Nebraska.

I move that Recommendation 1 be adopted.
(adopted)

Editorial Content and Readership Studies

The committee heard reports on the future editorial content of the magazine. Kiwanis-related coverage in the coming months will include feature articles on a number of outstanding club service projects, additional articles in the Kiwanis Nations series, and offer strong support for the Safeguard Against Crime II Major Emphasis Program. General-interest content will continue to focus on subjects derived from Kiwanis interests in the home and family, community betterment, business, and youth.

The committee also reviewed the most recent readership survey, of the March 1977 issue, which indicated that 81 percent had read some or most of this issue, the highest percentage ever. Another survey, conducted at the Dallas International Convention, indicated that the Kiwanis In Action section was thought to be the "most useful" section of the magazine, and that 82 percent of the respondents believed that the general-interest content was "a plus". The convention respondents suggested additional stories on club meeting ideas, and a recent survey of the governors-elect suggested a need for more Kiwanis education stories. The staff is pursuing both suggestions.

The committee was pleased to learn that the reference book Magazines For Libraries, a respected evaluator of publications for use by school and public libraries, has recently rated KIWANIS magazine "a cut above those of the other two (service) clubs, Rotary and Lions. The average issue includes some good to excellent articles on social issues, local government, business, travel, and outstanding achievements of members of local clubs or of the general organization. The level of writing is high, and the reporting is accurate and unbiased. Format ranks with other general magazines. A good

addition for most libraries for general reading."

A recent survey by the respected pollster Lou Harris noted that nine out of ten Kiwanians 45 and older read the magazine regularly or occasionally, and that eight out of ten Kiwanians younger than 45 read the magazine regularly or occasionally. The Harris poll's overall readership figure for KIWANIS magazine is 87 percent.

The various survey results were discussed by the committee, and it was suggested that the Harris figures would provide especially positive information about the magazine and its potential for advertisers.

Recommendation #2:

The committee recommends that the Board approve the use of pertinent magazine readership figures of the Lou Harris poll in promotional material prepared by the staff and subject to review and approval by management.

I move that Recommendation 2 be adopted.
(adopted)

The committee also discussed the possibilities of publishing a collection of Club Clinic questions and answers to be made available as a reprint to the general membership. The staff was directed to investigate this idea and report to the committee at its next meeting.

Collateral Printing

The committee reviewed some of the recent collateral publications produced by the department in addition to KIWANIS magazine. These included the Keynoter and Circle K magazines, the Bulletin for Kiwanis Officers, the International Supplies Catalog and display ads for the supplies department for use in the magazine and as direct-mail flyers, the International Council program, and the new Major Emphasis kit for Safeguard Against Crime II.

During 1976-77 an increased number of such collateral printing jobs were prepared within the department rather than by outside designers or art studios. This has resulted in a lower expenditure in this category than in the previous year, despite inflationary conditions.

Respectfully submitted,

PAUL CHANDLER

DWIGHT GALLIVAN

EGON KUZMANY, Chairman

REPORT OF THE BOARD COMMITTEE ON PUBLIC RELATIONS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 30, 1977

Place of Committee Meeting: Kiwanis International Building
Chicago, Illinois

Present: Members - Merald T. Enstad, Raymond W. Lansford
 Chairman - Dwight F. Gallivan
 Others - Maurice Gladman, R. P. Merridew
 Staff Member - John L. McGehee

The Committee heard a report from the Staff Director of Public Relations covering the highlights of departmental effort since the last meeting of the Committee.

- A. The Handbook for Kiwanis Public Relations Chairmen was revised, reprinted and has been distributed.
- B. A new Family Day kit was developed and distributed to all clubs, with emphasis on the fact that the name had been changed from Family Reunion Day. A Family Day slide was also distributed to appropriate clubs in those communities having one or more television stations. Excellent publicity resulted from this year's Family Day promotion.
- C. An institutional television message was sent to appropriate clubs in all communities with one or more television stations. The message consisted of five slides which were to be used in sequence to tell a short story, while the announcer read appropriate backup copy. Five different messages were included with each slide set so that the slides could be used several times without a repetition of the spoken message. Currently the department is circularizing all clubs which received the institutional messages to determine the extent of usage. Information received will also be used in planning further distribution of television slides.
- D. The Silver Bell public relations program was announced. It is to be based on public relations excellence in promoting the first year of the Safeguard Against Crime program. A special team will judge the winners of Silver Bell competitions in districts, with winners and runners-up in various size categories of clubs honored at the Miami Beach convention.
- E. The new time frame for the international club bulletin contest was placed in operation. No winners were honored at Dallas. This was due to the fact that there would have been an overlap in the months for which the bulletins were judged if it had been attempted to have winners announced at Dallas. Winners in the 1976-77 competition will be honored at Miami Beach in the regular way.

F. Annual Report Week aimed at having all club presidents give oral year-end reports during the same period and attempting to get publicity coverage as well, was announced and placed in effect. The purpose of Annual Report Week is to produce the effect of two-nation wide publicity on Kiwanis public service work all at one time .. during Annual Report Week.

The Public Relations Director announced that the publicity for all three international conventions this year was outstanding, with Circle K publicity, in particular, setting a new record in quantity and quality.

There was considerable discussion about the proposal, continued from the preceding Board Committee on Public Relations, to develop recognition plaques for members of the International Board of Trustees who leave the Board other than through the presidency. The idea of banner patches for the home clubs of these people was also discussed. It was felt, after discussion of a number of ways of getting these plaques into the former Board members hands, that such plaques should be developed by Kiwanis International, and that they should be presented to outgoing Board members annually as a matter of routine. It was also felt that plaques should be presented to former Board members leaving the Board for the past ten years, and that others leaving the Board prior to that time could have plaques for the asking. Banner patches would go with the plaques. It was learned that if purchased in a lot of at least twenty-five, these plaques could be had for \$25.00 each. There are about twenty-five former Board members eligible whose service dates back to ten years ago. Additional plaques each year would only be \$25.00 apiece. As a hedge, twenty-five plaques have been ordered in order to take advantage of current prices. This order can be cancelled should the plaque idea not be approved by the Board. During the discussion, Committee Member Raymond Lansford moved, and Committee Member Merald Enstad seconded, the idea that the ten year cutoff be adopted with other eligibles receiving plaques for the asking.

Recommendation #1:

The Committee recommends that recognition plaques with banner patches for home clubs be given by Kiwanis International to all members of the International Board of Trustees leaving the Board except those who leave through the presidency, and that presentations be made to those men leaving in that manner.

I move that recommendation #1 be adopted.
(adopted and referred to Finance Committee)

The Committee also considered the idea of providing recognition plaques for past International Committee Chairmen. It was felt that, due to the large number of these, presentations should be made by clubs, divisions or districts, or that the individuals, themselves, could purchase such plaques. The Committee inspected a brass plaque mounted on fibreboard with the design reproduced via the silk screen method. It was learned that the original of such a plaque could be had for \$30.00 plus whatever charge might accrue for art work. Plaques could be sold for \$3.00 apiece, with engraving effected locally. The plaques could be carried as a supplies item provided the Committee on Property and Supplies were in accord with the idea.

Recommendation #2:

The Committee recommends that brass plaques mounted on fiberboard, reproduced via the silk screen method, be developed for presentation to past International Committee Chairmen. The Committee further recommends that this plan be referred to the Committee on Property and Supplies for consideration of the plaques being carried as supplies items, listed in the Kiwanis Supplies Catalogue.

I move that recommendation #2 be adopted.
(adopted)

The Committee next considered the idea of recognizing young people who have demonstrated an understanding of the Safeguard Against Crime program. This idea was developed originally as a support for the SAC program. Since then, however, the CAQ idea has been advanced as has an idea to recognize law enforcement oriented officials for community relations. In view of these developments, the Committee took no action at this time on the proposal.

The Committee next considered Connelly Medal nominations received since the last meeting of the Board. The first was for William T. Scott IV of Griffin, Georgia, who removed a man from a burning apartment building, returned to search for a second one, then rendered first aid as required. The second man was found not to be in the building.

Recommendation #3:

The Committee recommends that the Robert P. Connelly Medal be awarded to William T. Scott IV of Griffin, Georgia, who rescued a man from a burning apartment, returned to search for a possible second man believed to be on the premises, and rendered first aid as required.

I move that recommendation #3 be adopted.
(adopted)

The Committee next considered the nomination of Bryan S. Belcher of Orlando, Florida, who risked his life removing two men from a burning car.

Recommendation #4:

The Committee recommends that the Connelly Medal be awarded to Bryan S. Belcher of Orlando, Florida, who risked his life in removing two men from a burning car.

I move that recommendation #4 be adopted.
(adopted)

Finally, the Committee considered the nomination of Charles P. Haseltine, M.D., of Ann Arbor, Michigan, shot and seriously disabled in an attempt to rescue a wounded boy from the attack of a sniper. The boy survived while the doctor's arm was shattered.

The Committee recommends that the Robert P. Connelly Medal be awarded to Charles P. Haseltine, M.D., shot and seriously disabled in a successful attempt to rescue a wounded boy from the attack of a sniper.

I move that recommendation #5 be adopted.
(adopted)

The Committee discussed the appropriateness of having banner patches developed for presentation to clubs winning top and runner-up places in the annual club bulletin contest.

Recommendation #6:

The Committee recommends that banner patches be developed for presentation to clubs winning top and runner-up awards in the international club bulletin contest.

