

A G E N D A

MEETING OF INTERNATIONAL BOARD OF TRUSTEES

OCTOBER 27-29, 1961

1. Message of the President - I. R. Witthuhn S. p. 1
2. Report of the Secretary - O. E. Peterson S. p. 1
3. Discussion

RECESS FOR BOARD COMMITTEE MEETINGS

4. Absentees S. p. 3
  - a. From Board meeting and Council
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  - b. From Council
    - (1) Charles W. Armstrong, M.D.
    - (2) O. Sam Cummings
    - (3) Charles S. Donley
    - (4) George F. Hixson
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5. Approval of Summary of Minutes of July-August Board Meeting S. p. 3
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  - b. Approval of Minutes of Meeting
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  - a. Atascadero, California
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9. Change of name of Kiwanis Clubs S. p. 3
  - a. From Normandale, Montgomery, Alabama to Kiwanis Club of South Montgomery, Alabama
  - b. From Fairview-Rockingham, Nova Scotia to Kiwanis Club of Halifax, Northwest, Nova Scotia

10. District Conventions S. p. 4 & Ex. #3

a. Observations

b. Resolutions

(1) Alabama S. P. 4

- (a) That each club in the District shall schedule and present to its members such program or programs as may be needed to provide to its members all possible information concerning the subject of the organization of Kiwanis Clubs in foreign countries; that the membership of each club shall then vote its decision upon that subject and immediately advise the International Board of Trustees of the action taken.

(2) California-Nevada-Hawaii S. p. 4

- (a) That the district continue to endorse the efforts of Radio Free Europe and encourage individual club support of this program through voluntary contribution.

(3) Carolinas S. p. 4

- (a) That we pledge our Clubs and individual members to rendering all possible aid in our committees for the purpose of increasing the number of, and efficiency of Mental Health Clinics.
- (b) That the District do hereby heartily endorse and approve to its members the expansion of the facilities at Boys Home by the construction of a Kiwanis Cottage; and we commend this project to our clubs for their support.

(4) Georgia S. p. 4

- (a) That the members of the Georgia District reassert and reaffirm faith and belief in the principle inherent in the Constitutional Object "to develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship," and do hereby adopt a statement of rededication of ourselves and our influence to a greater Americanism.

(5) Indiana S. p. 4

- (a) That the Indiana District does place itself on record in favor of the speedy approval of the Lake Michigan Port Site in Indiana known as "Burns Ditch," for the economic betterment of this and surrounding states.

(6) Kansas S. p. 4

- (a) That we urge Kiwanis International to move full steam ahead in the field of foreign extension.



10. District Conventions, continued

b. Resolutions, continued

(7) Kentucky-Tennessee S. p. 4

- (a) That past officers come to the convention of their own accord, insisting that their individual clubs send others as delegates as its ultimate purpose a feeling of extending a helping hand to all young Kiwanians.

(8) Michigan S. p. 4

- (a) That all Americans and especially those elected to our executive and legislative branches of government should charge themselves with the duty of gaining perspective on the growing increase of bureaucratic power and take the necessary steps to guard against damage to our departure from the concepts of government as defined by our founding fathers.
- (b) That Congress be urged to pass Legislation which will: Balance the Federal Budget; Systematically reduce the present ruinous Federal debt; Curtail expansion and reduce size of the many overlapping services of government and return to the individual state those that rightfully belong to them; Reduce waste at all levels of government; Strengthen the value of the American dollar, at home and abroad; and Stop inflation.

(9) Minnesota-Dakotas S. p. 4

- (a) That clubs of the district be encouraged to plan well the induction program for new members and take steps to properly inform and train all new members in Kiwanis programs of service, to the end that loss of good men may be curtailed.
- (b) That the district authorize the Chairman of the Board of the Kiwanis Educational Foundation to ask for financial help from Kiwanians and Kiwanis Clubs of the District.

(10) Missouri-Arkansas S. p. 5

- (a) That all clubs that have not contributed to such scholarship fund be urged to forthwith contribute the sum of \$1.00 per member so that said fund can commence its awards for educational purposes at as early a date as is possible.
- (b) That the district lend its support to the "Fellowship of Christian Athletes" wherever possible.

(11) Montana S. p. 5

- (a) That programs be devised for Kiwanis Clubs of the district and that the district recommend the subject as a 1962-63 International Objective of Kiwanis International to educate the American public upon the necessity for better research and better means of combating these scourges (forest fires, drought, soil erosion and grasshopper infestation) which annually deplete our natural resources, our soil, our farms and our ranches.

10. District Conventions, continued

b. Resolutions, continued

(12) Nebraska-Iowa S. p. 5

- (a) That the district favors the establishment of Kiwanis Clubs in other countries in addition to Canada and the United States, under due safeguards fixed by the Board of Trustees of Kiwanis International.

(13) New England S. p. 5

- (a) That Kiwanis clubs of the district register with their law enforcement officers, businessmen's associations, Chamber of Commerce or other authority to rectify the abuse, strong protest against the action of businesses opening on national holidays.

(14) New Jersey S. p. 5

- (a) That we actively encourage programs of education on matters to be submitted to voters; to urge others to vote at every election and to be fully aware of, and to act accordingly on all our responsibilities as citizens.

(15) Ohio S. p. 5

- (a) That clubs of district re-emphasize resolution on obscenity and smut magazines; prevail upon legislators and demand effective remedial legislation to eliminate this problem; check newsstands, have each lieutenant governor carry this message to his division and have the district editor copy same; republish CQ pamphlet with Question 3 on Obscenity and re-circulate same.
- (b) That the clubs of the district - - recommend to Kiwanis International that because of the continuous increase of deaths through accidents that our Board of International Trustees give consideration to formation of a permanent committee on Safety as a part of our official committee structure.
- (c) That the clubs of the district re-emphasize and evaluate the problem of air pollution; sponsor an aggressive program of public education; cooperate with medical groups to publicize the ill-effects of air pollution; arrange and sponsor lectures; sponsor contacts and coordinate and assist officials of various governmental bodies.

(16) Ontario-Quebec-Maritime S. p. 5

- (a) That the convention assembled favours a course being developed, to include subjects covering Municipal Law, Organization, Assessment, Finance, Procedure, Civic History, Taxation and Town Planning, and that a copy of this Resolution be forwarded to the Provincial Governments and all Adult Education centers.

10. District Conventions, continued

b. Resolutions, continued

(16) Ontario-Quebec-Maritime, continued S. p. 5

- (b) That the district urge Kiwanis International to create a Standing Committee on Safety, or add this feature to one of the existing standing committees.
- (c) That a committee composed of the Governor, Governor-Elect, District Chairman of Circle K, and two Circle K advisors, together with two Lieutenant Governors-Elect not having Circle K Clubs within their divisions, study the possibility of financial assistance from the District, and bring a recommendation to the 1962 Board at their first meeting.
- (d) That Kiwanis International recognize and accept the Canadian Red Ensign as the flag of Canada, and cease to display the Union Jack as our flag; and that all Canadian clubs display the Canadian Ensign.

(17) Pacific Northwest S. p. 5

- (a) That the formation and operation of Spade Service Clubs by the Kiwanis Clubs of the district be encouraged and wherever feasible their accomplishments be publicized to Kiwanis Clubs outside the Pacific Northwest District.
- (b) That the district petition the International Board to amend the rules governing attendance to permit clubs with a membership of less than 36 members to reduce the number of meetings in July and August as fits their needs, even to the extent of recessing completely for the said months.
- (c) That a special committee be appointed by the Governor to study a change in the district bylaws to provide that Lieutenant Governors will not automatically serve as trustee; that each past District Governor will serve on the Board of Trustees the next three years after his term of office as Governor; that three members will be elected from the district-at-large to serve three, two and one years and thereafter a successor will be elected to serve a three year term; and these six plus the Governor will serve as the District Board of Trustees.

(18) Pennsylvania S. p. 5

- (a) That the district reaffirms its unaltered support to the stand taken by Kiwanis International against the communistic foe, and pledges itself to continue to support and to develop to the best of its ability all of the Kiwanis International guide posts to a better world, knowing that in this way, and in this way alone, lies the ultimate hope of the world.

10. District Conventions, continued

b. Resolutions, continued

(19) Rocky Mountain S. p. 6

- (a) That the entire membership of the district will with all the Kiwanis members of the district acting as a team host the 1962 Kiwanis International Convention.
- (b) That all Kiwanis Clubs of the district presently sponsoring a Key Club reappraise and if necessary revitalize the Key Club they are sponsoring with active support and participation; that all Kiwanis clubs in district not now sponsoring a Key Club take steps to activate and support a Key Club; and that this support may include voluntary donation by any club of proceeds to assist the Key Club district and division officers in payment of expenses required to attend Key Club International conventions.
- (c) That the district petition Kiwanis International to amend the International Bylaws so as to permit the districts to set up a yearly budget on a fiscal year basis which does not correspond with the calendar fiscal year as presently required.

(20) Texas-Oklahoma S. p. 6

- (a) That the name and title of the present district Committee on Public and Business Affairs, be honorably retired, and that there be substituted for this Committee the name and title of THE COMMITTEE ON RESPONSIBLE CITIZENSHIP.
- (b) That the district request all members of Congress to use their influence to secure legislation protecting us from Communist infiltration, sabotage and propaganda.
- (c) That we speak as free men, to publish and proclaim our convictions and determination and that these views be made known to all persons possessing the power and authority to represent us before all tribunals.

(21) Western Canada S. p. 6

- (a) That the procedure outlined in the district resolution be adopted by all clubs in the district in the case of a member of a club moving to another area within the district served by a Kiwanis club.

(22) West Virginia S. p. 6

- (a) That 1962 club officers have their club's history brought up-to-date and that the 1962 District Board of Trustees compile a history of the West Virginia District and make it available to the several clubs in the District.

11. Reports of Board Committees

All Committees - Building of a Kiwanis Image

a. Administration - Edward C. Keefe, Acting Chairman S. p. 14, Ex. 4

- (1) Consideration of a cost accounting procedure for the magazine Ex. 4, p. 1
- (2) Reduction of the number of standing committees in the International Committee Structure Ex. 4, p. 1
- (3) Study of district "club ranking" plans Ex. 4, p. 1
- (4) Travel allowance for Board members Ex. 4, p. 1

Recommendation re International Committee members added to district bulletin mailing lists S. p. 14

b. Convention and Council - Dr. Ernest G. Bashor, Chairman Ex. 5, S. p. 9

- (1) 1962 Convention Plans Ex. #5, p. 1
- (2) Depository for 1962 Convention Account Ex. #5, p. 1 & Ex. #16, p. 2
- (3) Future Convention Ex. #5, p. 4
  - (a) Portland, Oregon Survey Ex. #5, p. 4
  - (b) Dallas, Texas Ex. #5, p. 4
  - (c) Philadelphia, Pennsylvania - No reference in Minutes

Recommendation re use of the Denver City Auditorium for all general sessions of the 1962 convention, except the Sunday evening program, which should be held at Red Rocks Theatre, and the feature entertainment, which should be held at the University of Denver Stadium. S. p. 9

Recommendation re 1966 Kiwanis International Convention in the City of Portland, Oregon, June 26-30, 1966. S. p. 10

c. Finance - Martin T. Wiegand, Chairman S. p. 18, Ex. #16,

- (1) Convention Depository Ex. #16, p. 2
- (2) Financial Policies Ex. #16, p. 3
- (3) Transfer of Canadian Funds Ex. #16, p. 3
- (4) Alaska-Yukon Subsidy Ex. #16, p. 3

Recommendation re Budget adjustments in body of report be made. S. p. 18

Recommendation re First National Bank of Denver be designated as the Convention Registration Fee Depository for the 1962 Convention. S. p. 18

11. Reports of Board Committees, continued

c. Finance, continued

Recommendation re the Convention Department purchase aluminum signs and mailing machine to be charged to Convention Reserve account. S. p. 18

Recommendation re meal costs for ladies at Council. S. p. 18

Recommendation that advertising accounts as shown in body of report S. p. 18 to be written off.

Recommendation re excess of income over expenses in proposed budget S. p. 18 for 1962.

Recommendation that Comptroller be given authority to transfer funds Canadian funds to U.S. Depository if needed. S. p. 18

d. International Relations - Mel R. Osborne, Chairman S. p. 8, Ex. #6

(1) Review of Proposed Policies on International Extension Ex. #16, p. 1

(2) Use of the Term - International Extension - as opposed to Foreign Extension S. p. 8 & Ex. #16, p. 1

(3) Scope and Format for the Proposed International Committee on International Relations S. p. 8 & Ex. #16, A & B.

(4) Request for approval of a club in Nassau under sponsorship of Tampa, Florida. S. p. 9 & Ex. #16, p. 2

Recommendation re term "International extension" be substituted for "foreign extension". S. p. 8

Recommendation re format for International Committee on International Relations S. p. 8

Recommendation that policies on organization and administration of Kiwanis clubs outside Canada and the U.S. be approved. S. p. 9

Recommendation re policies and correspondence relative to formation of a club in Nassau be forwarded to the Governor of the Florida District for consideration. S. p. 9

Recommendation that General Office Staff in consultation with Board Committee on International Relations may begin exploration with appropriate districts as to their interest in sponsoring club or district when there is a reputable inquiry. S. p. 9

e. Kiwanis Foundation - C. L. Morris, Chairman S. p. 6 & Ex. 7

(1) Proposed revisions of Articles of Incorporation and Bylaws Ex. #7

Recommendation that the Board of Kiwanis Foundation, Inc. restudy the entire draft of its Bylaws, particularly Article II, Section 1, Paragraphs 1 and 10. S. p. 6

11. Reports of Board Committees, continued

e. Kiwanis Foundation - C. L. Morris, Chairman, continued

Recommendation re nominees for membership on Board of Kiwanis Foundation be approved subject to the acceptance of the appointment by each nominee, and that the Chairman of the Finance Committee serve as a representative of the International Board of Trustees.