I move that recommendation #6 be adopted.
(adopted)

The Committee then addressed itself to the idea of using the Kiwanis Magazine to enhance the image of Kiwanis. It was felt that the best way to do this was through the presentation of gift subscriptions to hospitals, libraries, schools, and public buildings where there are waiting rooms. The Committee feels that clubs should be encouraged to make such presentations as public relations projects. District public relations chairmen could be asked to advance this idea, utilizing promotional materials already available from the Magazine Department. The idea of clubs purchasing groups of subscriptions at a lowered rate will be explored, with some kind of "package purchase" as an attractive offer.

Recommendation #7:

The Committee recommends that clubs be encouraged to purchase subscriptions to The Kiwanis Magazine for presentation to hospitals, school libraries, and public buildings which have waiting rooms where the magazine could receive high exposure.

I move that recommendation #7 be adopted.
(adopted)

The Committee also considered the idea of developing plaques, probably of the same type of manufacture as those recommended for International Committee Chairmen, for presentation by Kiwanis International to convention halls, convention bureaus, and headquarters hotels of those cities hosting Kiwanis International conventions. These plaques would have excellent public relations value for Kiwanis as plaques of this type are almost always used.

Recommendation #8:

The Committee recommends that a standard plaque made up by the silk screen process be developed for presentation to convention halls, convention bureaus, headquarters hotels and others helping make Kiwanis International conventions successful, and that the recipients of these plaques will be determined by the Convention Committee.

I move that recommendation #8 be adopted.
(adopted)

Finally, the Committee discussed its continuing responsibility of rendering support in the promotion of Major Emphasis Programs. It was felt that an editorial feature should be developed on the CAQ program which could be sent to all clubs for localizing

with the club's name and telephone number and presented to hometown papers to support the program. It was further felt that a group of at least five slides on Phase II of the SAC program should be developed and made available to clubs, upon their request, to help promote the program locally. Use of the slides would be aggressively promoted, with clubs given the opportunity to order them at no cost. The cost of the editorial feature would be about \$400.00. The cost of the slides, if 300 copies of each of five were ordered, would be about \$975.00. Funds are available in the 1977-78 budget.

Recommendation #9:

The Committee recommends that the Staff develop an editorial feature on the Crime Awareness Quotient which could be distributed to Kiwanis clubs for submission to hometown papers, and that the Staff also develop five different TV slides on Phase II of the Safeguard Against Crime Program which could be distributed to clubs upon request.

I move that recommendation #9 be adopted.

(adopted)

Respectfully,

MERALD T. ENSTAD

RAYMOND W. LANSFORD

DWIGHT F. GALLIVAN, Chairman

REPORT OF THE TREASURER

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28 - October 1, 1977

As Treasurer, it is my pleasure to report the current financial position of Kiwanis International.

At August 31, 1977, net assets for all funds total \$1,203,416 compared with \$1,105,059 for August of last year. This represents an increase of \$98,357. The bulk of this increase can be found in the improved position of the unrestricted funds. Although current assets show a decrease of about \$16,000, this is offset by the decrease in current liabilities of \$84,237. This nets out to be an overall increase in working capital of \$68,000, or a total for August 31 of \$542,638.

Adding other assets to this working capital figure, we come up with a total in the unrestricted fund category of \$626,918. This compares favorably with the 1976 total of \$557,001.

Reserve Funds, which include a balance sheet figure of \$1.00 for Kiwanis International Building, reflects an overall increase of \$28,440 for the combined Funded and Building Expansion Funds. This increase is the result of interest earned to date.

Respectfully submitted,

MARK A. SMITH, JR.
Treasurer

KIWANIS INTERNATIONAL
 STATEMENT OF FINANCIAL POSITION
 August 31, 1977

	<u>1 9 7 7</u>	<u>1 9 7 6</u>
UNRESTRICTED FUNDS:		
CURRENT ASSETS:		
Cash	\$ 123,241	\$ 168,638
Short Term Investments	100,000	100,000
Accounts Receivable	367,526	340,669
Inventories	312,529	308,001
Prepaid Expenses	23,642	32,518
Unexpired Insurance	6,183	9,813
Deferred Compensation	35,400	24,800
Total Current Assets	<u>968,521</u>	<u>984,439</u>
CURRENT LIABILITIES:		
Accounts Payable	106,085	169,636
Accruals	46,233	36,218
Amount Due Reserve	23,088	26,249
Deferred Income	215,077	253,217
Deferred Compensation	35,400	24,800
Total Current Liabilities	<u>425,883</u>	<u>510,120</u>
Working Capital	<u>542,638</u>	<u>474,319</u>
OTHER ASSETS:		
Deposits	41,650	36,550
Advances	42,630	46,132
	<u>84,280</u>	<u>82,682</u>
Total--Unrestricted Funds	626,918	557,001
RESERVED FUNDS:		
Funded	325,829	327,962
Building Expansion	250,668	220,095
Kiwanis International Bldg.	<u>1</u>	<u>1</u>
Total--All Funds (Net Assets)	<u>1,203,416</u>	<u>1,105,059</u>

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

September 28 - October 1, 1977

Date of Committee Meeting: September 29, 1977

Place of Committee Meeting: General Office

Present: Members: Mark A. Smith, Jr., Jack P. Delf
Chairman: Paul Chandler
Staff Members: Robert G. Kavanagh, R.P. Merridew, L.A. Hapgood

The quarterly reports for Key Club International and Circle K International were reviewed, found in order, and approved. Key Club projected income through September 30, 1977, will amount to \$244,000, which represents a gain of \$24,000 over the administrative year ended September 30, 1976. The major factor involved in this gain is the increase in member dues, from \$2.00 in 1975-76, to \$2.50 in 1976-77. Dues income increased by \$35,000 as the result of this rate adjustment. The increase in membership dues income was off-set by a decrease of \$11,000 in Convention registration fees collected at Kansas City in 1977, compared with 1976 registration fees at Anaheim.

Key Club expenses will increase this year, over last, by \$6,000. This will allow an excess of income over expense for 1976-77 year of \$7,700, compared with a deficit last year of nearly \$11,000. The fund balance for Key Club at September 30, 1977 is estimated at \$54,900, compared to \$47,200 at September 30, 1976.

Circle K income also projected through September 30, 1977, amounted to \$89,600 compared with \$75,100 last year. This represents a gain of \$14,500, and can be attributed to increased sponsorship fees. Expense of \$80,200 will come in slightly less than last year, when expenses amounted to \$82,700. This will give us a surplus of income over expense in 1976-77 of \$9,400, compared with a deficit for last year of \$7,600. The fund balance at September 30, 1977 for Circle K is projected to be \$17,800 compared with \$8,400 at the end of the 1975-76 administrative year.

The contingent expense reports for the Secretary and Associate Secretary were reviewed, found in order, and approved.

The financial statement for the month of August and the eleven month period ended August 31, 1977 was reviewed, found in order, and approved. Attached to this report is a summary statement of budget and actual income and expense for the period ended August 31, 1977 and 1976.

Total income exceeds expenses by \$122,983 at August 31, 1977, which is \$112,658 over the budgeted surplus and \$18,000 ahead of last year. There are several reasons for this good showing.

In the income section we find that life member status income is about \$25,000 ahead of last year, and just about on target with the 1976-77 budget. Processing fee income is running ahead of last year by almost \$88,000. The reason for this increase is the full years experience with the \$5.00 New Member rate. The other area showing a major increase is the gross profit on the sale of supplies. Gross Profit for this year is up by approximately \$125,000.

Expenses are up from last year, but in total should go as budgeted. The bright spot in the expense picture is the Dallas Convention operation. At this point expenses are down about \$18,000 from last year, and nearly \$60,000 less than budget.

With the resignation of Thomas W. Fitzgerald as Comptroller, and the assumption of those duties by Robert G. Kavanagh, it is necessary for us to make a recommendation to the Committee on Laws and Policies concerning the signatures on our operational checks in the General Office.

Recommendation #1:

The Committee recommends that Richard A. Misch be authorized to countersign on operational checks in the General Office.

I move that recommendation #1 be adopted.
(adopted)

The Committee reviewed the official budget for the 1977-78 administrative year. It was noted that the draft previously distributed, did not include those corrections made at the June 23-24, 1977 Board Meeting. Attached to this report are corrected copies of those pages affected by these corrections.

In review of the new budget the Committee felt that supply sales might be understated, and that we can realize another \$80,000 in income. Also, it was felt that Life Member and Charter fee income may be overstated, by \$15,000 and \$10,000 respectively. If accepted, the recommendation of the E.D.P. Task Force to install an IBM System 3, Model 15 computer, another \$34,000 will be required to meet the additional rental and installation costs. In addition, another \$10,000 might be required to cover some forward planning program expense.

The Committee believes that with the expected increases in supply sales, after consideration of the reduction in Life Member and Charter fees, there will be sufficient funds to care for this E.D.P. expense. The Committee will make specific recommendations concerning these accounts at our next Board Meeting, and at that time we also plan to make recommendations concerning all budget adjustments.

The Committee expressed the need to closely monitor all expense items in the 1977-78 budget. Particular concern was expressed in regard to those expenses covering Circle K Board travel, and Circle K Board Meeting expenses.

The Committee reviewed the results of the E.D.P. Task Force, and those recommendations concerning the data processing needs of Kiwanis International for the present, and near future. This Committee supports the recommendation to install an IBM System 3, Model 15. This equipment will not only meet current needs, but those of the future.

Recommendation #2:

The Committee recommends approval of the installation of the IBM System 3, Model 15 on a rental basis for one year, with an option to purchase this system after one year from either IBM or a third party vendor.

I move that recommendation #2 be adopted.
(adopted)

In order to facilitate an orderly conversion from our present E.D.P. equipment to the new computer, it will be necessary to expend approximately \$17,500 for programming and education prior to installation.

Recommendation #3:

The Committee recommends approval be granted to spend up to \$17,500 for educational and program purposes, prior to installation.

I move that recommendation #3 be adopted.
(adopted)

The Finance Committee has studied a projection of income versus expenses for the next several years, and it is the considered opinion of this committee that additional dues monies will be needed, beginning with the 1978-79 administrative year.

Recommendation #4:

The Committee recommends that the Board present an amendment to the revenue article increasing membership dues by an amount to be determined, and that the staff prepare supporting educational materials for Kiwanis leaders at all levels.

I move that recommendation 4 be adopted.
(adopted)

(At the time this report was presented, an additional recommendation was adopted--Recommendation #5: Voted, that the Executive Committee be instructed to set the amount of the dues increase at a figure which this Board will back based upon information obtained from the report of the operational expenses, taking into consideration the need through the period of 1979-80, and that this Board be informed of the Executive Committee's action once it is taken.)

Respectfully submitted,

MARK A. SMITH, JR.

JACK P. DELF

PAUL CHANDLER, Chairman

KIWANIS INTERNATIONAL

SUMMARY STATEMENT OF BUDGET & ACTUAL INCOME & EXPENSES

PERIOD ENDED August '31, 1977 & 1976

	BUDGET 1976-77	ACTUAL 1976-77	UNEXPENDED ACTUAL 1976-77	ACTUAL 1975-76
INCOME:				
Dues - General	\$ 1,291,385	\$ 1,176,780	\$ 114,605	\$ 1,174,039
Dues - Overseas Extension	264,500	246,413	18,087	243,991
Charter Fees	27,500	27,472	28	27,323
Interest	45,000	42,774	2,226	48,448
Liability Insurance (net)	3,000	2,502	498	3,191
Life Membership	90,000	78,519	11,481	53,850
Processing Fees	235,000	208,231	26,769	120,722
Magazine Subscriptions	815,000	748,974	66,026	742,852
Magazine Advertising	210,000	171,626	38,374	198,734
Gross Profit-Sale of Supplies	540,000	617,203	(77,203)	492,287
Convention Registration Fees	357,500	357,229	271	363,879
Convention Dues	72,615	66,564	6,051	45,779
Convention Ticket Sales	-0-	14,902	(14,902)	-0-
Mailers	7,000	11,028	(4,028)	10,237
Other	-0-	2,244	(2,244)	1,825
Total Income	3,958,500	3,772,461	186,039	3,527,157
EXPENSES:				
Board-Council-Comm. Admin.	404,993	350,692	54,301	342,419
Executive	230,913	214,441	16,472	174,878
Office Management	95,722	111,816	(16,094)	211,494
Public Relations	84,313	78,431	5,882	60,843
Overseas Extension	254,609	222,117	32,492	201,154
Field Service	397,134	357,971	39,163	326,882
Records & Data Processing	130,400	132,477	(2,077)	89,394
Program Development-Club Serv.	231,440	230,477	963	160,926
Circle K	39,248	44,089	(4,841)	36,105
Key Clubs	56,208	53,932	2,276	51,637
Bureau of Accounts	77,571	75,505	2,066	32,836
Publications	160,799	148,891	11,908	164,656
Magazine	943,512	868,769	74,743	808,176
Supplies	412,199	390,691	21,508	373,190
Convention	429,114	369,179	59,935	387,836
Total Expenses	3,948,175	3,649,478	298,697	3,422,426
EXCESS OF INCOME OVER EXPENSES	\$ 10,325	\$ 122,983	\$112,658)	\$ 104,731

1977-78 BUDGET

SUMMARY OF ESTIMATED INCOME AND EXPENSES

	<u>Actual</u> <u>1974-75</u>	<u>Actual</u> <u>1975-76</u>	<u>Budget</u> <u>1976-77</u>	<u>Budget</u> <u>1977-78</u>
Divisions 01 to 07 & 13 to 17				
Income:				
Dues	\$1,576,279.28	\$1,567,801.57	\$1,555,885.00	\$1,646,000.00
Life Member	2,700.00	67,700.00	90,000.00	135,000.00
Charter fees	29,549.99	31,922.92	27,500.00	50,000.00
Interest	48,565.22	46,036.20	45,000.00	45,000.00
Liability Ins. (Net)	13,605.00	3,187.09	3,000.00	-0-
Membership fee	129,439.64	169,902.46	235,000.00	235,000.00
Mailers	<u>6,762.85</u>	<u>10,882.54</u>	<u>7,000.00</u>	<u>10,000.00</u>
Total Income	<u>1,806,901.98</u>	<u>1,897,432.78</u>	<u>1,963,385.00</u>	<u>2,121,000.00</u>
Expenses:				
Board, Council, Com. Admin.	\$ 303,807.03	396,967.01	404,993.00	415,284.00
Executive	164,296.33	190,640.57	230,913.00	232,373.00
Office Management	210,057.92	259,893.86	95,722.00	104,787.00
Public Relations	68,388.19	63,411.37	84,313.00	85,966.00
Overseas Extension	226,930.69	242,942.91	254,609.00	242,254.00
Field Service	292,704.81	362,121.21	397,134.00	417,838.00
Records-Data Processing	110,168.28	101,038.91	130,400.00	126,667.00
Program Dev. Club Service	167,212.62	176,648.73	231,440.00	234,650.00
Circle K	30,737.00	30,000.00	39,248.00	40,924.00
Key Clubs	41,631.00	40,000.00	56,208.00	59,216.00
Bureau of Accounts	31,733.72	35,928.69	77,571.00	173,240.00
Publications	<u>133,909.79</u>	<u>166,925.66</u>	<u>160,799.00</u>	<u>165,004.00</u>
Total Expenses	<u>1,781,577.38</u>	<u>2,066,518.92</u>	<u>2,163,350.00</u>	<u>2,298,201.00</u>
Net Income	<u>\$ 25,324.60</u>	<u>\$ (169,086.14)</u>	<u>\$ 199,965.00</u>	<u>\$ 177,201.00)</u>
Division 08 & 09 - Magazine:				
Income:				
Subscriptions	\$ 540,509.26	\$ 811,563.07	\$ 815,000.00	\$ 824,325.00
Advertising	<u>224,911.71</u>	<u>220,372.98</u>	<u>210,000.00</u>	<u>210,000.00</u>
Total Income	765,420.97	1,031,936.05	1,025,000.00	1,034,325.00
Expenses:	<u>843,690.46</u>	<u>894,279.77</u>	<u>943,512.00</u>	<u>1,029,274.00</u>
Net Income	<u>\$ (78,269.49)</u>	<u>\$ 137,656.28</u>	<u>\$ 81,488.00</u>	<u>\$ 5,051.00</u>

(Includes Corrections Made June 23-24, 1977)

1977 - 78 BUDGET

SUMMARY OF ESTIMATED INCOME AND EXPENSES

	Actual <u>1974-75</u>	Actual <u>1975-76</u>	Budget <u>1976-77</u>	Budget <u>1977-78</u>
Division 10 - Supplies:				
Income (Gross profit)	\$ 442,311.95	\$ 520,251.79	\$ 540,000.00	\$ 585,000.00
Expenses	<u>377,671.49</u>	<u>408,816.16</u>	<u>412,199.00</u>	<u>427,925.00</u>
Net Income	\$ <u>64,640.46</u>	\$ <u>111,435.63</u>	\$ <u>127,801.00</u>	\$ <u>157,075.00</u>
Divisions 11 & 12 - Convention:				
Income:				
Registration fees	\$ 388,723.00	\$ 363,979.35	\$ 357,500.00	\$ 430,500.00
Dues	11,775.00	38,475.00	72,615.00	-0-
Entertainment	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,000.00</u>
Total Income	<u>400,498.00</u>	<u>402,454.35</u>	<u>430,115.00</u>	<u>465,500.00</u>
Expenses:				
Administration	65,280.02	69,104.65	67,214.00	69,401.00
Convention	<u>333,569.29</u>	<u>333,250.88</u>	<u>361,900.00</u>	<u>371,350.00</u>
Total Expenses	<u>398,849.31</u>	<u>402,355.53</u>	<u>429,114.00</u>	<u>440,751.00</u>
Net Income	\$ <u>1,648.69</u>	\$ <u>98.82</u>	\$ <u>1,001.00</u>	\$ <u>24,749.00</u>
Summary of all Division:				
Income	\$3,415,132.90	\$3,852,074.97	\$3,958,500.00	\$4,205,825.00
Expenses	<u>3,401,788.64</u>	<u>3,771,970.38</u>	<u>3,948,175.00</u>	<u>4,196,151.00</u>
Net Income	\$ <u>13,344.26</u>	\$ <u>80,104.59</u>	\$ <u>10,325.00</u>	\$ <u>9,674.00</u>

(Includes Corrections Made June 23-24, 1977)