S. p. 6

Recommendation that the Board of the Foundation develop operating policies for mutual consideration and discussion with International Board.

S. p. 6

Recommendation re Board of Foundation and Board Committee on Kiwanis Foundation consider guidelines for donors so gifts will be compatible with Objects of Kiwanis International.

S. p. 6

f. Laws, Policies, and Structure - J. O. Tally, Jr., Chairman S. p. 15, Ex. #8

(1) Wording of Policy re printing required, costing in excess of \$1,000.

S. p. 15, Ex 8, p. 1

(2) Tax on unrelated Income of Foundations S. p. 15, Ex. #8, p 1.

(3) Study of the effectiveness of divisional chairmen S. p. 15

(4) Revision of administrative policies S. p. 15

(5) Amendments to the constitution and bylaws of Circle K International S. p. 15

(6) Amendments to club bylaws S. p. 16

(7) Amendments to district bylaws S. p. 16

(8) Infringement of Kiwanis emblem S. p. 16

(9) Misuse of Kiwanis Directory S. p. 16

(10) Index to Policies S. p. 16

(11) Capital District Memorial Library Project S. p. 17

Recommendation re Kiwanis clubs formed prior to 1924 incorporate and show its meetings as being held bi-weekly.

S. p. 15

Recommendation re printed material.

S. p. 15

Recommendation that Kiwanis International retain as legal counsel a specific lawyer in the Chicago area

S. p. 15

Recommendation that recently adopted amendments to the Constitution and Bylaws of Circle K International be approved

S. p. 16

11. Report of Board Committees, continued

F. Laws, Policies, and Structure, continued

Recommendation re the policy on the subject of election of club officers by the club's board of directors. S. p. 16

Recommendation regarding recent district bylaw amendments concerning district dues. S. p. 16

Recommendation re amendment to Illinois-Eastern Iowa District bylaws concerning the period of service for Key Club Committee S. p. 16

Recommendation re possible violation of Kiwanis trademark or copyright S. p. 16

Recommendation that the index to Board policies be approved and adopted. S. p. 16

Recommendation re Capital District project concerning a memorial library in memory of Paul Lord S. p. 17

Recommendation re amendment to Article VI, Section 2 of the International Constitution be submitted to Denver Convention S. p. 17

Recommendation re amendment to Rocky Mountain District bylaws relinquishing certain territory of that district S. p. 17

Recommendation that detailed changes in Standard Form for Club Bylaws be requested for inclusion of Tampa, Florida, club S. p. 17

g. Leadership - Club Bucher, Chairman S. p. 8 & Ex. #9

(1) Council program Ex. #9, p. 2

(2) Leadership Training program Ex. #9, p. 1

(3) Effectiveness of divisional committee chairmen Ex. #9, p. 2

(4) Program of training and assistance for divisional chairmen Ex. #9, p. 2

(5) Training and materials relating to Key Club and Circle K Club for use of lieutenant governors Ex. #9, p. 2.

Recommendation re building our Kiwanis image and the importance of publicity S. p. 8

Recommendation that this Committee prepare a script displaying the importance of our leadership training program S. p. 8

Recommendation re program for Council Meeting be approved. S. p. 8

Recommendation that this Committee with the assistance of other appropriate committees, produce a film for leadership training. S. p. 8



11. Reports of Board Committees, continued

g. Leadership, continued

Recommendation that matters of training and assistance for divisional chairmen be retained until studies have been completed. S. p. 8

h. Membership Development - Charles A. Swain, Chairman Ex. #10 & S. p. 10

- (1) Development of plans to observe fittingly the organization of our 5,000<sup>th</sup> club. Ex. #10, p. 1 & S. p. 10
- (2) Consideration of formulating a new proposal for membership and application for membership form Ex. #10, p. 2
- (3) Suggestion that the term "privileged membership" be changed to "inactive membership" Ex. #10, p. 2
- (4) Recommendation that the committee investigate and study the "senior active" membership category as used by Rotary International as a possible alternative to our privileged membership. Ex. #10, p. 3
- (5) Further study of providing extra assistance to those districts that have experienced no gain in membership during the past five years Ex. #10, p. 3
- (6) Reactivating Military Service Membership Ex. #10, p. 3

Recommendation concerning the charter presentation meeting of our 5,000 club S. p. 10

Recommendation re the announcement of the 5000<sup>th</sup> club S. p. 10

Recommendation re new Proposal for Membership form S. p. 10

Recommendation concerning privileged membership after January 1, 1963 S. p. 11

Recommendation that a new class of membership be instituted on January 1, 1963, known as "Senior Membership". S. p. 11

Recommendation re Rule 8 of the Official Attendance Rules be numbered 8-a and titled "Leave of Absence for Illness, Travel, and Temporary Active Military Service." S. p. 11

Recommendation re Rule 8-b concerning "Leave of Absence for Extended Active Military Service" be added. S. p. 11

i. Programs - R. Glenn Reed, Jr., Chairman Ex. #11, & S. p. 14

- (1) Promoting the use of the film on the 1962 Theme Ex. #11, p. 1
- (2) Proposal to change the name of the International Committee on Achievement Reports Ex. #11, p. 1
- (3) Grading Plan for District Achievement Awards Ex. #11, p. 1

11. Reports of Board Committees, continued

i. Programs, continued

- (4) Activity credits and awards for distinguished citizens Ex. #11, p. 1
- (5) SAY program Ex. #11, p. 1
- (6) Berg Foundation Proposal Ex. #11, p. 2
- (7) Reporting Procedures Ex. #11, p. 2
- (8) Campus Councils to help Foreign Students Ex. #11, p. 2
- (9) Senior Housing Projects Ex. #11, p. 2

Recommendation re the word "Reports" to be deleted from the name of International Committee on Achievement Reports S. p. 14

Recommendation that the Kiwanis Awards Program Outline be adopted as guidelines for specific awards S. p. 14

Recommendation re acceptance of SAY program S. p. 14

Recommendation that Inquiry Series be continued S. p. 14

Recommendation that the committee meet for one-half day for at next Board Meeting. S. p. 14

Recommendation re senior housing projects S. p. 15

j. Property and Supplies - W. Clyde Glass, Chairman Ex. #12 & S. p. 7

- (1) Kiwanis emblem for front of building Ex. #12, p. 1
- (2) New Supplies Catalog items Ex. #12, p. 3
- (3) Policy on use of emblem Ex. #12, p. 3

Recommendation re 1962 Budget for Building Maintenance S. p. 7

Recommendation re Steel Tape to catalog line S. p. 7

k. Publications and Advertising - Edward C. Keefe, Chairman Ex. #13 & S. p. 12

- (1) Editorial direction Ex. #13, p. 1
  - (a) Plans for the combined issue Ex. #13, p. 1
  - (b) Plans for convention promotion Ex. #13, p. 1
  - (c) Other scheduled material Ex. #13, p. 1
- (2) Cover policy Ex. #13, p. 2

11. Reports of Board Committees, continued

k. Publications and Advertising, continued

(2) Cover policy, continued

- (a) The Barkow correspondence Ex. #13, p. 2
- (b) The Cheskin appraisal Ex. #13, p. 2
- (c) President's portrait Ex. #13, p. 2

(3) Advertising prospects

- (a) The combined issue Ex. #13, p. 1
- (b) Contacts and expectations for 1962 Ex. #13, p. 2

(4) Advertising promotion

- (a) Current and projected Ex. #13, p. 1
- (b) Media presentation and luncheon Ex. #13, p. 2

(5) Cost accounting problem and progress Ex. #13, p. 2

Recommendation that Brown and Williamson Tobacco Company be permitted the use of reply coupons for advertising in the magazine S. p. 12

Recommendation re The Kiwanis Magazine accept land development advertising S. p. 12

1. Public Relations - Don E. Mumford, Chairman S. p. 7 & Ex. #14

- (1) Parliamentary Dinner Ex. #14, p. 3
- (2) Development of plans to observe fittingly the organization of our 5,000<sup>th</sup> club Ex. #14, p. 2

Recommendation re de-emphasis of "image" of Kiwanis and instead build a true "Character" of Kiwanis in line with our Objects. S. p. 7

Recommendation that celebration of 5000<sup>th</sup> club be held in connection with charter presentation S. p. 7

Recommendation re letters from Mayor of city congratulating Kiwanis International in connection with 5000<sup>th</sup> club S. p. 7

Recommendation that outstanding people be present for charter presentation of 5000<sup>th</sup> club S. p. 7

m. Sponsored Youth Organizations - Edward B. Moylan, Jr., Chairman Ex. 15 & S.p. 12

- (1) A fund raising policy for Circle K and Key Clubs Ex. #15, p. 1

11. Reports of Board Committees, continued

m. Sponsored Youth Organizations, continued

- (2) Key Club International Board reactions to the elimination of meetings such as "The Key Club Northeast Five Conference" Ex. #15, p. 1
- (3) A review of the need and advisability of field men assistance in connection with Circle K and Key Club programs Ex. #15, p. 1
- (4) Proposed annual agreement forms to be signed by each sponsoring Kiwanis President in respect to carrying out the club's responsibilities for supervising its Key Club Ex. #15, p. 2
- (5) Approval of revocation of fifteen (15) Circle K club charters inactive for a period of two years Ex. #15, p. 2
- (6) Approval of the site and dates of the 1962 Circle K International convention to be held in San Diego, California, August 28-30, 1962. Ex. 15, p. 2
- (7) Approval of amendments to the Constitution and Bylaws of Circle K International as adopted at the past convention. Ex. #15, p. 2
- (8) Discussion of the Circle K Theme and Objectives for 1961-62 Ex. #15, p. 2
- (9) Discussion of the Circle K International resolutions adopted Ex. 15, p. 2

Recommendation re "The Kiwanis Image" reflect the idea that Kiwanians by their acts are building the "image" for their sponsored youth organizations. S. p. 12

Recommendation concerning fund-raising policy for Circle K and Key Club S. p. 13

Recommendation that additional funds be provided for staff representatives to assist in needed areas. S. p. 13

Recommendation that a statement concerning sponsorship of Circle K and Key Clubs be sent to new Kiwanis Presidents S. p. 13

Recommendation re revocation of 36 inactive Key Club charters be approved S. p. 13

Recommendation re revocation of 15 inactive Circle K Club charters be approved S. p. 13

Recommendation of 1962 Circle K International Convention in San Diego, California, August 28-30, 1962. S. p. 13

Recommendation re formation of Circle K Carolinas District S. p. 13

Recommendation re Sponsored Youth Departments obtain a more suitable symbol for trophies. S. p. 13

Recommendation re approval of Key Club International Board Meeting to be held in Chicago, December 27-29, 1961. S. p. 13

12. Treasurer's Report as of September 30, 1961 - C. L. Morris S. p. 18, Ex. 17
13. Appointment of Official Representatives to District Leadership Training  
Conferences or Midwinter Conferences - I. R. Witthuhn S. p. 19
14. Next Executive Committee meeting S. p. 19
15. April Board meeting S. p. 19
16. Other Business S. p. 19
17. Adjournment S. p. 19

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

KIWANIS INTERNATIONAL

October 27-29, 1961

A meeting of the International Board of Trustees was held at the General Office in Chicago, October 27-29, 1961. Those present: I. R. Witthuhn, President; Merle H. Tucker, President-Elect; J. O. Tally, Jr., Immediate Past President; Charles A. Swain, Vice-President; C. L. Morris, Treasurer; Ernest G. Bashor, Clum Bucher, W. Clyde Glass, Marshall E. Jetty, Edward C. Keefe, James M. Moler, Edward B. Moylan, Jr., Don E. Mumford, Le Roy J. Olsen, Mel R. Osborne, R. Glenn Reed, Jr., Martin T. Wiegand, Trustees; O. E. Peterson, Secretary. Absent: J. C. Robertson, Vice-President.

1. Message of the President

This is attached as Exhibit #1.

Recommendation 1. That the Board Committee on Kiwanis Foundation alert the Board as to its responsibility for electing special members of the Kiwanis Foundation, Inc. under the amended bylaw provisions adopted by the Foundation Board.

Voted, that this recommendation be referred to the Board Committee on Kiwanis Foundation. (See Report of Committee)

Recommendation 2. That the Board Committee on Kiwanis Foundation jointly with the Foundation Board formulate a policy whereby projects approved by this Board for financing through the Foundation can be implemented expeditiously.

Voted, that this recommendation be referred to the Board Committee on Kiwanis Foundation.

Recommendation 3. That the Board Committees on Programs, Public Relations, and Sponsored Youth Organizations be requested to submit for Board discussion subject matter with intent for the consideration of the Resolutions Committee in preparing its report of the Denver Convention.

Voted, that this recommendation be adopted and so referred.

Report received without objection.

2. Report of the Secretary

This is attached as Exhibit #2.

Recommendation 1. That the Board Committee on Membership Development review the existing need for reinstating some form of Military Service Membership.