1977-78 BUDGET

COMPOSITE SUMMARY OF ESTIMATED EXPENSES

		<u>Actual</u> <u>1974-75</u>	<u>Actual</u> <u>1975-76</u>	<u>Budget</u> <u>1976-77</u>	<u>Budget</u> <u>1977-78</u>
100	Salaries (Staff)	\$ 416,820.08	\$ 428,447.14	\$ 463,921.00	\$ 507,171.00
101-102	Salaries (Steno and Clerical)	610,306.12	641,897.70	727,324.00	777,700.00
103	Stationery and Supplies	146,886.84	147,727.11	114,889.00	121,750.00
104&144	Postage and Express	291,954.05	330,110.12	353,577.00	396,100.00
105	Telephone and Telegraph	51,432.63	61,275.91	57,950.00	63,900.00
106	Miscellaneous Office	39,431.45	37,788.77	34,900.00	39,650.00
107	Building Maintenance & Rental	112,733.02	115,973.97	125,000.00	126,500.00
108	Literature	78,892.02	58,728.43	70,700.00	72,000.00
109&118	Insurance and Taxes	112,933.81	132,827.74	133,000.00	138,500.00
110	Travel	78,025.10	89,296.60	88,500.00	103,250.00
111	Auditing	13,009.60	14,669.00	14,500.00	15,000.00
112	Maintenance-Furniture/Fixture	13,527.92	11,065.98	9,000.00	11,500.00
113	Pension Plan	57,651.06	73,694.96	76,000.00	79,500.00
114-149	Divisions 01,02,03,05,14,15	344,799.17	458,731.71	436,700.00	453,700.00
115	Exchange	1,551.29	(74.56)	1,250.00	1,250.00
116&161	Promotional Materials	88,519.86	136,150.14	119,400.00	130,550.00
117	Uncollectibles	13,660.14	7,393.73	10,750.00	10,250.00
123	Equipment Purchases	12,731.94	21,669.05	15,000.00	15,000.00
130-132)					
170-175	Divisions 05,06	312,369.94	377,006.55	392,680.00	390,680.00
151-160	Divisions 04,17	41,082.10	31,719.21	35,500.00	38,500.00
178	Xerox & IBM Equipment Rental	81,876.65	83,384.85	134,310.00	132,500.00
179-188	Divisions 08,09	411,570.64	446,772.27	463,100.00	506,200.00
189	Divisions 10	34,734.39	47,628.54	39,000.00	45,000.00
200-229	Divisions 11, 12, 15	260,043.87	248,766.74	277,550.00	280,000.00
310-311	Expense Reimbursements	(224,755.05)	(230,681.28)	(246,326.00)	(260,000.00)
	Total	<u>\$3,401,788.64</u>	<u>\$3,771,970.38</u>	<u>\$3,948,175.00</u>	<u>\$4,196,151.00</u>

(Includes Corrections Made June 23-24, 1977)

1977-78 BUDGET

ESTIMATED EXPENSES

DIVISION 03 - OFFICE MANAGEMENT

		<u>Actual</u> <u>1974-75</u>	<u>Actual</u> <u>1975-76</u>	<u>Budget</u> <u>1976-77</u>	<u>Budget</u> <u>1977-78</u>
100	Salaries (Staff)	\$ 14,041.23	\$ 14,560.08	\$ 24,025.00	\$ 24,025.00
101	Salaries (Steno and Clerical)	125,920.05	129,249.78	137,880.00	137,880.00
102	Overtime, Employment Fees and Outside Office Help	11,511.65	19,490.56	10,800.00	10,800.00
103	Stationery and Supplies	607.47	763.33	750.00	800.00
104	Postage and Express	693.35	556.15	500.00	650.00
105	Telephone and Telegraph	3,509.97	4,149.30	3,500.00	4,000.00
106	Miscellaneous Office	7,121.53	8,747.34	8,000.00	9,000.00
107	Building Maintenance & Rental	110,870.21	115,266.02	123,500.00	125,000.00
109	Insurance and Taxes	73,712.25	87,256.33	87,000.00	90,000.00
112	Maintenance, Furniture & Fixtures	13,527.92	11,065.98	9,000.00	11,500.00
113	Pension Plan	7,318.16	12,798.27	9,500.00	11,000.00
118	Real Estate Taxes	39,221.56	45,571.41	45,000.00	47,500.00
123	Provision for Equipment	12,731.94	21,669.05	15,000.00	15,000.00
128	Group Medical Plan	35,210.63	35,890.26	36,500.00	43,500.00
136	Retirement Allowance	1,200.00	1,200.00	1,200.00	1,200.00
170	Equipment Rental & Services	-	-	48,810.00	47,000.00
	Sub-Total	<u>457,197.92</u>	<u>508,233.86</u>	<u>560,965.00</u>	<u>578,855.00</u>
300	To Income Producing Department	(<u>247,140.00</u>)	(<u>248,340.00</u>)	(<u>465,243.00</u>)	(<u>474,068.00</u>)
	Total-Net	\$ <u>210,057.92</u>	\$ <u>259,893.86</u>	\$ <u>95,722.00</u>	\$ <u>104,787.00</u>

(Includes Corrections Made June 23-24, 1977)

REPORT ON E.D.P. AND SYSTEMS WORKAUTHORIZED BY THE INTERNATIONAL BOARD OF TRUSTEESAT THEIR MEETING SEPTEMBER 29 - OCTOBER 2, 1976

One year ago the Board of Trustees authorized three recommendations of the Board Committee on Finance authorizing, (a) a E.D.P. Task Force, (b) funds for professional assistance to develop a changed format on departmental expense allocations, and (c) funds for professional assistance to initiate changes in the format of our financial statements.

The total funds allocated to these three projects were \$11,000 of which we have presently spent \$4,042.

The main focus in these recommendations was an analysis of our requirement to update our computer hardware as we had reached close to a maximum processing capacity. Seidman and Seidman were retained to review requirements and to recommend hardware specifications. Their report was received on June 15, 1977 and was followed by a meeting at our General Office on August 3, 1977.

This meeting resulted in a recommendation for your approval of acquiring a IBM System 3, Model 15 computer to replace our present Model 360-20 system. Attached is a copy of "Memorandum for Record", which was the basis of the information from which this decision was reached. Attached also is a working paper, which indicates the differences in rental costs, installation costs and cost benefit analysis over a projected period.

Immediate approval by this Board of Trustees still means a delay to approximately March 1, 1978 before hardware can be in place and running.

It will take considerable time to transfer our procedures from our present computer to a new system and will also require considerable upgrading in our software programs, including our recommendations on cost allocations and financial statement format. I would suggest, therefore, to speed up our changeover time frame, that we consider the unspent approved funds for these projects be incorporated as part of our requirements for "program support" so that additional programmer time may be purchased.

I have attached hereto a copy of the Seidman and Seidman report of September 9, 1976 with significant suggestions they have made underlined. These recommendations should be highlighted and to as great an extent as possible, implemented in the changeover of our hardware. Additional input should come also from each Board Committee and each department of the General Office in the form as suggested by Treasurer, Mark A. Smith, of a "wish list" of additional information we would like to have. Considerable long term savings would result if we can spend additional funds for programming on the changeover rather than re-do our programs at a later date.

May I also, in closing this report to the Board, suggest that we need to more adequately forecast our financial requirements on a long term basis. Annual budgets are no longer sufficient to cope with the rapid expansion of this organization. We need more financial information on which to make decisions if we are to fulfill our Board responsibilities in an adequate manner.

Respectfully submitted,

E. B. McKittrick

Seidman & Seidman

First Citizens Bank Plaza, High Point, North Carolina 27261 (919) 883-0181

CERTIFIED PUBLIC ACCOUNTANTS

June 15, 1977

Mr. James Kinkade,
Manager, Data Processing
KIWANIS INTERNATIONAL
101 East Erie Street
Chicago, Illinois 60611

Dear Mr. Kinkade,

In accordance with our telephone conversation of June 14, 1977, I have enclosed a copy of the Memorandum for Record regarding our evaluation of the computer hardware alternatives confronting Kiwanis International.

If you have any questions please feel free to call me. I have also enclosed my business card with my telephone number shown. I am looking forward to the July meeting with your committee. I will be available from July 11th to July 22nd.

Very truly yours,

Aug. 3rd PM
Charles R. Bennett
Charles R. Bennett

CRB/drc

Enclosures

CERTIFIED PUBLIC ACCOUNTANTS

MEMORANDUM FOR RECORD

RE: Kiwanis International
Computer Hardware Evaluation

DATE: June 8, 1977

Criteria 1 - Capability to satisfy present requirements

- reduction of processing/printing time of 2 weeks (2nd shift-overtime) (represents approximately 33% reduction)
- utilization of present software to process all present applications

Analysis

Although the core storage cycle for the 360/20 submodel 5 features a 2 microsec.-2 byte cycle time which compares favorably with the S/3 Models 12 and 15 (1.52 microsec.-1 byte) the Burroughs B 1705 (1.5 microsec.- 1 byte) and the Honeywell Level 62 (1.0 microsec.-2 byte) the input/output rate differences are in the magnitude of 4 to 8 times. The disk transfer rates for the alternatives being considered are IBM - 5 kb/sec., Burroughs - 605 kb/sec. and Honeywell - 1200 kb/sec., compared to the IBM 360/20 rate of 156 kb/sec.

The increased printer speeds proposed 1100-1200 lpm as compared to the present 600 lpm, combined with the substantial increase in disk and tape (40 kbs vs 15 kbs) transfer rates should enable any one of the three alternative vendors to satisfy the thru-put requirements, with proper systems design on the part of the Kiwanis D. P. Department.

All three vendors offer conversion packages for converting the IBM 360/20 software to their systems. Based on comments from the references the conversion packages are well established having been in use for a number of years.

On paper the Honeywell Level 62 offers hardware with superior performance features in terms of thru-put related rates. However due to the significant differences in operating systems it is not possible based on the published rates alone to state definitely that the Level 62 would process the Kiwanis data in less time overall than the IBM or Burroughs equipment. To provide a more accurate comparison of thru-put capabilities benchmark tests would be required.

Continued.....

Burrough's MCP II is also highly regarded for its performance. Again only benchmark tests can present true comparative results.

In conclusion both Honeywell and Burroughs may possibly offer improved thru-put over the IBM S/3 but without benchmark test results the significance of the improvement cannot be determined.

Criteria 2 - Effort required to convert the present software from the IBM System 360/20 submodel 5 to the new hardware.

All three vendors as previously indicated have converted several IBM 360/20 systems to their hardware through the use of conversion packages designed specifically for that task. The references contacted were all former 360/20 or S/3 users prior to conversion to their present hardware. All references indicated that they received sufficient support from the vendor but that they were primarily responsible for the actual conversion. All references indicated a high level of satisfaction with the ease of conversion.