Voted, that this recommendation be adopted. (See Report of Committee on Membership Development)

Recommendation 2. That the Executive Committee be requested to review the response from clubs to the radio series INQUIRY by December 1, and if warranted, authorize an additional segment of programs in cooperation with WGN, Inc. to follow the current series after January 1, 1962.

Voted, that this recommendation be adopted, and that it also be referred to the Programs Committee. (See Report of Programs Committee)

Recommendation 3. That the Board Committee on Programs consider developing a set of guidelines to assist clubs interested in sponsoring Community Housing projects for elderly people.

Voted, that this recommendation be adopted. (See Report of Programs Committee)

Recommendation 4. That the Board Committee on Sponsored Youth Organizations consider the request of the Key Club International Board to hold a mid-winter meeting in Chicago, December 27-29.

Voted, that this recommendation be adopted. (See Report of Sponsored Youth Committee)

Recommendation 5. That the Board Committee on Sponsored Youth Organizations give consideration to the revocation of 36 Key Club and 15 Circle K club charters inactive for two years or more.

Voted, that this recommendation be adopted. (See Report of Committee on Sponsored Youth)

Recommendation 6. That the Board Committees on Programs and Supplies jointly devise means for facilitating the preparation and release of activity support materials approved by International Committees for sale or free distribution to clubs.

Voted, that this recommendation be adopted. (See Report of Committee on Programs)

Recommendation 7. That the Board Committee on Conventions recommend the selection of the host city for the 1966 International Convention.

Voted, that this recommendation be adopted. (See Report of Committee on Conventions)

Recommendation 8. That the Board approve the joint sponsorship with the Ottawa, Ontario, club of a Kiwanis Parliamentary Luncheon or Dinner on April 13, 1962.

Voted, that this recommendation be referred to the Board Committee on Public Relations ~~Council and Conventions.~~ (See Report of Committee)

Report received without objection.

### 3. Discussion

4. Absentees

Voted, that a note of greeting be sent to Vice-President Robertson and Past Presidents Armstrong, Cummings, Donley, Hixson, and Raney, and that the regret of the Board be expressed at their absence from the Council Meeting.

5. Approval of Summary of Minutes of July-August Board Meeting

Voted, that the minutes of the July-August Board Meeting be approved.

6. September Executive Committee Meeting

Voted, that the action taken at the September Executive Committee Meeting be confirmed and that the minutes be approved.

7. Consideration and Action of General Office Activities

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

Change of Territorial Limits of Established Clubs  
Multiple Memberships Allowed in Established Clubs  
Elimination of Membership of Not-Meeting Clubs  
Organization of New Clubs, including Territorial Limits, Charter Memberships, and Multiple Memberships  
Clubs Incorporated  
Foundations Incorporated  
Additional Circle K Clubs Completed  
Additional Key Clubs Completed  
Change of Meeting Place, Outside Territorial Limits  
District Bylaw Amendments  
Meetings Canceled Because of Disaster Affecting Entire Community  
Temporary Organization Meeting

8. Petitions for Revocation of Charters

Voted, that the charters of the following clubs be revoked:

Atascadero, California  
Minneola, Kansas  
Seven Corners, Falls Church, Virginia

9. Change of Name of Kiwanis Clubs

Voted, that the following changes of names of clubs be approved:

From Normandale, Montgomery, Alabama, to Kiwanis Club of South Montgomery, Alabama

From Fairview-Rockingham, Nova Scotia, to Kiwanis Club of Halifax, Northwest, Nova Scotia



10. District Conventions

Observations

Members of the Board commented briefly on the District Conventions they had visited.

Resolutions

The resolutions are attached as Exhibit #3.

Voted, that these resolutions be referred as follows:

Alabama:

- (a) Board Committee on International Relations

California-Nevada-Hawaii:

- (a) Board Committees on Public Relations, International Relations, Programs -- and International Committee on Public and Business Affairs.

Carolinas:

- (a) Board Committee on Programs and International Committee on Public and Business Affairs.
- (b) Internal - no reference.

Georgia:

- (a) Board Committee on Programs and International Committee on Public and Business Affairs.

Indiana:

- (a) Internal - no reference.

Kansas:

- (a) Board Committee on International Relations.

Kentucky-Tennessee:

- (a) Board Committee on Leadership.

Michigan:

- (a) and (b) International Committee on Public and Business Affairs.

Minnesota-Dakotas:

- (a) International Committees on Kiwanis Education and Fellowship and Inter-Club Relations.
- (b) Internal - no reference.

Missouri-Arkansas:

- (a) Internal - no reference.
- (b) Board Committee on Programs.

Montana:

- (a) International Committee on Agriculture and Conservation.

Nebraska-Iowa:

- (a) Board Committee on International Relations

New England:

- (a) International Committee on Public and Business Affairs.

New Jersey:

- (a) Board Committee on Programs and International Committee on Public and Business Affairs.

Ohio:

- (a), (b), and (c) International Committee on Public and Business Affairs.

Ontario-Quebec-Maritime:

- (a) Board Committee on Programs and International Committee on Public and Business Affairs.
- (b) Board Committees on Administration; Leadership; and Laws, Policies and Structure.
- (c) Internal - no reference.
- (d) Board Committee on Administration and International Committee on Public and Business Affairs for Canada.

Pacific Northwest:

- (a) Board Committee on Sponsored Youth Organizations and International Committee on Boys and Girls Work.
- (b) Board Committee on Membership Development.
- (c) Board Committees on Administration and Laws, Policies and Structure.

Pennsylvania:

- (a) International Committee on Public and Business Affairs.

Rocky Mountain:

- (a) Board Committee on Convention and Council.
- (b) Board Committee on Sponsored Youth Organizations.
- (c) Board Committees on Administration and Laws, Policies and Structure.

Texas-Oklahoma:

- (a) Board Committee on Administration and International Committee on Public and Business Affairs.
- (b) and (c) International Committee on Public and Business Affairs.

Western Canada:

- (a) Board Committees on Administration and Membership Development.

West Virginia:

- (a) Internal - no reference.

11. Reports of Board Committees

Kiwanis Foundation

Chairman Morris presented the Report of the Committee. This is attached as Exhibit #7.

Recommendation 1. That the Board of Kiwanis Foundation, Inc. be requested to restudy the entire draft of its Bylaws, including particularly Article II, Section 1, Paragraphs 1 and 10.

Voted, that this recommendation be adopted.

Recommendation 2. The nominees for membership on the Board of the Kiwanis Foundation, as listed in the body of this report, be approved subject to the acceptance of the appointment by each nominee, and that the Chairman of the Finance Committee, with the approval of the Foundation Board, serve as a representative of the International Board of Trustees.

Voted, that this recommendation be adopted.

Recommendation 3. The Board of the Foundation be asked to develop operating policies for mutual consideration and discussion with the International Board.

Voted, that this recommendation be adopted.

Recommendation 4. The Board of the Foundation and this Board Committee on Kiwanis Foundation give consideration to possible guidelines for donors so that gifts will be compatible with the Objects of Kiwanis International.

Voted, that this recommendation be adopted.

Report received without objection.

### Public Relations

Chairman Mumford presented the Report of the Committee. This is attached as Exhibit #14.

Recommendation 1. That we de-emphasize the thought of creating an "image" of Kiwanis and instead concentrate on the constant building of a true "Character" of Kiwanis in line with our Objects, letting this "Character," as created, convey its own image to others.

Voted, that this recommendation be adopted.

Recommendation 2. That celebration of the 5000th club in Kiwanis should be held in connection with the charter presentation, instead of the organization date, in order to allow flexibility in planning for the affair.

Voted, that this recommendation be adopted.

Recommendation 3. That, in connection with the celebration of the 5000th club, each Kiwanis club be urged to solicit from the Mayor of their city an official letter to Kiwanis International congratulating them upon their attainment and emphasizing what he feels Kiwanis has meant to his community.

Voted, that this recommendation be adopted.

Recommendation 4. That we plan, as feasible, dependent upon location, etc., to have outstanding people present for the charter presentation of the 5000th club, such as the President of Kiwanis International, International Secretary, other International Officers (if possible), founder Harry Young, the Kiwanis district Governor, the Governor of the state (if possible), and others as deemed practical.

Voted, that this recommendation be adopted.

Report received without objection.

### Property and Supplies

Chairman Glass presented the Report of the Committee. This is attached as Exhibit #12.

Recommendation 1. The 1962 Budget for the Building Maintenance be \$63,737.00 and that this be referred to the Finance Committee for their study and approval.

Voted, that this recommendation be adopted.

Recommendation 2. A six-foot Steel Tape be added to the catalog line, to sell for \$2.00 with reduced prices for quantity orders. Inventory to be increased approximately \$40.00.

Voted, that this recommendation be adopted.

Report received without objection.

### Leadership

Chairman Bucher presented the Report of the Committee. This is attached as Exhibit #9.

Recommendation 1. As a means of building our Kiwanis image, increased emphasis be placed on the importance of publicizing in the local press, radio, and TV the annual achievement reports of clubs and their continuing activities through the year.

Voted, that this recommendation be adopted.

Recommendation 2. This Committee be authorized to proceed with the preparation of a script for use at district conventions to bring home to the average Kiwanian and prospective officers the importance of our leadership training program for securing trained leaders.

Voted, that this recommendation be adopted.

Recommendation 3. The program for the Council Meeting be approved.

Voted, that this recommendation be adopted.

Recommendation 4. This Committee be permitted to retain the matters of training and assistance for divisional chairmen and the evaluation of the effectiveness of divisional chairmen until its studies have been completed.

Voted, that this recommendation be adopted.

Recommendation 5. The Committee on Leadership, with the assistance of other appropriate committees, be given the authority to produce a film for leadership training, this film to be used at the 1962 Council Meeting, at a cost not to exceed \$6,000.00.

Voted, that this recommendation be referred to the Finance Committee.

Report received without objection.

### International Relations

Chairman Osborne presented the Report of the Committee. This is attached as Exhibit #6.

Recommendation 1. The term "International extension" be substituted in all areas where the current reference is to "foreign extension."

Voted, that this recommendation be adopted.

Recommendation 2. The suggested format of a new International Committee on International Relations be approved as attached (Exhibit A) and that the formation of such a committee be proceeded with as expeditiously as possible and be referred to the Board Committee on Laws, Policies and Structure for implementation.

Voted, that this recommendation be adopted.

Recommendation 3. The policies on the organization and administration of Kiwanis clubs outside Canada and the United States be approved as attached in Exhibit B.

Voted, that this recommendation be adopted.

Recommendation 4. The correspondence, together with the policies contained in Exhibit B relative to the establishment of a club in Nassau in the Bahamas, be referred to the Governor of the Florida District for consideration in accordance with said policies.

Voted, that this recommendation be adopted.

Recommendation 5. In the case of inquiry from a reputable resident of a country or territory where no reference is made to a possible interest on the part of a sponsoring club or district, the General Office staff in consultation with the Board Committee on International Relations may begin preliminary exploration with appropriate existing districts of Kiwanis International as to their possible interest in such area.

Voted, that this recommendation be adopted.

Report received without objection.

It was suggested that the Laws, Policies and Structure Committee give consideration to the registering of the name of Kiwanis in foreign countries where such registration is legal and possible.

Chairman Osborne presented the policies on foreign extension to the Past International Presidents. He later reported to the Board that the Past Presidents felt that consideration should be given to protecting the name and emblem of Kiwanis in foreign countries in which we undertake to build clubs. They also raised the question as to whether or not there could be included in the Finance Policies provision that the dues for clubs established in foreign countries shall be determined by the Board of Trustees of Kiwanis International inasmuch as there is the possibility that in some areas dues would have to be higher than those set out in the Constitution and Bylaws. He stated that the Past Presidents felt a very strong set of safeguards had been set up and were generally satisfied with them.

#### Convention and Council

Chairman Bashor presented the Report of the Committee. This is attached as Exhibit #5.

Recommendation 1. The Denver City Auditorium be used for all general sessions of the 1962 convention, except the Sunday evening program, which should be held at Red Rocks Theatre, and the feature entertainment program, which should be held at the University of Denver Stadium. This is dependent, of course, upon weather conditions, and rain location must be established.

Voted, that this recommendation be adopted.

Recommendation 2. That the City of Portland, Oregon, be selected as the site of the 1966 Convention of Kiwanis International, and the dates be set as June 26-30, 1966.

Voted, that this recommendation be adopted.

Report received without objection.

#### Membership Development

Chairman Swain presented the Report of the Committee. This is attached as Exhibit #10.

Recommendation 1. That in connection with the charter presentation meeting of our 5000th club:

- (a) That in cooperation with the district governor, President Witthuhn be invited to present the charter;
- (b) That the only living founder, Harry Young, be invited to attend at the expense of Kiwanis International;
- (c) That Kiwanis International present a club banner to the new club and to the sponsoring club on which the 5000th distinction is indicated;
- (d) That Kiwanis International present a gong and gavel to the 5000th club on which an inscription is engraved and bearing a replica signature of the President of Kiwanis International and the district governor;
- (e) That the Public Relations department strive for full coverage both internally and externally;
- (f) That an effort be made to have every International officer and district governor send congratulatory messages to the new club on the occasion of the charter meeting and that as many of these officers as possible attend the meeting at their own expense.

Voted, that this recommendation be adopted.

Recommendation 2. That the Chairman of the International Committee on New Club Building shall announce at this Council Meeting that there will be special observance made of the 5000th club but that the committee refrain from using this fact in its promotion of new clubs during the early part of the year lest it retard the flow of new clubs.

Voted, that this recommendation be adopted.

Recommendation 3. That a new four-page Proposal for Membership form be provided on card-stock in the approximate size of  $3\frac{1}{2}$ " x  $5\frac{1}{2}$ " and that it be entitled "An Invitation to Consider Membership in Kiwanis"; that it include a prepared message by the president of a club, personal information of the prospective member which he will sign, and space for the endorsement of the proposer.

Voted, that this recommendation be held for further consideration of the Committee as to revision of the form.

The Committee gave this form further study, and submitted revision. This is attached as Exhibit A to the Report of the Committee. Voted, that the revised Proposal be adopted.

Recommendation 4. That after January 1, 1963, no active member of a Kiwanis Club shall be made a privileged member but that all members enrolled in that category on that date be continued and that clubs be urged to make review periodically in an effort to restore privileged members to active membership,

and

Recommendation 5. That a new class of membership be instituted on January 1, 1963, to be known as "Senior Membership" and that this class be characterized as follows:

- (a) That it be awarded to an active member who has been an active member in good standing of one or more Kiwanis clubs for such number of years, not less than fifteen (15);
- (b) That it be awarded to a member upon his written application and that it remain the prerogative of the Board to grant it only after careful scrutiny;
- (c) That reasons for such change to Senior Membership be limited to inability to maintain minimum attendance because of health, business, or other extenuating circumstances;
- (d) That members holding such class of membership be required to attend at least twelve meetings during any calendar year;
- (e) That the number of members holding such class of membership be limited to not more than 10% of the total membership of the clubs;
- (f) That if the member has not been awarded the Legion of Honor distinction prior to being enrolled as a Senior Member, he shall not be eligible to receive this distinction;
- (g) That at the discretion of the Board and the willingness of the member, he may be restored to active membership when circumstances permit.

Referred to the Past International Presidents and District Secretaries, with the request that they consider these recommendations and give their views to the Committee, the Committee to present this matter again at the next Board Meeting.

Recommendation 6. That Rule 8 of the Official Attendance Rules be numbered 8-a and be entitled, "Leave of Absence for Illness, Travel, and Temporary Active Military Service."

Voted, that this recommendation be adopted.

Recommendation 7. That Rule 8-b, entitled "Leave of Absence for Extended Active Military Service" be added in the Official Attendance Rules, as follows:



"The club board of directors may grant a 'leave of absence' to a member who is called to Military Service and he shall be referred to as 'Military Service Member.' The 'leave of absence' shall extend for the period of active military service and the absence of such member will not count against the attendance record of the club. The period of Military Service Membership shall not interrupt a member's previous perfect attendance record.. Any perfect attendance record shall be figured on the basis of a continued record accomplished before and after but not during the period of Military Service Membership. At the discretion of the club board of directors the dues of the member may be waived, and upon proper information on the form provided clubs will not be charged for International or district dues for such members during the period of the 'leave of absence.' Clubs will be charged for the magazine subscription for such members and the magazine will be mailed monthly to the address provided."

Voted, that this recommendation be adopted.

Report received without objection.

#### Publications and Advertising

Chairman Keefe presented the Report of the Committee. This is attached as Exhibit #13.

Recommendation 1. That the Brown and Williamson Tobacco Company proposal to permit use of reply coupons for the purpose of securing programs on the tobacco industry be considered as reasonable and within policies governing advertising in the magazine.

Voted, that this recommendation be adopted.

Recommendation 2. That The Kiwanis Magazine accept land development advertising but that the staff employ unusual care and diligence to assure that such advertising does not contain ambiguous or misleading statements; that the company promoting such developments has good reputation and is financially sound; and that the Board approve in principle the formation of general guidelines for use by the Staff.

Voted, that this recommendation be adopted in principle and that the Committee work out guidelines for the assistance of the Staff.

Report received without objection.

#### Sponsored Youth Organizations

Chairman Moylan presented the Report of the Committee. This is attached as Exhibit #15.

Recommendation 1. That when a statement on "The Kiwanis Image" is finalized, it contain the thought that Kiwanians by their acts are building "The Kiwanis Image" for their sponsored youth organizations.

Voted, that this recommendation be adopted.

Recommendation 2. That the fund-raising policy for Circle K and Key Clubs shall be:

- (a) The fund-raising policies of Kiwanis International.
- (b) All fund-raising projects for the use of Circle K and Key Clubs shall be governed by the principle of service rendered.

Voted, that this be referred back to the Committee for a specific and complete statement of policy which may be passed upon in principle by the Board and then referred to the Laws, Policies and Structure Committee for any revision which might be desired.

Recommendation 3. That the Finance Committee consider the possibility of providing additional travel funds for present staff representatives of the Sponsored Youth Organizations to assist in needed areas.

Voted, that this recommendation be adopted.

Recommendation 4. That a statement in regard to Circle K and Key Club sponsorship be sent the first part of each year to the new Kiwanis President outlining his responsibilities in regard to Circle K and Key Club sponsorship, and that an extra copy be forwarded for use of his Committee Chairman.

Voted, that this recommendation be adopted.

Recommendation 5. The revocation of the 36 inactive Key Club charters recommended by the Key Club International Board be approved.

Voted, that this recommendation be adopted.

Recommendation 6. The revocation of 15 inactive Circle K Club charters recommended by the Circle K International Board be approved.

Voted, that this recommendation be adopted.

Recommendation 7. The Board approve the site of the Circle K International Convention, San Diego, California, and the dates, August 28-30, 1962.

Voted, that this recommendation be adopted.

Recommendation 8. That the official Application for the formation of the Circle K Carolinas District be approved with the understanding that the Bylaws of this district will be submitted for approval of the International Board.

Voted, that this recommendation be adopted.

Recommendation 9. That the Sponsored Youth Departments try to obtain a more suitable symbol than is used on present trophies. If such a symbol cannot be found in manufacturers' stock, that the Kiwanis Supply Department investigate the cost of producing a suitable one.

Voted, that this recommendation be adopted.

Recommendation 10. That approval be granted the Key Club International Board to hold its Mid-Winter Meeting in Chicago, December 27-29, 1961.

Voted, that this recommendation be adopted.

Report received without objection.

#### Administration

Acting Chairman Edward C. Keefe presented the Report of the Committee. This is attached as Exhibit #4.

Recommendation 1. The Committee recommends to the districts that all members of the International Committees on Agriculture and Conservation, Boys and Girls Work, Circle K Clubs, Key Clubs, Public and Business Affairs for Canada, Public and Business Affairs for the United States, Support of Churches in Their Spiritual Aims, and Vocational Guidance be placed on the mailing lists of the respective thirty districts to receive their monthly bulletins.

Voted, that this recommendation be adopted.

Report received without objection.

#### Programs

Chairman Reed presented the Report of the Committee. This is attached as Exhibit #11.

Recommendation 1. The word "Reports" be deleted for the name of the International Committee on Achievement Reports and that this matter be referred to the Board Committee on Laws, Policies and Structure for implementation.

Voted, that this recommendation be adopted.

Recommendation 2. The Kiwanis Awards Program Outline as attached be adopted as guidelines to the development of specific awards which would be approved from time to time.

Voted, that this recommendation be adopted.

Recommendation 3. That Clum Bucher, Clyde Glass, and Larry Hapgood meet with Mr. George Stoll to work out definite details leading to the possible acceptance of the SAY program.

Voted, that this recommendation be adopted.

Recommendation 4. The Inquiry Series be continued for a second series of thirteen tapes.

Voted, that this recommendation be adopted.

Recommendation 5. The Committee be given one-half day for its meeting at the next Board Meeting.

Referred to Finance Committee.

Recommendation 6. That all clubs or districts considering senior housing projects be advised to use extreme caution and be advised of the bylaw provisions and Board policies pertaining to solicitations and fund-raising.

Voted, that this recommendation be adopted.

Report received without objection.

Laws, Policies and Structure

Chairman Tally presented the Report of the Committee. This is attached as Exhibit #8.

Recommendation 1. There be adopted the following Board policy: Any Kiwanis Club formed prior to 1924 and which prior to such date continuously followed and has since continuously followed the practice of meeting bi-weekly without such practice having been specifically disapproved by the Board of Trustees of Kiwanis International, be authorized to incorporate and to vary the relevant provisions of the Standard Form for Club Bylaws to show its meetings as being held bi-weekly.

Voted, that this recommendation be adopted.

Recommendation 2. That the Board adopt the following policy concerning ordering of printed material:

Whenever there is to be printed new material or material in which a major revision is to be made, the cost of which will be \$1,000 or more, the Secretary shall secure three bids from qualified printers and order such material from the printer submitting the lowest bid, other considerations being equal.

Voted, that this recommendation be adopted.

Recommendation 3. The President and Secretary be authorized and directed, as soon as practicable, to recommend a specific lawyer in the Chicago area to be retained as the legal counsel of Kiwanis International, and the Executive Committee, by mail ballot, be authorized to engage such counsel; and further:

(a) That such legal counsel be authorized and instructed immediately to prepare a memorandum for presentation to this Board for the guidance of The Kiwanis Foundation, Inc. and the foundations of individual Kiwanis clubs and districts on the subject of Federal income tax on unrelated income; and further

(b) That such legal counsel be instructed and authorized to render a legal opinion on whether we may properly avoid property taxes on this office property by some such arrangement as conveying the same to The Kiwanis Foundation, Inc. or another charitable foundation to be created, and leasing said property back to Kiwanis International; and further

(c) That such legal counsel be instructed and authorized to prepare a memorandum and letter of instructions which, after approval by this Board, may be transmitted to clubs of Kiwanis International for their general guidance on applying for tax exempt status.

Voted, that this recommendation be adopted.

Recommendation 4. That recently adopted amendments to the Constitution and Bylaws of Circle K International, copies of which can be furnished by the Secretary, be approved.

Voted, that this recommendation be adopted.

Recommendation 5. That the Board adopt the following policy on the subject of election of club officers by the club's board of directors:

That any Kiwanis club which has heretofore followed and is now following the practice of having its club officers elected by its board of directors, without such practice having been specifically disapproved by the Board of Trustees of Kiwanis International, be permitted to continue such practice and to vary the Standard Form for Club Bylaws to permit such practice, provided that opportunity for election from the floor in some reasonable manner be retained.

Voted, that this recommendation be adopted.

Recommendation 6. That the several recent district bylaw amendments regarding district dues, which amendments were not adopted in language consistent with the International Constitution and Bylaws, be not formally approved, and that the districts concerned be advised that further amendments thereto must be made at the next annual district conventions to bring such language into conformance with the International Constitution and Bylaws, but that as to collection of any monies by such districts pursuant to such imperfectly worded amendments is concerned, such districts be advised that, so long as such monies are within the maximum limits allowed by the International Constitution and Bylaws, they may be so collected.

Voted, that this recommendation be adopted.

Recommendation 7. That the recent amendment to the Illinois-Eastern Iowa District bylaws concerning the period of service of the district Key Club Committee from July 1 to June 30 of each year be, consistent with the previous Board action on this specific point, disapproved.

Voted, that this recommendation be adopted.

Recommendation 8. With respect to the Kent, Washington, inquiry concerning a possible violation of Kiwanis trademark or copyright in the matter of a business calling itself the "Circle K Mobile Home Park," that the Secretary of Kiwanis International be instructed to write a letter to responsible Kiwanis officials near the location of said business asking that such officials investigate and informally mediate whether there may be any accommodation between Kiwanis and this business looking toward a change of name of such business, but that the Secretary make it plain that, in our opinion, legal action to force a change in the name of this business would not be successful.

Voted, that this recommendation be adopted.

Recommendation 9. That the index to Board policies, copy of which is distributed to each of you, be approved and adopted.

Voted, that this recommendation be adopted.

Recommendation 10. With respect to the request of the Capital District that this Board give approval to a district project of a memorial library in memory of Paul Lord, that the Secretary of Kiwanis International be instructed to write the responsible officials of such district that, consistently with Article XV, Section 3 of the Standard Form for District Bylaws and Article XII, Section 3 of the International Constitution, this Board approves of such a project, if the district desires such a project, but calls attention to the fact that no obligation can be imposed on any club in any amount of money which, added to other district dues and charges, excluding registration fees paid by those in attendance at district conventions or conferences, would exceed \$5.50 per year.

Voted, that this recommendation be adopted.

Voted, that the matter of voluntary contributions be placed on the agenda for consideration at a future meeting.

Recommendation 11. That there be submitted to the Denver convention an amendment to Article VI, Section 2 of the International Constitution so that the same shall read in its entirety:

"Each district shall hold an annual convention in accordance with the by-laws, unless in any year the International Board shall determine that there exists a condition of national emergency in the United States or Canada or both, and that because of such emergency the holding of such convention would be prejudicial, in which case the International Board of Trustees, by further resolution, shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by such Board of Trustees, any or all business that would normally be transacted by and at such convention."

Voted, that this recommendation be adopted.

Recommendation 12. That the recent amendment to the district bylaws of the Rocky Mountain District relinquishing certain territory of that district prospectively to the Utah-Idaho District, and, prospectively, annexing certain territory from the Utah-Idaho District, not receive the approval of the Board at this time, but that both named districts be informed of the withholding of such approval pending reciprocal action from the Utah-Idaho District that would complete this division of territories.