The vendors have stated that their conversion policies are as follows:

1. They will provide hardware facilities in their offices for preinstallation testing. ?

IBM - 46 hours

Burroughs - "sufficient time...without charge"

Honeywell - did not specify hours

2. They will provide advisory support from systems engineers during the conversion at no cost, except for actual time spent in coding and testing software.
3. They will provide software aids for facilitating the conversion of programs and data.

* The conversion policy and related cost should be precisely defined once the vendor is selected, and final negotiations are under way.

The total elapsed time for the conversion of programs and data files should be four to six months, based on comments from the references contacted. This estimate could be less if the "transparent conversion" approach is followed or more if system design changes are made.

Continued.....

If the preinstallation testing is accomplished on an orderly and timely schedule parallel operation following installation should not be necessary and thus charges for two systems should be avoided.

Thus if the equipment is placed on order with a six month delivery requested the delivery of the new hardware should coincide with the completion of software and data conversion.

The three vendors all offer adequate support during conversion. The relative capability of the vendors as to conversion efficiency could be better evaluated with benchmark testing. However IBM's familiarity with both the 360/20 and the Kiwanis applications should provide for a smoother conversion.

Criteria 3 - Cost of proposed hardware and related start-up cost.

The total hardware costs on a purchase basis for the three vendors are as follows:

IBM	- S/3 MOD 15	^{239,518} \$244,688 + 20,000 ⁽²⁾	= \$265,000
	- S/3 MOD 12	\$187,988 + 35,610	= \$224,000
Burroughs	B 1705	\$187,312 + 35,610	= \$223,000
Honeywell	Level 62	\$215,222 + 35,610	= \$251,000

Notes:

- (1) Prices do not include disk packs or modules
- (2) Data recorder prices

Start up costs are estimated by IBM to be approximately \$6M to \$7M. Burroughs and Honeywell did not estimate the entire cost of start-up related activities and materials.

Based on initial purchase cost the IBM S/3 Model 12 and the Burroughs B 1705 are very close and significantly lower than the Honeywell Level 62 and the S/3 Model 15.

Criteria 4 - Expansion Capability

All three vendors offer compatible upgrades with capabilities in excess of the probable future requirements of Kiwanis International. IBM offers the largest maximum CPU, Burroughs the largest maximum disk and Honeywell the fastest printer in compatible models.

~~X~~ Honeywell's expansion up to the maximums is without major hardware replacements and thus should offer a less disruptive expansion plan.

Continued.....

The conversion from the IBM S/3 Model 12 to the Model 15 would require hardware replacement but only minor software changes and recompilation of programs. The conversion of the S/3 Model 15B to the Model 15D can be accomplished by a field upgrade.

Criteria 5 - Expansion Costs

The two areas denoted by Kiwanis International as being probable areas of expansion initially are the CPU memory size and the disk capacity. The prices shown below represent the costs as previously determined plus the cost of expanding to 96k of core and 130-150 mb of disk. As shown Burroughs offers the most economical cost of expansion to 96k CPU, and 130 mb disk.

	<u>CPU</u>	<u>DISK</u>	
S/3 MODEL 12	limited to	100 mb. of disk	
? — S/3 MODEL 15	8500 +	19,800 =	\$28,300 — ?
Burroughs B 1705	5000 +	-0- =	\$ 5,000
Honeywell	9354 +	-0- =	\$ 9,354

Criteria 6 - 7 - Vendor Support, Maintenance

As stated under Criteria 2, all references indicated satisfaction with the vendor support provided both in conversion and in their on-going operation. In terms of number of systems people in the area IBM and Burroughs outnumber Honeywell.

Honeywell is offering remote maintenance services which has the potential of reducing the average response time for service calls.

Preventative maintenance on a scheduled basis is available by all three vendors but IBM and Honeywell provide it only at the customers' request. Burroughs PM is approximately 2 - 4 hours weekly or biweekly.

IBM offers 7 days / 24 hours per day maintenance; Burroughs offers 5 days/ 8 hours per day; Honeywell offers 5 days/16 hours per day, without additional charges.

Vendor support is provided on a sufficient basis by all three vendors.

Maintenance performed outside the prescribed hours is billed at the following rates:

IBM	-	--
Burroughs-	\$55	
Honeywell-	Not stated	

Continued.....

Criteria 8 - Availability of back-up facilities.

Both IBM and Burroughs have over 100 installations each in the Chicago area similar to the systems proposed. Honeywell has 15 to 20 in the area. All of the installations are not necessarily compatible for back up facilities but should indicate the relative availability of back-up facilities in the Chicago area for the three vendors.

Criteria 9 - Ease of operation.

This criteria is very difficult to evaluate without the observation of the running of similar applications on all three systems. However based on the references contacted the Burroughs B 1705 appears to be the least complex of the three when it comes to operating, primarily due to the capabilities of MCP II.

References from all three stated that their present system is much easier to operate than their former IBM 360/20.

IBM's S/3 Model 15 offers a CRT operator device which is an advantage over the console control in that it can be used for inquiry, secondary output, and operator/program interaction.

Evaluation Recap

<u>Criteria</u>	<u>Recommended System</u>
1 performance	Honeywell (benchmark needed)
2 conversion ease	IBM
3 cost	IBM/Burroughs
4 expansion	Honeywell
5 expansion cost	Burroughs/Honeywell
6 vendor support- conversion	- (benchmark needed)
7 vendor maintenance	IBM
8 back-up available	IBM/Burroughs
9 ease of operation	- (benchmark needed)

Honeywell's performance statistics and Burroughs MCP indicate a possible thru-put advantage over IBM. Benchmark tests are the only means of measuring this differential. Other than this possible advantage and the expansion cost advantage the three systems compare very closely. IBM does possess the advantage of the availability of 3rd party vendors/lessors because of the residual value projected for the Model 15. Quotations from 3rd parties have been received which would enable Kiwanis International to purchase the Model 15 for a significantly lower cost than any of the three vendor proposed costs. In summary unless benchmark test results for the B 1705 and the Level 62 indicated significant thru-put advantages over the S/3 Model 15 the S/3 would be recommended.

Continued.....

RECOMMENDATION

Model 12 vs Model 15

The Model 12 has the capacity to satisfy the initial requirements for Kiwanis International. The system proposed does not include dual programming, however it does include the required print rate, tape, disk and CPU specifications. In addition spooling is included.

The drawbacks to the Model 12 are its present maximum disk capacity and slower through-put for multiple jobs, plus the usage of 96 column cards only.

The Model 15 has the initial capacity plus the future capacity to satisfy the data processing requirements of Kiwanis International. The Model 15 would also facilitate conversion through the continued use of 80 column cards. The Model 15 also offers more attractive financing alternatives through 3rd parties.

In summary we would recommend the acquisition of the S/3 Model 15, excluding the tape and card peripherals, from either IBM or a reputable 3rd party on a purchase basis. The tape and card equipment should be leased from IBM to retain a high degree of flexibility regarding its future use.

RECOMMENDATION

IBM vs 3rd Party Vendor

The cost advantage make the acquisition of EDP equipment from a 3rd party an attractive alternative. Cost savings of 20 to 25% on a purchase basis and 10 to 20% on a lease basis are possible on the S/3 Model 15 using a 3rd party.

If a 3rd party is selected, IBM will still provide support during conversion if Kiwanis purchases the FDP (Field Developed Programs) for converting the 360/20-5 software and data to the S/3-15. The extent of their support should be documented, possibly on a contractual basis.

IBM will also provide the continuing hardware maintenance for the system through their normal maintenance contract.

Continued.....

RECOMMENDATION

IBM vs 3rd Party Vendor
Continued

The capability of Kiwanis International to take advantage of future upgrades to their system should not be hampered by the use of a 3rd party. Upgrades in the CPU would probably be by IBM but through the 3rd party at no added cost to Kiwanis. Upgrades in peripherals could possibly be less costly through a 3rd party.

~~In summary, we would recommend that proposals be obtained from three to five third party vendors and that their proposals include a copy of their standard contract.~~

Charles R. Bennett

CRB/drc

*Need list of pros + cons for
Third Party.*

Seidman & Seidman

55 East Monroe Street, Chicago, Illinois 60603 • (312) 726-8122

CERTIFIED PUBLIC ACCOUNTANTS

September 9, 1976

Mr. E. B. McKitrick
900 Canada Trust Building
10150 100 St.
Edmonton, Alberta, Canada

Dear Mr. McKitrick:

In accordance with your request, we have completed a review of selected systems and procedures at the Kiwanis International headquarters. The scope of our review related primarily to those areas highlighted during our meeting held August 12, 1976 at the Kiwanis headquarters offices which included Messrs. Fitzgerald, Chemers, Fischer and Berg.

The report following has been structured to discuss each of these particular areas separately, including background information and recommendations for improvement in the systems and procedures. We have also included a proposal for providing additional services by our Management Advisory Services department where applicable. Also included are several items under the caption "Other Comments and Recommendations" that highlight several items which came to our attention during the course of our review for management's consideration.

Budgeting and Long Range Planning

Background

The annual budget is prepared by department based upon anticipated membership revenue and estimated revenues from other sources. At the end of the third quarter, the budget is revised as deemed necessary based upon projections of expenses and revenues for the remainder of the fiscal year. Using historical information for prior periods and a projection of expenses for the current period, a budget for the new fiscal year is prepared for each department and for each

expense category within the department. Expenses are budgeted for the entire fiscal year rather than twelve monthly increments. Budgeted amounts are based upon actual anticipated expense to be incurred in the subsequent period for certain expense classifications. The general philosophy, however, appears to be to budget expenses to cover anticipated revenues.