Voted, that this recommendation be adopted.

Recommendation 13. That the several detailed changes in the Standard Form for Club Bylaws requested for inclusion in the bylaws of the Tampa, Florida, club as detailed in Assistant Secretary Fred Barnes' letter to the Chairman of this Committee, dated October 24, 1961, copy of which is attached to this report for information, be disapproved.

Voted, that this recommendation be adopted.

Report received without objection.

Finance

Chairman Wiegand presented the Report of the Committee. This is attached as Exhibit #16.

Recommendation 1. The Budget adjustments as shown in the body of this report be made.

Voted, that this recommendation be adopted.

Recommendation 2. The First National Bank of Denver be designated as the Convention Registration Fee Depository for the 1962 Convention.

Voted, that this recommendation be adopted.

Recommendation 3. The Convention Department be allowed to purchase aluminum signs at \$499 and the Pitney-Bowes mailing machine at \$565 to be charged to Convention Reserve account.

Voted, that this recommendation be adopted.

Recommendation 4. A flat rate charge of \$25 be established to take care of the meal costs for the ladies in attendance at the Council.

Voted, that this recommendation be adopted.

Recommendation 5. The advertising accounts as shown in the body of this report totaling \$613.40 be written off, and

We accept a partial payment from the Winthrop, Massachusetts Club of \$150 and write off the balance of \$134, and

We remove the balance from the Trimont, Minnesota, Club of \$50.25.

Voted, that this recommendation be adopted.

Recommendation 6. The proposed budget for 1962 be adopted, with an excess of income over expenses of \$31,518.

Voted, that this recommendation be adopted.

Recommendation 7. The Comptroller be given the authority to transfer Canadian funds to the U.S. Depository if these funds are needed for the balance of the year.

Voted, that this recommendation be adopted.

Report received without objection.

12. Treasurer's Report as of September 30, 1961

Treasurer Morris presented his Report as of September 30, 1961. This is attached as Exhibit #17.

13. Appointment of Official Representatives to District Leadership Training Conferences or Mid-Winter Conferences.

Attention was called to the schedule of district meetings. It was stated that it has been the policy to assign an official representative to either the Governor's Training Conference or the Mid-Winter Conference, whichever the Governor and the Counselor agreed would be preferable, but not to both.

14. Next Executive Committee Meeting

The next Executive Committee Meeting was scheduled for January 27 and 28, with the Finance Committee meeting on the morning of the 27th.

15. Next Board Meeting

The next Board Meeting scheduled for April 13 and 14, with Finance and Board Committees meeting on the 13th, these meetings to be held in Ottawa, Ontario should a Parliamentary Luncheon or Dinner be held.

16. Other Business

Farm-City Week Committee

President-Elect Tucker reported that he planned to submit his resignation to the National Farm-City Board at its next meeting, with the understanding that Larry Hapgood will continue serving on the Board as its Secretary.

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Following a luncheon meeting with the Committee of Past Presidents, when a report of this committee was presented by Chairman Albert J. Tully, it was Voted to withdraw the proposed amendment to Article X, Section 1, of the International Bylaws, and that the Board adopt in lieu thereof the policy of increasing Board representation on the Resolutions Committee, short of a majority, as a means of assuring that resolutions presented to the delegate body shall represent the current thinking of the organization.

Minutes of meeting of Committee of Past Presidents attached as Exhibit #18.

Adjournment.



MESSAGE OF THE PRESIDENTTO THEINTERNATIONAL BOARD OF TRUSTEESOctober 27, 1961

The trip to Germany as a guest of Radio Free Europe was not only interesting, but extremely enlightening, including a two hour tour in East Berlin. I am grateful to this Board for their approval of this trip.

Since our last meeting six district visits have been completed. These visits centered around small clubs, as well as large clubs. I saw clubs in action and it is my pleasure to report that all of the areas are functioning in the manner that we expect of Kiwanians. In most areas membership increase still presents the real problem. However, all areas recognize the problem and I feel that with the impetus of the past six months there will be an improvement in existing clubs. All districts visited claim they will reach or exceed the quota set last October. However, I concluded we must continue to exert pressure in this direction.

Foreign extension is always discussed. The club members are anxious for the procedures to be followed. I feel that an early conclusion in this regard is very desirable in order to crystallize the thinking of all concerned.

Reports of conventions attended by the various Board members have been scrutinized in detail. These reports together with transmittal letters indicate that all of you have performed well. I commend you and thank you for the efforts you have put forth.

At the last meeting of this Board each member received a copy of the report of the Committee on Kiwanis Organization and Administration with the suggestion that the report be studied. This matter will be discussed fully on next Saturday night at the long range planning dinner. I have also requested the Committee of Past Presidents to give the Board the benefit of their thinking and recommendations concerning this report at their meeting next Sunday.

The last meeting of the Board of the Kiwanis Foundation held August 1-2, 1961 approved changes in the composition of the Foundation Board and also authorized amending the Articles of the Corporate Structure to properly qualify as a "not for profit" corporation within the laws of the State of Illinois. The Foundation Committee of this Board should study the amended bylaw provision governing the election of special members of the Foundation and alert this Board as to its responsibility for choosing these men on the basis of their special qualifications to serve in such capacity. The Board Committee should also undertake jointly with the Foundation to formulate a policy whereby projects approved and accepted by this Board and financed through grants made available and contributed to the Foundation for specific purposes will not be held in abeyance but used for the promotion of such activities. The offer of the SAY Foundation of Louisville was referred to the Board Committee on Programs. If this is accepted we must first be in position to guarantee Mr. George Stoll, the donor, before any funds are received by the Foundation, that Kiwanis will undertake the activity in accordance with terms and conditions agreed upon.

Since this Board at its last meeting approved a new policy in relation to conclusions of the Resolution, it has been requested by members of the Resolutions Committee that this Board initiate such resolutions as seem pertinent. Also, Districts and clubs should be encouraged to submit resolutions.

To Chairman Bucher and the Board Committee on Leadership, I wish to pay my compliments and personal thanks for the high quality of planning done in their preparation of the Council Program. It reflects penetrating thought and tireless effort that merit special commendation.

#### RECOMMENDATIONS

1. That the Board Committee on Kiwanis Foundation alert the Board as to its responsibility for electing special members of the Kiwanis Foundation, Inc. under the amended bylaw provisions adopted by the Foundation Board.
2. That the Board Committee on Kiwanis Foundation jointly with the Foundation Board formulate a policy whereby projects approved by this Board for financing through the Foundation can be implemented expeditiously.
3. That the Board Committees on Programs, Public Relations, and Sponsored Youth Organizations be requested to submit for Board discussion subject matter with intent for the consideration of the Resolutions Committee in preparing its report for the Denver Convention.

I. R. WITTHUHN  
President

REPORT OF THE SECRETARY  
TO THE  
INTERNATIONAL BOARD OF TRUSTEES

October 27, 1961

The first quarter of this administration has laid a firm foundation for a challenging 47th Anniversary year. Programs formulated by 1962 International committees are compelling and timely. The Council program, through which they will be presented next week, offers many new and exciting innovations. Reports from district conventions indicate a high level of enthusiasm and aggressive planning. The extension of Kiwanis into new communities continues at a pace unequaled since 1955. Membership growth stems entirely from this source. How to resolve the problem of excessive turnover in established clubs remains a paramount concern.

COUNCIL  
PROGRAM

A copy of the Council program is in the folder before you. It will be reviewed in detail by Chairman Bucher when the Board reassembles tomorrow. Our compliments and thanks are extended to Clum, and his committee for the excellent format they have developed to give high visibility to the programs of 1962 committees. To Chairman Reed and his Committee on Programs we are greatly indebted for a dramatic film production on the Administrative Theme and Programs of Service. This is exceedingly well done in a highly professional manner. Thirty prints have been purchased to be available at the Council, and offered to districts at the cost price of \$56.00 each. This year, with earlier preparations, advanced mailings of their respective leadership training outlines, model agenda, manuals and related materials have been possible to district governors-designate and 1962 lieutenant governors. On November 1 we will begin mailings to 1962 club presidents, addressed to the current club secretaries, and plainly marked for delivery to the president-designate. This procedure is necessary since most of the club election reports have not yet been filed.

We regret the absence of Vice-President Robertson and Past Presidents Armstrong, Cummings, Donley, Hixson, and Raney, who for personal reasons must forego this Council meeting. All other members of the Council will be in attendance. Reservations have been made for all committee chairmen, all district secretaries and 110 ladies. Doris Witthuhn has planned an attractive schedule of events for the ladies. They will also share in evening functions of the Council, the opening session and luncheon on Monday, the Tuesday luncheon and the closing session Thursday. No other week in our annual calendar can match the choice opportunity for Kiwanis fellowship, inspiration and dynamic planning that the Council affords.

DISTRICT  
CONVENTIONS

Registered attendance at district conventions in terms of clubs officially represented reached an all-time high this year. Only eight districts reported fewer clubs participating than last year. In the over-all total were 3,955 clubs represented by 20,742 men and 10,198 women - a combined total of 30,940 as compared with 27,015 a year ago. The percentage of clubs not represented was 18.7%. A comparison of this year's registrations with 1960 conventions is given as follows:

DISTRICT	1960				1961			
	CLUBS REPRE- SENTED	MEN	WOMEN	TOTAL	CLUBS REPRE- SENTED	MEN	WOMEN	TOTAL
Alabama	57	393	64	457	52	220	100	320
California-Nevada-Hawaii	348	1,671	920	2,591	368	3,049	1,053	4,102
Capital	136	477	245	722	139	429	226	655
Carolinas	100	530	333	863	107	397	196	593
Florida	138	936	394	1,330	152	1,012	664	1,676
Georgia	111	541	337	878	111	1,110	404	1,514
Illinois-Eastern Iowa	198	890	160	1,050	181	842	277	1,119
Indiana	107	306	230	536	105	300	256	556
Kansas	73	417	125	542	81	837	317	1,154
Kentucky-Tennessee	122	598	247	845	122	682	116	798
Louisiana-Miss.-West Tenn.	91	623	327	950	83	550	451	1,001
Michigan	170	698	244	942	179	601	197	798
Minnesota-Dakotas	80	289	163	452	87	295	140	435
Missouri-Arkansas	113	545	225	770	134	433	198	631
Montana	31	377	337	714	31	194	143	337
Nebraska-Iowa	68	303	141	444	91	482	294	776
New England	166	456	310	766	173	561	354	915
New Jersey	147	688	335	1,023	150	877	381	1,258
New York	213	642	190	832	241	1,453	915	2,368
Ohio	229	1,292	404	1,696	241	1,062	378	1,440
Ontario-Quebec-Maritime	148	428	311	739	160	542	435	977
Pacific Northwest	206	921	794	1,715	208	824	500	1,324
Pennsylvania	165	559	265	824	157	654	336	990
Rocky Mountain	62	553	204	757	53	234	164	398
Southwest	60	505	361	866	66	930	428	1,358
Texas-Oklahoma	213	819	415	1,234	226	845	437	1,282
Utah-Idaho	53	664	511	1,175	55	376	326	702
Western Canada	53	202	129	331	48	241	219	460
West Virginia	46	225	100	325	52	257	164	421
Wisconsin-Upper Michigan	104	458	188	646	102	453	129	582
Total	3,808	18,006	9,009	27,015	3,955	20,742	10,198	30,940

REAL ESTATE  
TAX APPEAL

As previously communicated to the Board, on September 11 the Supreme Court of Illinois handed down its opinion on our appeal for exemption from the payment of real estate taxes. The Supreme Court upheld the lower court in denying our injunction against the County Treasurer. There is no appeal from the decision of the Supreme Court of the State on property taxes. The tax bills in question are in the amounts of \$25,184 for 1959 and \$27,713 for 1960, based on an assessed valuation of \$593,689. Our attorney feels that although no reduction is possible in the assessed valuation of bills already rendered, it is possible that a lower valuation can be obtained on future statements in view of the single purpose design and exclusive use of our building by a nonprofit organization. We have recently learned that the adjoining property occupied by the Kungsholm Restaurant, under lease to Fred Harvey, is being offered for sale by the estate. Their tax bill last year was \$16,300, based on land area of 11,250 sq. ft. or one-half of the area we cover. It is of interest to note that the ground value on which the sale price is predicated is \$30.00 a sq. ft. or \$310,500. Kiwanis paid \$15.00 a sq. ft. or \$335,000 for the site it occupies. With the completion of the new eight-story headquarters building of the

American College of Surgeons on the opposite corner of Erie Street, which work has now started, it is safe to say that the value of the land Kiwanis purchased has doubled since that time.

MEMBERSHIP  
DEVELOPMENT

During the past ten months 154 new clubs have been completed against a goal for the year of 176, adopted at the Council last year. A year ago at this time 108 new clubs had been organized, and the year before 107. It is gratifying that all districts except one have shared in this year's advance with at least one new club. Twenty-six districts have chartered two or more clubs. In percentage of district gains, Florida, Southwest and Ohio lead with 9.03%, 6.94%, and 5.49% respectively, as compared with an average of 3% for all districts. Numerically the top four districts are California-Nevada-Hawaii with 23 clubs; Ohio 15; Florida 14, and Pacific Northwest 11. The attendance of field representatives at many district conventions has helped to stimulate enthusiasm for new club building. Scores of prospective communities have been reported where negotiations are now under way. Since the September meeting of the Executive Committee, the following clubs have been added:

<u>Club</u>	<u>Date Completed</u>	<u>Membership</u>
Valcour, Plattsburgh, New York	9-18-61	25
Wilburton, Oklahoma	9-18-61	25
Jack London Square, Oakland, California	9-20-61	34
Ashville, Ohio	9-28-61	29
La Rue, Ohio	9-28-61	27
The Port Jeffersons, New York	10- 2-61	25
Charlotte-Eastern, North Carolina	10- 3-61	32
Des Moines-South Town, Iowa	10- 3-61	35
Land O'Hills, Beckley, West Virginia	10- 3-61	26
The Rice Belt, Bay City, Texas	10- 3-61	25
Lakeside, Chattanooga, Tennessee	10- 5-61	29
Pembroke, North Carolina	10- 6-61	29
Ringsted, Iowa	10-10-61	31
Alta Loma-Cucamonga, California	10-12-61	25
Florence-Pee Dee, South Carolina	10-12-61	37
Park River, North Dakota	10-12-61	30
Muscle Shoals, Alabama	10-19-61	31
Smith River, California	10-23-61	27
Keene, New Hampshire	10-24-61	33
Sarasota South, Florida	10-24-61	27
Ile Jesus, Quebec	10-25-61	26
Winneconne, Wisconsin	10-25-61	28
Westerville, Ohio	10-25-61	26
Daffodil Valley, Puyallup, Washington	10-25-61	35

The total number of clubs today is 4924, of which 31 are inactive. Four charter revocations are recommended for Board action at this time which, if approved, will leave a total of 4920. Prospects are promising for an additional 40 clubs in November and December which would start the new year with 4960 clubs - 40 short of 5000. Based on this year's experience, we should reach the 5000th club goal about April 1.

Rotary International in its recent Convention Proceedings reported a total of 5315 clubs in the United States and Canada including Alaska and Hawaii. In

these two countries during the past five years Rotary has had a net increase of 374 clubs as compared with a net increase in Kiwanis of 680.

The total dues-paying membership on October 26 was 255,702. In addition there are 3130 honorary members who receive The Kiwanis Magazine, or a total of 258,832. A year ago we reported a total of 252,372 dues-paying members and two years ago 249,353. The net gain this year of 3330 is 261 greater than the previous year of 3069, and 645 larger than 1959, when the gain was 2585. Last year 904 clubs had a membership of 25 or less; currently there are 947 clubs in this category. This trend is largely due to the number of new clubs being formed with the minimum requirement. Special attention is being paid to clubs which presently number 155, having a membership of only 15 or less. Over the past five years our membership gain has been 15,636 or 6%. Again it is observed that Rotary's experience, as reported in their 1961 Convention Proceedings, follows the same pattern. Their total increase for this period in the United States and Canada has been 19,614 or 7% of the total reported in 1956. The proceedings show their current membership for this region as 297,657.

Recent activation of several military reserve units has brought numerous inquiries from clubs concerning the reinstatement of Military Service membership for members called for active duty. In our Attendance Rules "Leave of Absence" is now limited to a period not exceeding six months. It is recommended that the Board Committee on Membership Development review the need for some special provision to maintain the standing of such members during the time they are in service and unable to attend Kiwanis meetings.

CQ CQ programs are still being instituted. The Southwest District is beginning a district-wide promotion culminating the last week in November. Fremont, Ohio launched the program last week for which they ordered 5000 CQ leaflets for circulation in this city of less than 20,000 population. A new edition of the CQ kit for 1962 will be prepared immediately following the Council. Request cards and information sheets on the 1962 CQ program will be included in the President's kit of materials going out next week. The following is a summary of CQ operations to date:

<u>As of 12-31-60</u>	<u>Additional in 1961</u>	<u>Grand Total</u>	
1,036	293	1,329	clubs ordering CQ material
1,346,010	312,345	1,658,355	adult CQ leaflets purchased
20,757	3,887	24,644	posters purchased
277	51	328	records purchased
65	25	90	slides and films purchased

"INQUIRY" Six programs of the 13 scheduled for broadcast have been taped and delivered in the radio series "Inquiry." The subjects discussed in the first six programs are -

1. The Electoral College and the Fifth Amendment.
2. Are We Losing Our Prestige Abroad?
3. The Decay of the City.
4. Delinquency - Actual or Statistical?
5. Is College for Everyone?
6. America - A Female Dominated Society?

Forty firm orders for the series have been received to date. Twenty-four other clubs have requested tapes for listening before scheduling the series. "Inquiry"

should be a major promotion of CQ next year. At the Council we will have an opportunity to set the stage for its impact in local communities. It offers a tremendous potential - both as a stimulant to local discussion groups and also in its effect on a vast listening audience. Although it is too soon to judge whether the program should be continued for another 13-week segment, WGN is interested in discussing this further before the end of the year. Plans for a second series would need to be started by early December so that WGN, and other stations now scheduled, could continue the program without interruption. It is recommended that the Executive committee be requested to review all the facts in the light of the response from our clubs by December 1 and decide at the time whether to continue with additional programs to follow the present series.

NATIONAL PURPOSE  
SURVEY

Of 850 clubs committed to participate in the National Purpose project, 153 have already submitted reports.

Additional requests are still coming in almost daily.

We should reach the goal of 1000 clubs before the end of the year. This program has received the highest praise by many and sincere condemnation by a few. In almost every instance objections have been overcome and routine questions answered to the satisfaction of those seeking further information. Some clubs have decided to continue the discussion beyond the conclusion of the actual survey. Two college professors in Social Studies have asked to use the material in their classrooms as discussion guides. A few Key Clubs, at their request, have been provided with the outlines although not for inclusion in the research figure.

SENIOR CITIZENS  
HOUSING

In recent weeks there has been a growing list of clubs making inquiry as to the attitude and policy of Kiwanis International where the club is proposing to enter into

a major Senior Citizens Housing development. Canadian clubs were the first to enter this field of housing. It was due largely to the availability of matching government funds for use by local project committees. This has only recently been possible in the United States under the Housing and Home Finance Agency of FHA. The purpose, as stated by this agency, is to make direct loans to private nonprofit corporations, public agencies and consumer cooperatives for housing designed especially for the elderly. Such funds are administered by the Community Facilities Administration which is a part of the Housing and Home Finance Agency. Requests have come to us recently from such clubs as Oak Park and Peoria, Illinois; Baton Rouge, Louisiana; West Pensacola and Upper Keys-Tavernier, Florida. Typical of the information they seek is the following request from the West Pensacola club: "We need and respectfully request the moral support of Kiwanis International by way of a letter, or resolution, and an approval of our project insofar as state and International can give, together with assistance in advertising in Kiwanis publications and for the promotion of the project."

In this instance the club contemplates a project in which the major portion of the facilities would be set aside to serve retired Kiwanians. In the past we have worked on the premise that a local club was an autonomous unit and therefore had every right to make its own decision on the promotion of any activity. We are now faced to some degree at least, with a request for International guidance on the feasibility of a club project which involves hundreds of thousands of dollars, and in the case of the West Pensacola club, an activity involving almost \$3 million. It would seem that careful consideration should be given to developing some helpful guidelines which would assist the local clubs in reaching a sound decision in endeavors of such magnitude.

SPONSORED YOUTH  
ORGANIZATIONS

Healthy growth continues in our two Sponsored Youth organizations. Since the reopening of the school year this fall 24 new Key Clubs have been completed and five new Circle K Clubs. The total number of active Key Clubs is now 2110, and the total of active Circle K Clubs is 320. On our inactive rolls we are carrying 101 Key Clubs and 39 Circle K Clubs. The Key Club International Board has recommended the revocation of 36 charters of clubs that have been inactive for two years or more. Similarly, Circle K International officers recommend the revocation of 15 charters at this time. Efforts are being made to reactivate the remaining clubs not meeting. The addition of Robert McAllister to our Key Club staff on October 9 will soon relieve Frank McCabe of much of the detail work he has been carrying and enable him to assume broader responsibilities as Director of Youth Services. The Key Club International Board has requested approval for a midwinter meeting in Chicago during the Christmas holidays, December 27-29.

KIDS' DAY

The twelfth annual promotion of Kids' Day was held on September 23. It is too early to gauge with any degree of accuracy the full scope of this year's participation. However, on the basis of early returns and press clippings received, the results appear to fully equal any previous observance of this event. There was a substantial increase in the number of Kids' Day kits requested by clubs this year, a total of 2164 being mailed. Reports filed to date show 89 United States and Canadian Air Force bases cooperated with 157 clubs in entertaining over 550,000 youngsters. Other forms of entertainment reported by 308 clubs involved 175,000 boys and girls. The latter figure at this writing is down 15% from last year. In fund raising 356 clubs collected \$535,000 which is up 15% from last year. A final and more complete tabulation will be obtained when the summary page sent out to all clubs with the annual Achievement Report form is filed in January.

THE KIWANIS  
MAGAZINE

Within recent months three articles scheduled in The Kiwanis Magazine have been accepted for reprinting by Reader's Digest. These included "California's Artful Tax Cutters" which appeared in August, "The Fighting Salvation Army" published in October, and "A Prophet for the Peace Corps" which will appear in the December-January combined issue. Other articles scheduled for the combined issue include "A Forecast for Small Business" by the Business Editor for the New York Times, a section on "New Age of Machines," a story Behind the Classification featuring a well-known cartoonist and Kiwanian, George Wolfe, and a Symposium by six experts discussing "What Kiwanis Can Do" in pertinent fields of club activity. Following the Council next Friday a magazine presentation luncheon will be held in the Sheraton for top agency executives, advertisers and prospective advertisers in the Chicago area. It is hoped that, in addition to members of the Board Committee on Publications, other officers who plan to remain in the city until Friday, will participate in this function.

CLUB SUPPORT  
MATERIALS

During the past year we have devoted considerable attention to bringing our library of club committee material up to date. Much detailed work has gone into revising old bulletins, discarding some and adding others which appeared to be needed. We now have an excellent library of useful materials, attractively reproduced. The growing demand for these materials is indicated in the total number of literature orders processed as of the middle of October during the three-year period 1959-1961 -

As of October, 1959	5,876 orders
As of October, 1960	9,501 orders
As of October, 1961	14,083 orders



Among the factors that have affected this growth are -

1. The distribution of the new Bibliography this year and the provision of order cards for requesting materials.
2. The inclusion of coded numbers in certain of the 1961 committee programs.
3. The availability of bulletins not previously obtainable.

The next general area in which we need to move is the development of activity support material which clubs can purchase through the Supplies Department. These would include certificates and plaques for recognition programs, posters, hand-out leaflets, decals, etc. Although many of these would be self-liquidating, it will occasionally be desirable to develop activity materials which are not. In most instances very little money will be involved. Some method should be devised whereby the Board Committee on Programs could approve such items since the Supplies Department is only indirectly concerned from a standpoint of inventory and proper accounting. Timing is an important factor in getting the best possible response from clubs. Agreement between these two committees to expedite the release of such materials would facilitate such promotion.

#### CONVENTION SURVEYS

Survey data on convention facilities in Portland, Oregon and Dallas, Texas has been prepared and submitted to the Board Committee on Conventions. A decision should be reached at this meeting of the Board in the selection of the host city for 1966. To protect our requirements for auditorium, meeting rooms, and hotel accommodations during the dates we prefer we should plan five years in advance.

#### PARLIAMENTARY LUNCHEON

Through the good offices of Trustee Osborne discussion has been held with the Ottawa, Ontario club concerning the joint sponsorship of a Kiwanis Parliamentary Luncheon or Dinner at the time of our spring Board meeting. The club has suggested that this be scheduled prior to Easter, and a tentative booking has been made of the facilities of the Chateau Laurier, for April 13, the Friday preceding Holy Week, subject to the Board's approval. In the event that a spring General Election is called in Canada and Parliament is not in session, such commitment can be canceled and the Board meeting held in Chicago. A decision confirming this arrangement should be made at this time and the Ottawa club advised accordingly.

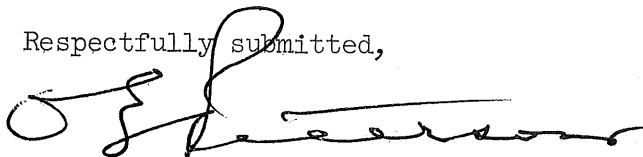
#### RECOMMENDATIONS

Your Secretary cordially recommends:

1. That the Board Committee on Membership Development review the existing need for reinstating some form of Military Service Membership.
2. That the Executive Committee be requested to review the response from clubs to the radio series INQUIRY by December 1, and if warranted, authorize an additional segment of programs in cooperation with WGN, Inc. to follow the current series after January 1, 1962.
3. That the Board Committee on Programs consider developing a set of guidelines to assist clubs interested in sponsoring Community Housing projects for elderly people.

4. That the Board Committee on Sponsored Youth Organizations consider the request of the Key Club International Board to hold a midwinter meeting in Chicago, December 27 - 29.
5. That the Board Committee on Sponsored Youth Organizations give consideration to the revocation of 36 Key Club and 15 Circle K club charters inactive for two years or more.
6. That the Board Committees on Programs and Supplies jointly devise means for facilitating the preparation and release of activity support materials approved by International Committees for sale or free distribution to clubs.
7. That the Board Committee on Conventions recommend the selection of the host city for the 1966 International Convention.
8. That the Board approve the joint sponsorship with the Ottawa, Ontario, club of a Kiwanis Parliamentary Luncheon or Dinner on April 13, 1962.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'O. E. Peterson', written in a cursive style.