At present, no long range planning is being done. We understand that this function has recently been assigned.

Recommendations

1. We recognize that the budgeting requirements for the organization are somewhat different than a corporate entity organized for profit. However, we believe that in certain areas it would be advisable to incorporate a "zero base" budgeting approach for calculating the expenses for the new fiscal year. This would provide a more accurate projection of expenses to be incurred. This is particularly important in view of the increased operating costs incurred by the organization. A zero base budgeting approach may also highlight opportunities for cost reductions.
2. We suggest that annual budgets for each department be compiled on a monthly basis to allow reporting actual expenditures in comparison with the related budgeted amount for the same period. This would also eliminate interim distortions created by reporting an unexpended budget balance based on a fixed annual budget versus year to date actual results. (See related comments in Financial Reporting section of this report.)

Proposal

We would be pleased to assist financial management at the general offices in establishing procedures necessary to develop a flexible budget using a zero base costing approach. Our services would include:

- Developing procedural tasks for gathering budget data by department.
- Design forms necessary for the compilation and summarization of individual departmental expenses to interface with requirements of recommended financial

statement formats.

We estimate that it would require approximately two weeks to complete this project. Our standard fees for this service would range between \$3,500 and \$4,500, which we would reduce approximately 15%, in line with our previous fee practices with your organization.

Data Processing Systems

Background

The Data Processing Department reports to the Comptroller of the organization. The department comprises eleven people reporting to the Data Processing Manager, Mr. James Kinkade. Equipment utilized is a card oriented IBM System 360-20, Model 5. There are a number of implemented applications including accounting and membership programs, plus miscellaneous applications relating to the convention, membership directory, etc. It is estimated by the Data Processing Manager that the membership responsibility applications require 50% of available computer time while accounting requirements approximate 40%. The miscellaneous applications on the system absorb the total remaining 10% of computer time available. The data processing department is currently implementing applications for the Circle K and Key Club groups. Future applications are expected to include the International Kiwanis operations. The limited core capacity (32-K) has been absorbed.

With the exception of the cash disbursements, your accounting applications do not have automatic interface capability with the general ledger, without first being manually processed by the accounting department.

Present hardware rental costs approximate \$5,900 per month, not including the key punching equipment rental cost.

Recommendations

1. We suggest organizing an EDP Steering Committee to assist in making hardware selection decisions and establishing priorities for future applications. The Steering Committee responsibilities should include monitoring progress of various projects in relation to a detail work plan target completion date.
2. We also recommend that the Steering Committee define future direction of data processing and the related

hardware/software requirements. Investigations should be conducted which would establish the most economical data processing systems best suited for the organization.

Based upon our preliminary inquiries, alternative leasing arrangements are available which would provide a substantial reduction in the rental cost for the present equipment.

Proposal

We propose to assist the organization as follows:

1. Provide assistance in establishing a Data Processing Steering Committee and description of its functions.
2. Conduct a thorough evaluation of the various alternatives available to:
 - Provide the most economical data processing system
 - Plan for future hardware/software requirements in accordance with long-range plans of the organization.

This project would require one to two weeks to complete; our standard fees for this service would range between \$2,500 and \$3,500, which we would reduce by approximately 15%, in line with our previous fee practices with your organization.

General Office Expense Allocations

Background

Expenses of two general office departments are partially allocated to revenue producing departments. Allocations are presently calculated as follows:

- Office Management (Dept. 30) - allocated on the basis of number of employees
- Bureau of Accounts (Dept. 16) - allocated on the basis of revenues

Office management includes expenses related to personnel, purchasing, maintenance, duplicating and mailing functions. Specific expense items include building maintenance and rental, maintenance of

Mr. E. B. McKittrick

- 5 -

furniture and fixtures, real estate taxes and provision for equipment. Bureau of accounts department represents the accounting function at the headquarters and all related expenses for maintaining that department.

No allocations of general office headquarters expenses are made to non-revenue producing departments, with the exception of the Data Processing Department. Office management expenses are allocated to the Data Processing Department on the same basis as allocations to revenue producing departments. Total Data Processing Department expenses are reallocated to user departments arbitrarily.

Recommendations

1. More accurate allocations of general office expenses could be made if individual expense classifications within the departments were allocated rather than using a single method to allocate all departmental expenses. Example: Building maintenance expense and rental would be more accurately allocated using space occupied by individual departments as the basis.
2. A study should be conducted of data processing outputs and run times to establish a more accurate basis for allocating Data Processing Department expenses to user departments.
3. Although expenses of all non-revenue producing departments are charged against the general fund, management may wish to consider allocating certain general office expenses to non-revenue producing departments to insure accountability and responsibility of expenses. Added visibility would be gained also by providing an added awareness of total expenses for department operating purposes.

Proposal

We would be pleased to assist the staff at the headquarters office in establishing more accurate bases for allocating general office expenses. Our standard fees for this service would be billed on a per diem basis, after reduction of approximately 15%, in line with our previous fee practices with your organization. We estimate that it would require less than one week to complete this project.

Financial Reporting

Background

Present financial reporting to the Board of Trustees comprises a Summary of Operations which compares actual data for the year to date with the total annual budget and the remaining budget plus the prior year's actual expenses for the same period. The Board of Trustees also receives a Statement of Financial Position which compares important balances for the current period with balances for the prior period. For internal management purposes, a detail listing of revenue and expenses by department is provided which compares total actual expenses for the month and year to date with the total annual budget and remaining unexpended budget. Actual figures for prior year, month and year to date are also presented. Also, the reporting includes a summary narrative highlighting key items in the Summary of Operations.

Recommendations

The financial statement package presented to the Board of Trustees should be presented in more detail for evaluating the operations and the financial position of the organization. Financial statement formats should be revised to display an important comparison of actual expense with the corresponding amount for the month and year to date periods by department for each income and expense classification within the department. This should include a summary narrative discussing important items or differences. This would provide the Board of Trustees with better visibility to the performance of each department in the organization and provide an important tool in making operating decisions. We further suggest that the Statement of Financial Position be expanded to provide analysis and detail for major items, e.g., there could be a summary aging of accounts receivable, a comparison of investment yields with current markets, etc.

Proposal

We propose to assist the Comptroller and his staff in designing a revised financial statement package which would display recommended improvements described above. We estimate that the time to complete this project would approximate one week; our standard fees for this service would range between \$2,000 and \$3,000, which we would reduce approximately 15%, in line with our previous fee practices with your organization.

Kiwanis International Foundation

Background

The Kiwanis International Foundation is a separate entity which receives benevolent donations and contributions and disburses them in accordance with the various programs supported by the overall Kiwanis International objectives. The Foundation is headquartered in the same offices with the Kiwanis International General Office. Separate records are maintained for the Foundation which reimburses Kiwanis International for expenses incurred in its behalf for office management and general accounting requirements. In previous periods, this amount was established based on a negotiated settlement between the two organizations. The expenses being incurred by Kiwanis International on behalf of the Foundation are not separately identified in the records of Kiwanis International.

Recommendations

We suggest that the Foundation be structured as a separate department within the Kiwanis International accounting framework for the purpose of budgeting and accumulating the expenses incurred by the International general office on behalf of the Foundation. The structure for accounting purposes should follow that presently maintained for the Circle K Club and Key Club organizations. However, federal income tax considerations should be reviewed before implementing this recommendation. *What? Eff. 8.*

Other Comments and Recommendations

During our review of the various areas identified above, several other comments and recommendations came to our attention which we offer for your consideration:

1. Cash Management

A substantial volume of cash is received at the headquarter's office which is manually processed and deposited. In conjunction with the membership dues and payment of magazine subscriptions, it is necessary for the organization to employ outside temporary help to absorb the peak period volume of cash receipts.

We recommend that the organization consider utilizing a lock-box banking system which would provide auto-

matic deposits to the credit of the Kiwanis International account immediately upon receipt by the bank. This would increase interest income and eliminate the cost of employing temporary help, and assumably be performed by the bank without cost.

We recognize the importance of the relationship between the International Headquarters and individual members in the clubs. However, we feel that the economic advantages accruing to the organization are important. An explanatory memo to the membership should describe the procedural changes for submitting remittances and the advantages to the organization.

2. District Audits

The Policies, Administrative Procedures and Administrative Action Manual stipulates that the districts are required to have certified audits of fund balances at the end of each fiscal period. Audit reports must be submitted to the Kiwanis International Headquarters. Based upon our limited review, we understand that less than 50% of the districts are either not being audited or are not submitting audit reports.

3. Accounting Policies Manual

At the present time, the accounting department does not have written policies and procedures for the handling of various accounting matters (i.e., timing for reconciling bank accounts, procedures for recording membership dues, writing off uncollected membership dues, special handling of deferred income billings, etc.).

4. Internal Auditing

We suggest that the Board of Trustees consider establishing a limited internal audit function which would report directly to the Executive Secretary. Consideration should also be given to the establishment of an audit committee. These would provide important added measures of control over the accounting and record keeping of the organization.

Function

5. Accounting Records

The journal entry format is very informal; blue pen-

Mr. E. B. McKittrick

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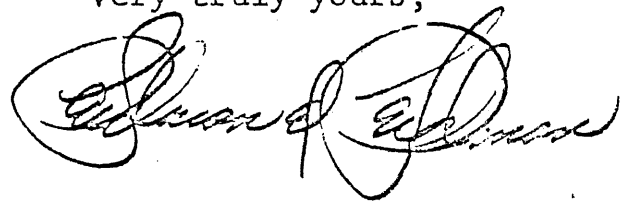
cil is used to write entries which lack description of the entry and account titles. Many entries are recurring and no journal entry checklist is used to insure that all entries are properly entered each month.