O. E. PETERSON, Secretary

CONSIDERATION AND ACTION OF GENERAL OFFICE ACTIVITIES

a. Change of Territorial Limits of Established Clubs:

Santa Fe Springs, California	Wyandot, Bethel, Kansas
Lakewood, Colorado	Omaha, Nebraska
Kauai, Hawaii	Mecklenburg, Charlotte, North Carolina
Addison, Illinois	Wade Park, Cleveland, Ohio
Girard, Illinois	McKees Rocks, Pennsylvania
Northlake, Illinois	

b. Multiple Memberships Allowed in Established Clubs:

Oxnard, California - additional member from Oxnard Press-Courier  
 West Hollywood, California - additional member from Arrow Market  
 Milwaukee, Wisconsin - additional member from Wisconsin Telephone Company  
 Atlanta, Georgia - additional member from Trust Company of Georgia  
 Sandy Springs, Georgia - additional member from Southern Bell Telephone & Telegraph Company  
 Oklahoma City, Oklahoma - additional member from Dead Shot Chemical Company  
 Louisville, Kentucky - additional member from Liberty National Bank & Trust Company

c. Elimination of Membership of Not Meeting Clubs:

<u>Club</u>	<u>Membership</u>
Cameron, Texas	10
Robinson Township, Pennsylvania	12
Bridgewater, Nova Scotia	29
Lake City, Michigan	13

d. Organization of New Clubs, including Territorial Limits, Charter Memberships, and Multiple Memberships:

<u>Club</u>	<u>Territorial Limits</u>	<u>Charter Membership</u>	<u>Multiple Membership</u>
Chatsworth, Los Angeles, California	On the east - Corbin Avenue extended north to Los Angeles City Limits, on the north - Los Angeles City Limits, on the west - the Los Angeles City Limits, on the south - Roscoe Boulevard.	25	None
Civic Center, San Jose, California	That portion of the City of San Jose lying south of Bayshore Highway, north of Taylor Street extended west to Polhemus Street and the Alameda, thence north following the Alameda and the San Jose City Limits to Bayshore Highway.	31	3 from County of Santa Clara 3 from City of San Jose

<u>Club</u>	<u>Territorial Limits</u>	<u>Charter Membership</u>	<u>Multiple Membership</u>
Herlong, California	South boundary of High School District and on the west the Summit of Sierra Nevada Range, on the north and west to Milford and east to State Line.	26	None
Jack London Square, Oakland, California	That portion of the City of Oakland lying south of Eighth Street north of the Estuary west of 23rd Avenue and east of Market Street.	34	4 from County of Alameda, California
The Golden City, Santa Ana, California	That portion of the City of Santa Ana lying north of First Street and east of Main Street.	27	3 from Santa Ana Unified School District
Westchester, Bakersfield, California	That geographical area contained within the following boundaries, to wit: Commencing at the intersection of Oak Street and 19th Street, in the City of Bakersfield, California, and east along 19th Street to the intersection of said 19th Street with U. S. Highway 99; thence an imaginary line extending due north from the last said intersection until same shall intersect with the south bank of the Kern River Channel; thence in a generally westerly direction along a point located directly opposite of the present northern terminus of the afore-said Oak Street; thence south along Oak Street to the aforementioned 19th Street intersection.	52	2 from Retail Credit, Inc.
Bradenton-Desoto, Florida	That portion of Manatee County that lies south of Cortez Road and east of 86th Street, west.	29	4 from Manatee Junior College
Miami-Bayside, Florida	That portion of the corporate limits of Miami that lies south of 8th Street SW and SE and east of 12th Avenue SW.	54	2 from Life Insurance Company of Georgia

<u>Club</u>	<u>Territorial Limits</u>	<u>Charter Membership</u>	<u>Multiple Membership</u>
Tampa-International Airport, Florida	That portion of the corporate limits of Tampa that lies north of Grand Central Avenue and west of Dale Mabry Highway.	32	2 from Jim Walter Corp. 2 from Tampa Electric Company 3 from Central Bank of Florida
Villa Rica, Georgia	Corporate limits of Villa Rica, Georgia.	27	2 from Berry's Pharmacy, Inc. 5 from Powell-Berry Powell Clinic
West Kauai, Hanapepe, Kauai, Hawaii	An area west of a north to south line from Haena to Spouting Horn.	28	6 from Chance Vought Corporation
Itasca, Illinois	An area bounded on the north by Devon Avenue, on the east by a north-south line running one (1) mile south of Itasca, on the west by a north-south line running two and one half ( $2\frac{1}{2}$ ) miles from Itasca.	25	4 from Lake Park High School
Stone Park, Illinois	Stone Park Corporate Limits.	25	None
New Haven, Indiana	Adams Township, Indiana.	26	2 from Purvis Drug Store 2 from New Haven Public Schools 2 from Schoppman & Stelhorn Insurance Agency
Merle Hay, Des Moines, Iowa	Polk County, Iowa, north of Urbandale Avenue and west of Harding Road (20th Street).	41	None
Bonner Springs, Kansas	The corporate limits of Bonner Springs, Kansas.	25	2 from Lone Star Cement Corporation
Liberty, Kentucky	Casey County, Kentucky.	27	2 from Casey County Cheese Company 2 from Liberty Grill
South Rockwood, Michigan	Berlin Township, Monroe County, Michigan.	25	4 from F. W. Ritter & Sons Co. (Clay Products) 2 from Detroit Edison Co. 2 from Whitehead & Kales (Structural Steel)
Omaha-West Side, Nebraska	Blondo Street on the north, 72nd Street on the east, Vinton Street on the south and city limits on the west.	33	2 from Western Electric

<u>Club</u>	<u>Territorial Limits</u>	<u>Charter Membership</u>	<u>Multiple Membership</u>
Henderson, Nevada	City of Henderson, Nevada.	26	3 from City of Henderson, Nevada
Point Pleasant Borough, New Jersey	Point Pleasant Borough, Point Pleasant Beach and Bayhead.	32	3 from Board of Education
Wall Township, New Jersey	Wall Township, New Jersey.	34	2 from Jersey Central Power & Light Company 2 from Fred Hansen & Sons
Charlotte-Eastern, North Carolina	That portion of the corporate limits of Charlotte, North Carolina which lies east of Highway 49 and north of High- way 16.	32	2 from The Cole Manu- facturing Company
Belpre, Ohio	Belpre Township, Ohio.	27	2 from Union Carbide Metals Company 2 from U. S. Post Office
Upper Sandusky, Ohio	Upper Sandusky and a radius of five miles.	30	2 from Millington Manu- facturing Co. (Plastics)
Claremore, Oklahoma	Corporate limits of Claremore, Oklahoma.	26	3 from Oklahoma Military Academy
Wilburton, Oklahoma	Corporate limits of Wilburton, Oklahoma.	25	8 from Eastern Oklahoma A & M College
Stayton, Oregon	A radius of three miles of Stayton city limits.	25	None
Freeport, Pennsylvania	The Borough of Freeport, Pennsylvania, Buffalo Township, South Buffalo Township, and Allegheny Township, Pennsylvania.	28	2 from Pittsburg Plate Glass 5 from Freeport Area Schools
Philadelphia- Cedarbrook, Pennsylvania	That portion of Metropolitan Philadelphia which lies south of Church Road, west of Wash- ington Lane, north of Stenton Avenue and east of Paper Mill Road.	25	2 from Hutchinson Rivinus & Company
Crockett, Texas	City limits of Crockett, Texas.	26	None
The Rice Belt, Bay City, Texas	All of Matagorda County, Texas except the Tincup Com- munity and the territory within a five mile radius of same.	25	2 from Phillips Petroleum Company 5 from Board of Education

<u>Club</u>	<u>Territorial Limits</u>	<u>Charter Membership</u>	<u>Multiple Membership</u>
Lakeshore, Sault Ste. Marie, Ontario	Sault Ste. Marie and a radius of twelve miles on the Canadian side.	26	2 from Algona Adjusters, Ltd. (Insurance) 2 from Hyland Radio-TV, Ltd.

e. Clubs Incorporated:

Abbeville, Alabama	Mandan, North Dakota
Ardmore, Oklahoma	Marcus Whitman, Walla Walla, Washington
Beaches, Toronto, Ontario	Marion, Kentucky
Bowmanville, Ontario	McGregor, Iowa
Brook Park, Ohio	Melvin, Iowa
Burley, Idaho	New Canaan, Connecticut
Capital City, Tallahassee, Florida	Norton, Virginia
Cedarbrae, Scarborough, Ontario	Orofino, Idaho
Civic Center, San Jose, California	Phil-Mont, Philadelphia, Pennsylvania
Cloquet, Minnesota	Ranch Mart, Leawood, Kansas
Columbia, Portland, Oregon	Rice Lake, Wisconsin
The Copper Country, Houghton, Michigan	River Oaks, Texas
Danvers, Massachusetts	Roxboro, North Carolina
Derby, Kansas	Santa Barbara Coastal, California
Edgewood, West Covina-Covina, California	Santa Maria Valley, California
Fort Myers, Florida	Shelby, Montana
Fountain Valley, Pueblo, Colorado	Sierra, Oakhurst, California
Fredonia, New York	South Montgomery, Alabama
Hollypark, Los Angeles, California	Southwest Little Rock, Arkansas
Humber Valley, Toronto, Ontario	Toledo, Illinois
Ishpeming, Michigan	Vancouver, British Columbia
LaJunta, Colorado	Victorville, California
Lake Wales, Florida	Wade Park, Cleveland, Ohio
Little Falls, Minnesota	Warr Acres, Oklahoma
Lodi, New Jersey	Washington, New Jersey
London, Ontario	Woodstock, Ontario
Long Branch, New Jersey	

f. Foundations Incorporated:

Austintown, Ohio - Austintown Kiwanis Youth and Community Service Fund, Inc.
Denby, Detroit, Michigan - The Denby Kiwanis Foundation, Inc.
Edmonton, Alberta - Edmonton Kiwanis Projects Finance Committee
Fenton, Michigan - Rex Roberts Kiwanis Educational Fund of Fenton
Northside Atlanta, Georgia - Northside Kiwanis Foundation of Atlanta, Inc.
South Bend, Indiana - Kiwanis Foundation of South Bend, Inc.
Victoria, British Columbia - Kiwanis Village Society of Victoria, British Columbia
West Hollywood, Florida - Kiwanis Club of West Hollywood Youth Foundation, Inc.

g. Additional Circle K Clubs Completed:

<u>Circle K Club</u>	<u>Kiwanis Sponsor</u>
Findlay College, Findlay, Ohio	Findlay, Ohio
Clemson College, Clemson, South Carolina	Seneca-Clemson, South Carolina

g. Additional Circle K Clubs Completed, continued

<u>Circle K Club</u>	<u>Kiwanis Sponsor</u>
Chowan College, Murfreesboro, North Carolina	Ahoskie, North Carolina
Juniata College, Huntingdon, Pennsylvania	Huntingdon, Pennsylvania
Bradford Durfee College of Technology, Fall River, Massachusetts	Fall River, Massachusetts

h. Additional Key Clubs Completed:

<u>Key Club</u>	<u>Kiwanis Sponsor</u>
Rome Free Academy	Rome, New York
Borah High School	Capital City, Boise, Idaho
Clinton Central High School	Clinton, New York
Saint Augustine High School	Kalamazoo, Michigan
Christopher Columbus High School	Tamiami, Miami, Florida
Springbrook High School	Silver Spring, Maryland
Southside High School	Florence, South Carolina
Southeast High School	Manatee, Bradenton, Florida
Moirra Secondary School	Belleville, Ontario
Dallas High School	Dallas, Oregon
Troy High School	Troy, Kansas
Lewistown High School	Lewistown, Pennsylvania
Northfield-Macedonia High School	Northfield-Macedonia, Ohio
Mission High School	Mission, Texas
Renfrew Collegiate Institute	Renfrew, Ontario
Calvert Hall College	Loch Raven, Maryland
Wilson Joint High School	Reading, Pennsylvania
Amherst Central Senior High School	Amherst, New York
Ruidoso High School	Ruidoso Valley, New Mexico
Lathrop High School	Borealis, Fairbanks, Alaska
Wendell L. Willkie High School	Elwood, Indiana
Seaford High School	Seaford, Delaware
Twin Falls Senior High School	Twin Falls, Idaho
Ridgedale High School	Town and Country, Marion, Ohio
University High School	Little Dixie, Columbia, Missouri
Creston High School	Grand Rapids North, Michigan
Irvington High School	Fremont, California
Topeka West High School	West Topeka, Kansas
Wolfe City High School	Wolfe City, Texas
Mount Tahoma High School	South Tacoma, Washington

i. Change of Meeting Place - Outside Territorial Limits:

Bush Terminal, Brooklyn, New York  
 Northside, Knoxville, Tennessee  
 Southfield, Michigan  
 Uniondale, New York

j. District Bylaw Amendments:

Carolinas	Article XV, Section 1	Increase in district dues (\$3.00)
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j. District Bylaw Amendments, continued