We recommend that preparation of journal entries be formalized to include complete explanations and account titles. Wherever possible, standard journal entries should be prepared which would eliminate the time consuming task of rewriting entries every month. We also suggest developing a journal entry checklist to add an important control feature.

We enjoyed having the opportunity of providing this service for Kiwanis International. Our Management Advisory Services staff has had considerable experience in all areas of general accounting, budgeting and planning, financial reporting, and data processing systems within the not-for-profit organization environment.

We look forward to meeting with you and discussing our proposals.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Edward E. Brown". The signature is fluid and cursive, with the first and last names being more prominent than the middle initial.

cc: R. P. Merridew

Jim
COP

Prepared by	Initials	Date
Checked by		

COST ANALYSIS FOR IBM SYSTEM 3 MODEL 15 + FOR CURRENT CONFIGURATION

	MONTHLY RENTAL	MONTHLY LEASE	PURCH IBM 30
RECOMMENDED S/3 M15 - 100 million BITES - 64 K	\$ 7525 -	\$ 5762 -	\$ 239518 - 184
CURRENT CONFIGURATION 360 - 20 million BITES - 32 K	\$ 6069 -	-	-
INSTALLATION COST:			
FREIGHT	\$ 1000 -		
PROGRAM SUPPORT	4000 -		
DISK MODULES	4800 -		
IBM EDUCATION	3500 -		
MISCELLANEOUS	500 -		
TOTAL INSTALLATION COST.	\$ 13800 -		
ADDITIONAL EXPENSES (7525 - 6069)	17472 -		
TOTAL ADD'L COST 1977-78	\$ 31272 -		
PURCHASE SUMMARY BASED ON 10 YRS.			
PURCHASE PRICE	\$ 184000 -		
MAINTENANCE 10 YRS (1,000 X 120 mos)	123600 -		
	307600 -		
RENTAL COST FOR 10 YRS (6762 X 120 mos)	811440 -		
	(503840 -)		
	21272		

CURRENT CONFIGURATION 360-
20 MILLION BITES - 32K

\$ 6069 -

INSTALLATION COST:

FREIGHT
PROGRAM SUPPORT
DISK MODULES
IBM EDUCATION
MISCELLANEOUS

\$ 1000 -
4000 -
4800 -
3500 -
500 -

TOTAL INSTALLATION COST.

\$ 13800 -

ADDITIONAL EXPENSES (7525-6069)

17472 -

TOTAL ADD'L COST 1977-78

\$ 31272 -

PURCHASE SUMMARY BASED ON 10 YRS.

PURCHASE PRICE
MAINTENANCE 10 YRS (1,030 x 120 mos)

\$ 184000 -
123600 -
307600 -

RENTAL COST FOR 10 YRS (6762 x 120 mos)

811,440 -
(503,840 -)

LESS 1977-78 INST. COST
PROJECTED 10 YR SAVINGS

31272 -
\$ 472,568 -

PROJECTED IMPROVEMENTS OVER THE 10 YRS TO REALIZE MAXIMUM
PRODUCTION FROM SYS 3 MODEL 15

HARDWARE
SOFTWARE
TOTAL

\$ 150000 -
50000 -
\$ 200000 -

REPORT OF THE COMMITTEE OF PAST PRESIDENTS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

September 28-October 1 and October 4, 1977

Date of Committee Meeting: September 30 and October 1, 1977

Place of Committee Meeting: General Office

Present: Members - Lorin J. Badskey, Wes H. Bartlett, Reed C. Culp,
William M. Eagles, M.D., Don E. Engdahl,
Harold M. Heimbaugh, T.R. Johnson, James M. Moler,
Ted R. Osborn, Walter J.L. Ray, R. Glenn Reed, Jr.,
D.D.S., Donald B. Rice, Charles A. Swain,
Merle H. Tucker, Albert J. Tully, Robert F. Weber,
I. R. Witthuhn and O.E. Peterson (Honorary Member)

Chairman - Roy W. Davis

Staff Member - Percy H. Shue

The Committee of Past Presidents was in session from 2:00-5:00 p.m. on Friday, September 30, and from 9:00-11:30 a.m. on Saturday, October 1. Eighteen Past Presidents and Honorary Member O.E. Peterson were in attendance at the entire meeting. After welcoming Past President Ted R. Osborn as a new member of the Committee, the Committee proceeded with the discussion of agenda items.

President's Visit to the Committee Meeting

President Maury Gladman was welcomed to the meeting and invited to comment.

With reference to his recent visits to South America and the South Pacific Area, he reported that he was optimistic about prospects for growth in Australia, New Zealand, and the Andean Districts. He indicated that he regarded the March 1977 Conference for all governors-elect as a good investment in terms of their present attitudes, plans and performance.

With reference to the SAFEGUARD AGAINST CRIME-II Major Emphasis Program, he indicated that he anticipated that the program would blossom during 1977-78 and was especially pleased to learn that it has high acceptance in Australia and elsewhere.

With reference to growth, he admitted to having set ambitious goals in membership and new club building but expressed the belief that 1977-78 governors are excited about growth and there was reason to be optimistic about prospects for growth everywhere.

With reference to the retirement of Associate Secretary Larry Hapgood, he reported that this was a matter of formal discussion during the Board meeting now in session to utilize Larry's talents and experience beyond normal retirement time.

In responses to questions and observations from members of the Committee, the President recognized that our Council meetings are incomplete as long as governors from overseas cannot be in attendance but observed that this matter is on his personal agenda and that the best plan for greater involvement of overseas governors in International meetings will have his attention and that of the Board. Among his other responses were judgments that: Kiwanis International-Europe supports our plan for the education of their governors-elect; that he does not contemplate the formation of new districts in any other areas this year; 1977-78 income will hopefully exceed expenses by \$30,000 to \$40,000; and there is no reason to fear that our experience in the Andean District will be disappointing simply because of our experience in Mexico.

President-elect's Visit to the Committee Meeting

President-elect Bill Solberg made a brief statement to the Committee in which he emphasized that: he appreciated the past counsel and assistance he has received from the Past Presidents and solicited their continuing counsel and support; that he is giving serious thought to several possibilities which he would especially welcome as subjects for the 1978-79 Major Emphasis Program, including possibly one which would be an outgrowth of the present program; that he is especially interested in placing greater emphasis on reaching individual club members, with training and two-way communications, and that he fully supports a dues increase at Miami Beach.

In response to the President-elect's remarks, one member suggested that the Board take a closer look at new methods of training being used by corporations to educate leadership at all levels, and another member suggested more direct Kiwanis International involvement in conferences at which lieutenant governors and club presidents were in attendance. At that point, the Committee was informed of the plans for the four regional conferences for 1977-78 for lieutenant governors, three of which will include club presidents as participants.

Immediate Past President's Visit to the Committee

Immediate Past President Stan Schneider shared with the Committee his personal judgments and satisfaction with regard to Kiwanis International finances; 1976-77 growth; international extension; and, particularly, the 1976-77 Major Emphasis Program, which he found highly successful. He anticipated that the year-end new club building figure would reach 380, 60 of which will have been built in the Philippines during 1976-77, even though the total growth might be somewhat less than his original goals.

In response to questions from members, the Immediate Past President reviewed the concern about delinquent dues in the Philippines and the recent strong action he has recently taken regarding them; his recommendation that associate sponsorship by U.S. and Canadian clubs of new clubs overseas be discontinued in districted areas; and his strong belief that the Kiwanis spirit in the Philippines is exceptionally meritorious.

Life Member Status

The Committee was informed that, since the institution of the Life Member Status Program at the beginning of 1975-76, a total of 1082 applications, representing receipts of \$162,300, had been received as of noon on September 29.

The Chairman reviewed with the Committee the professional actuarial counsel guidelines which are the basis for the Board's determining at any time whether a reserve account for a portion of funds received for Life Member Status need be established. The Committee requested the Chairman to remind the Board that, to the extent the basis is related to dues per member, it will change with any change in dues per member and may require adjustment if a dues increase is adopted; it further recommended that the matter of reserves be re-studied to determine adequacy.

Delinquent Accounts of Overseas Clubs

Considerable discussion ensued within the Committee following the presentation of the following information about delinquent accounts of clubs overseas --- all information being as of August 31, 1977, and including both dues and supplies: Andean District, \$3600; New Zealand District, \$1900, Eastern Canada and the Caribbean District (primarily in Jamaica), \$4900; Philippine Luzon District, \$7700; Philippine South District, \$17,600; and the Australian District, \$3,000 --- a total of \$37,200. The Committee was also informed that September receipts had included the equivalent of \$5,000 brought back by President Stan Schneider from the Philippines.

Recommendation #1:

The Committee recommends that commendation be expressed to Immediate Past President Stanley E. Schneider for the initiative he has already taken to alleviate the problem of delinquent accounts among overseas clubs; that the Board be urged to take additional steps to insure the enforcement of all bylaws and policies pertaining to the discipline or charter revocation of clubs with delinquent accounts; and that a further report on the subject of delinquent accounts among overseas clubs be provided the Committee at its meeting in Miami Beach.

Recommendation #2:

The Committee recommends that the Board be informed that the Committee views with concern the entire problem of the impoundment of funds by national governments and any other governmental restrictions which prevent or inhibit the transmission of funds from any club or district to Kiwanis International in payment of obligations incurred; and that accounting and reporting procedures designate the amount of funds so restricted.

Less formally, the Committee stressed the importance of continuing reports from the General Office to every member of the Board on the details of delinquent accounts of overseas clubs such as the Committee has had reported to them at this meeting.

The Kiwanis International Foundation

The Chairman reviewed with the Committee the status of the proposed Foundation grant to International Human Assistance Programs, Inc. (formerly the American Kor-Asian Foundation) for a rehabilitation facility in Manila, emphasizing that a revision in construction plans now under consideration will receive the attention of the Foundation Board at its meeting during Council.

Recommendation #3:

The Committee recommends that the Board be informed that the Committee reaffirms its opposition to Foundation solicitations and Foundation grants overseas as set forth in its Minutes of its meeting on June 24, 1977.

Spring District Conventions

Past President Wes Bartlett shared his evaluations of the Nebraska-Iowa District spring convention experience with the Committee. He indicated that leadership in that district was in agreement that spring conventions had several advantages, including: there is no question about whose convention it is; it provides a mid-year rejuvenation for all who attend; and it stimulates better activity during the summer months.

Future of the Fall Meeting of the Council

Although the President had invited the Committee to express its collective judgment about the possibility of any change in the schedule, purpose, composition, or even the discontinuance of Council, the Committee members generally indicated that such a matter required more extensive consideration than could be given to it in a brief period of time.

Moreover, the Committee has serious doubts that any Board Committee can, in the time available to it during a Board meeting, devote the time or have the breadth of knowledge and experience to make the in-depth review and study which appears to the Committee to be needed in the immediate future for two areas; overseas extension and overall Kiwanis structure and operations. Consequently, the Committee makes the following two recommendations and makes them under the assumption that, if they are adopted by the Board, they will be implemented concurrently and that funds for their implementation will be budgeted by the Board.

Recommendation #4:

The Committee recommends that the President appoint a special committee, comprised of Board members and non-Board members, whose objective shall be to conduct an in-depth review of overseas extension since 1961; to evaluate all structures, policies, and procedures which are a part of, or related to, overseas extension; and to recommend, within one year of the appointment, any action which should be taken by the Board with reference to overseas extension.

Recommendation #5:

The Committee recommends that the President appoint a special parallel committee, comprised of Board members and non-Board members, whose objective shall be to review, study, and evaluate the overall structure of Kiwanis International, with special reference to the leadership education program, the International Council, and the district and International Conventions, and further, within one year of its appointment, to report its findings and its recommendations to the Board.

Dues Increase at Miami Beach

The Committee is united in its judgment that decision regarding whether or not to propose a change in a revenue article at a forthcoming International Convention should be made by the Board at its September meeting rather than be deferred to a later meeting. The support of district governors is critical in generating delegate support for any amendment related to revenue; thus, it is highly desirable that Board decision be made no later than the meeting prior to the first regional conference for governors.

Recommendation #6:

The Committee recommends that the Board take action at this meeting to recommend a dues increase of at least \$1 per member at the June 25-28, 1978 meeting in Miami Beach.

Requests

The Committee requests that each of its members be provided with a list of appointments of 1978-79 International Committee Chairmen as soon as such appointments are made and accepted by the appointees and that Board members be also so informed.

The Committee also requests that, at its meeting in Miami Beach, it be provided with an up-dated report on any continuing review the Board is making of the Kiwanis International Building in terms of keeping it at its present location.

The Committee further requests that each member be provided with a copy of Board Briefs, to be updated annually.

Finally, the Committee individually and collectively pledged support to the Kiwanis International President and Board.

Respectfully submitted,

ROY W. DAVIS, Chairman

REPORT OF THE KIWANIS INTERNATIONAL FOUNDATION
TO THE
BOARD OF TRUSTEES OF KIWANIS INTERNATIONAL
October 3, 1977

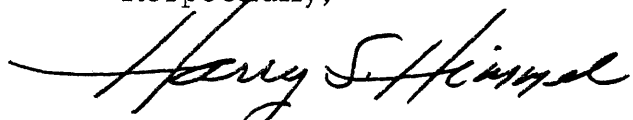
The Board of Trustees of the Kiwanis International Foundation met on Sunday, October 2, 1977 during the 1977 Kiwanis International Council. Following are the highlights of this meeting:

- (1) The Board welcomes Hilmar L. "Bill" Solberg, President-elect of Kiwanis International to the Board and Past Kiwanis International President Roy W. Davis. Both will serve as Trustees in 1977-78.
- (2) The Board reviewed the final report of the 1977 Voluntary Birthday Gift Contribution Plan campaign, and noted that \$172,826.91 had been received as compared to \$140,936.26 for the 1976 campaign; that 3,754 Kiwanis clubs had received the 1977 Banner Patch Award compared to 2,930 clubs in 1976; and that 131 1976-77 Kiwanis Lieutenant Governors had received the special award for having all Kiwanis clubs in their divisions participating.
- (3) The Board approved a Voluntary Birthday Gift Contribution Plan campaign for 1978 and reviewed the 1978 campaign brochure, Banner Patch Award for clubs, and award for 1977-78 Kiwanis Lieutenant Governors. In addition, the Board approved the creation of a special award for Kiwanis District Governors, which will be based on per capita giving and number of participating clubs in their respective districts.
- (4) The continuing fund raising programs of the Foundation were reviewed, and although it is too early in the new fiscal year to make projections, all indications are that Kiwanis participation in these programs will be enthusiastic.
- (5) The new Foundation Sustaining Contributor Plan program was reviewed, and the Board noted that 86 Kiwanians had enrolled in the program as of September 28, 1977. In early October, 1977, the Sustaining Contributor Plan brochure will be mailed to 1977-78 club presidents in the United States and Canada.
- (6) The Annual Audit of the Kiwanis International Foundation was reviewed, and the Board noted that total assets as of July 31, 1977 were \$542,655., as compared to \$472,530 at the same date in 1976. Over \$108,000 was allocated by the Foundation for programs of service and projects, and commitments of \$39,350 to be paid during 1977-78, were noted. The investments of the Foundation were reviewed and a new investment plan was also approved by the Board. This new method of investment should net approximately \$33,000 in 1977-78, as compared to \$23,237 in 1976-77.

- (7) The 'Safeguard Against Crime' program materials for 1977-78 were reviewed, and the Board complimented the General Office Staff for the excellent job done in preparing these materials.
- (8) The Board affirmed its decision, made during the June, 1977 meeting, to provide a grant in the sum of \$37,000 to International Human Assistance Programs, Inc. to establish a rehabilitation therapy center at the Philippine General Hospital, Manila, Philippines. This grant will be provided over a three year period, and, in cooperation with legal counsel, proper and binding agreements will be concluded with International Human Assistance Programs, Inc. The proposal calls for the completion of the rehabilitation therapy center by Fall of 1978. The site will bear the name of the Kiwanis International Foundation, and the Board sincerely believes that this project is a very meaningful and important step forward.
- (9) The report on the 1977 Key Club International Freedom Leadership Training Seminar was received by the Board and the program was reviewed. The 1977 Seminar was highly successful and conducted within the \$6,000 appropriation made by the Board's Executive Committee in January, 1977.
- (10) Plans for the Foundation-sponsored 1977 Circle K International Leadership Training Conference were reviewed, and the Board noted that this conference will be held in Chicago, Illinois, October 14-16, 1977. The Board's Executive Committee allocated \$6,750 for this 1977 conference.
- (11) The materials for the 1978 Hugh O'Brian Youth Foundation Seminar, provided by a \$15,000 grant from the Foundation, were reviewed. A letter from Mr. O'Brian concerning the request to include a page on the Foundation in the official 1978 Seminar program was discussed, and it was agreed that the President would attempt to conclude a suitable arrangement.
- (12) The Study on the Future Relationship of the Kiwanis International Foundation to Kiwanis clubs worldwide was presented, and it was noted that most of those who responded indicated the opinion that overseas Kiwanis clubs could be solicited by the Foundation if there were meaningful Foundation service projects being conducted or planned in the area.
- (13) The Board approved a grant in the sum of \$5,000 to the Freedoms Foundation at Valley Forge, Pennsylvania.

- (14) The Board received a report on the progrss of the "Kiwanis International Foundation Hearing Research Project," and it was noted that 631 patients had utilized the facility since it was officially opened in October, 1975. It was pointed out that physicians and researchers from Japan, Australia, New Zealand and Europe had visited the facility for information on the program and that the chief researcher, Jack D. Clemis, M. D., was speaking to Kiwanis clubs about the project whenever possible.
- (15) The Kiwanis International Foundation Newsletter was reviewed, and it was agreed that at least two issues during 1977-78 will be mailed to U.S. and Canadian club presidents and that these issues would be geared to the local club level.
- (16) The Circle K and Key Club International Theme and Emphasis audio/visual programs, financed by \$14,000 allocated by the Foundation, were noted as being completed and well received by the members of both organizations. Both programs begin with proper credit to the Foundation.
- (17) In addition to the Board meeting, it was noted that the president of the Foundation would speak to the 1977-78 Kiwanis District Governors during to 1977 Kiwanis International Council and that the Foundation would present a program to the entire Council at the closing session.
- (18) The Board was informed that Miss Colleen Connelly had completed her formal education and received a Masters Degree in Education in the summer of 1977. It was announced that Miss Connelly had been invited to participate in the presentation of the Robert P. Connelly Medal for Heroism at the 1978 Kiwanis International Convention and that plans were being made for a feature story on her, which will be of interest to the Kiwanians who made the Robert P. Connelly Scholarship Fund possible. In the meantime, the Board will study the proper way in which to terminate the Robert P. Connelly Scholarship Fund which has approximately \$4,000 remaining.
- (19) The Board expressed its sincere appreciation to Immediate Past Kiwanis International President Stanley E. Schneider and to the Kiwanis International Board for their cooperation and assistance during 1976-66. Appreciation was also expressed to the Secretaries of Kiwanis International and to the Kiwanis General Office Staff.

Respectfully,



HARRY S. HIMMEL
President