Indiana	Article VII, Section 1 (a)	Amended to include "Circle K Clubs" under "Youth Services"
	Article VII, Section 1 (c)	Amended to add the words "Budget and" under item 11
	Article VII, Section 2	Standing Committees
	Article X, Section 11	Convention Funds
	Article XVI, Section 8	Convention expenses of Governor, District Secretary, and District Treasurer
Michigan	Article V, Section 4 (c)	Duties of Secretary-Treasurer
	Article VII, Section 1 (c)	Committees on Kiwanis Administration
	Article VIII-C, Sec. 12 and 13	Revision of duties - of combined Committee on Kiwanis Education, Fellowship, and Inter-Club Relations
	Article VIII-C, Section 16	Duties of Council of Past Governors
	Article XII, Section 4 (h) (1)	Submission of candidates for district office
	Article XVII, Section 3	Disbursement of funds
	Article XVII, Section 10	Allocation of funds for expenses of lieutenant governors
	Article XIX, Section 1	Subscription price of Michigan Builder
Missouri-Arkansas	Article V, Section 1 (a)	Amendment to provide for Governor-Elect
	Article V, Section 4	Add subsection (b) to provide for duties of Governor-Elect
	Article VI, Section 1	Board of Trustees
	Article VI, Section 4	Special meeting of Board of Trustees
	Article VI, Section 6	Designation of chairman of Board of Trustees in absence of Governor
	Article VII, Section 2	Composition of district committees
	Article X, Section 12	Designation of chairman of convention in absence of Governor
	Article XII, Section 2	Elimination of subdivision (h)
	Article XII, Section 4 (h)	Selection of candidates for district office
	Article XIII	Change title to read "Vacancies in Office"
	Article XIII, Section 1	Filling vacancy in office of Governor and Governor-Elect
	Article XIII, Section 2	Filling vacancy in office of Lieutenant Governor

j. District Bylaw Amendments, continued

Missouri-Arkansas, continued

Article XIII, Section 4

Filling vacancy in office of Treasurer

Article XIII, Section 5

Filling vacancies in district office which occur after election and before January 1

Article XV, Section 1

District Dues

Nebraska-Iowa

Article XV, Section 1

Increase in district dues (\$4.00)

Article XV, Section 2

Provision for special district convention fund of fifty cents - (included in the \$4.00)

Article VII, Section 1

Provision for Circle K Committee and omission of Underprivileged Child Committee

New England

Article III, Section 1

Changes number of divisions from 19 to 20

Article III, Section 2

Divides Division IX into two division, i.e., Division IX North and Division IX South, and lists clubs in each division

New Jersey

Article III, Section 3

Change the word "in" to "by" in provision for holding of divisional conferences in April Kiwanis Administration. Combine Committee on Kiwanis Education and Fellowship and Committee on Inter-Club Relations into one committee: Committee on Kiwanis Education, Fellowship and Inter-Club Relations

Article VIII, Section 1 (c)

"Duties of Standing Committees"

Article IX

Delete Section 12 and Section 13 and insert new Section 12 giving duties of the new Committee on Kiwanis Education, Fellowship, and Inter-Club Relations

Article XIII, Section 3

Slight revision of wording in provision on divisional nominating conferences

Article XVII, Section 1

Provision on district dues increase

Article XVII

Delete Section 2 and renumber Section 3 to 2, and Section 4 to 3

Pacific Northwest

Complete revision and reprinting of the district bylaws

j. District Bylaw Amendments, continued

Pennsylvania

Complete revision and reprinting of the district bylaws

Western Canada

Article V, Section 1  
Article V, Section 4  
Article VI, Section 1

Provides for governor-elect  
Duties of governor-elect  
Adds governor-elect to board of trustees

Article X, Section 13

Designation of chairman in case of absence of governor from any district convention  
Selection of candidates for offices of governor, governor-elect, and lieutenant governors

Article XII, Section 4 (h)

Article XII, Section 4 (l)

Continuation of process of selection of candidates

Article XIII, Section 1

Provision for filling vacancy in office of governor

k. Meetings canceled because of disaster affecting entire community:

Texas City, Texas  
La Marque, Texas  
La Porte, Texas

l. Temporary Organization Meeting - Kentucky-Tennessee Tour

1961 DISTRICT CONVENTION RESOLUTIONS1. Alabama

- a. There was presented to the House of Delegates at the forty-sixth Annual Convention of Kiwanis International a Resolution concerning possible action toward organization of Kiwanis Clubs in foreign countries. We are informed that the vote upon this Resolution was close, and it would appear that the number of delegates voting in favor of the Resolution represented about one percent of the total membership of Kiwanis, and the number of delegates voting against the Resolution also constituted about one percent of the membership of Kiwanis.

The Resolution did not in words commit Kiwanis International to any course of action, and it was understood that the matter would be further studied by the Board of Trustees of Kiwanis International before any action is taken. We believe such further studies should also be made for the purpose of informing as many Kiwanians as possible concerning all aspects of this vital and fundamental issue, and for the purpose of determining whether the organization of Kiwanis clubs in foreign countries is an action desired by a substantial number, rather than a simple majority, of the membership of Kiwanis, and whether such action is opposed by a large number of the membership of Kiwanis.

THEREFORE, BE IT RESOLVED by the Alabama District of Kiwanis International that each club in the Alabama District shall promptly schedule and present to its members such program or programs as may be needed to provide to its members all possible information concerning the subject of the organization of Kiwanis clubs in foreign countries; and that the membership of each club shall then vote its decision upon that subject and immediately advise the International Board of Trustees of the action taken.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to each club president in the Alabama District, each District Governor and to the Secretary of Kiwanis International.

2. California-Nevada-Hawaii

- a. Whereas, the cold war situation continues to threaten peace,

Whereas, it is felt imperative to maintain a continued flow of truth to countries behind the Iron Curtain,

Whereas, this flow of information is considered to be an effective deterrent to the complete suppression of the peoples in the Iron Curtain countries,

Whereas, Radio Free Europe is recognized as a potent force in the fight for men's minds in this field,

BE IT HEREBY RESOLVED that the California-Nevada-Hawaii District of Kiwanis International continue to endorse the efforts of Radio Free Europe and encourage individual club support of this program through voluntary contribution.

### 3. Carolinas

- a. One of the greatest needs in our two states is the promotion and development of Mental Health Programs. The prevalence of mental disease is alarming and calls for an all-out effort on the part of all citizens in all communities in supporting any existing Mental Health Clinic and where none is available to use their best efforts in seeing that the services of these clinics are made available to all citizens of the two states.

Closely paralleling this problem is the question of the Alcoholic. There should be available to all of our people in all our communities adequate help for the alcoholic.

NOW, THEREFORE, BE IT RESOLVED, that at this regularly assembled Convention of Carolinas District of Kiwanis International we pledge our clubs and individual members to rendering all possible aid in our communities for the purpose of increasing the number of, and efficiency of Mental Health Clinics.

- b. We feel that the work of Boys Home, of Lake Waccamaw, North Carolina exemplifies the spirit and aims of Kiwanis, and that the accomplishments, which are apparent at Boys Home, are furthering in a real sense the objects that we in Kiwanis support. It is our desire to see that the facilities at Boys Home expand in order to meet the demand for a home for neglected and underprivileged boys.

NOW THEREFORE, BE IT RESOLVED, that this Carolinas District Convention, assembled in Pinehurst this date, Sept. 29, 1961, do hereby heartily endorse and approve to its members the expansion of the facilities at Boys Home by the construction of a Kiwanis cottage; and we commend this project to our member clubs for their support, if any club so decides, being entirely voluntary for each individual club.

### 4. Georgia

- a. WHEREAS, the course of recent history has brought our nation into a series of crises which threaten the very nature of our existence; and

WHEREAS, there exists an equally disturbing consistent threat upon our way of life within our own borders; and

WHEREAS, the men of Kiwanis are dedicated to certain objects among which is "to develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship";

THEREFORE, BE IT RESOLVED, that we, the members of the Georgia District of Kiwanis, in Convention assembled in Atlanta, Georgia, this 10th day of October, 1961, do hereby reassert and reaffirm our faith and belief in the principle inherent in the above-stated Constitutional Object of Kiwanis, and do further adopt the following as a statement of a rededication of ourselves and our influence, whatever it may be, to a greater Americanism:

FIRST - we believe that the American Way of Life, with its free society and capitalistic economy buttressed by a representative democracy in a federal republic, offers the best basis for security of individual, family,

community, state, and nation. Therefore we as Kiwanians shall promote the continued study and appreciation of its nature and its history, particularly among the young people of our society.

SECOND - We reaffirm our allegiance as individuals and as citizens to the principles of government propounded in the Constitution of the United States of America, as a cherished heritage from the Founding Fathers of this Republic. Recognizing that any government of, by, and for people must of necessity be but "a reflection of human nature," we nevertheless dedicate ourselves to strive through precept and example, through encouragement of better citizenship, to approach the highest possible levels of ideals and achievement.

5. Indiana

- a. WHEREAS, The one hundred thirty-one Kiwanis Clubs in Indiana constituting the Indiana District of Kiwanis International are dedicated to a program of rendering constructive service to the respective communities and to the State of Indiana, and

WHEREAS, Kiwanians throughout the State of Indiana and/or the Indiana District of Kiwanis International are aware of the fact that the Lake Michigan Port Site in Indiana known as "Burns Ditch" has not been approved and its establishments authorized by the Federal Government of the United States, and

WHEREAS, the government of the United States and Canada have long contemplated, planned, and finally completed the St. Lawrence Seaway for the purpose of access to the Great Lakes of ocean-going vessels for the mutual economic growth of said respective countries and for their mutual defense in times of national emergency and for the benefit of the two peoples bordering said Great Lakes particularly in the event of the loss of port facilities in the Chicago, Milwaukee, and Gary Districts, and whereas the location of said port on the above site would materially benefit the State of Indiana through increased employment, increased shipping facilities, and create a more favorable climate for business and industry within the State of Indiana.

THEREFORE, be it resolved that the Indiana District of Kiwanis International does hereby place itself on record in favor of the speedy approval of the Lake Michigan Port Site in Indiana known as "Burns Ditch" for the economic betterment of this and surrounding states and in the interest of national and international defense.

6. Kansas

- a. Now on this 19th day of September, 1961, the delegate body of the Eleventh Annual Convention of the Kansas District, Kiwanis International, in convention assembled, in Wichita, Kansas does hereby resolve:

That we urge Kiwanis International to move full steam ahead in the field of foreign extension.

7. Kentucky-Tennessee

- a. The Governor and Lieutenant Governors present of 1960 Administration of the Kentucky-Tennessee District of Kiwanis International met this morning for breakfast and discussed informally the possibilities of continued service

that might be rendered by all past District Officers to their great district. The officers present at this meeting went on record to recommend to this great convention that a permanent organization of Past District Officers be formed to make their services available to the Kentucky-Tennessee District of Kiwanis in any capacity requested by the current administration. We further realize that too many good Kiwanians after having served in a district officer capacity, fail to continue to make available their knowledge and experience.

We further recommend to the incoming administration that a Dutch Breakfast on Tuesday morning or the best available time, in future District Conventions, be programmed for a meeting of past District Officers, and that they be seated by groups according to the year served, each group to be presided over by its Governor or his appointed substitute, the Immediate Past Governor and staff presiding over the meeting, at which time old friendships may be renewed and discussions of means of assistance that might be rendered to Kiwanis at all levels.

We further recommend that said past officers come to the convention of their own accord, insisting that their individual clubs send others as delegates who might receive inspiration from such conventions and that this group have as its ultimate purpose a feeling of extending a helping hand to all young Kiwanians.

8. Michigan

- a. History has clearly demonstrated that bureaucratic regimentation and confining governmental regulatory laws lead to the suppression of the spirit and vitality of a nation.

WHEREAS, we have seen and experienced ever increasing grants of power to national administrative agencies making great inroads on the traditional freedoms of the nation; and whereas, over the years the federal government has usurped powers formerly reserved and granted to the states in the fields of education, highways, labor-management, health, welfare, etc.;

NOW, THEREFORE, we believe that all Americans and especially those elected to our executive and legislative branches of government should charge themselves with the duty of gaining perspective on the growing increase of bureaucratic power and take the necessary steps to guard against damage to our departure from the concepts of government as defined by our founding fathers.

- b. WHEREAS, fiscal integrity is essential to the existence of our nation,

BE IT RESOLVED, that Congress be urged to pass Legislation which will:

1. Balance the Federal Budget.
2. Systematically reduce the present ruinous Federal debt.
3. Curtail expansion and reduce size of the many overlapping services of government and return to the individual states those that rightfully belong to them.
4. Reduce waste at all levels of government.
5. Strengthen the value of the American dollar, at home and abroad.
6. Stop inflation.

9. Minnesota-Dakotas

- a. WHEREAS, Kiwanis Clubs are composed of men who have been invited to join Kiwanis because it is believed they will contribute to community service and thus help build better communities.

AND WHEREAS, it is very important to properly inform all new members of the objects and objective ideals of Kiwanis

AND WHEREAS, our Governor, Hal Burke, has called to our attention the loss of members, which in many cases may be attributed to poor induction into Kiwanis, and lack of proper education in Kiwanis Fundamentals.

THEREFORE BE IT RESOLVED, that the clubs in Minnesota-Dakotas District of Kiwanis International be encouraged to plan well the induction program for new members and take steps to properly inform and train all new members in Kiwanis programs of service, to the end that loss of good men may be curtailed.

- b. WHEREAS, Kiwanians have for many years recognized the human worth of our youth and have by various ways promoted programs of benefit to them. And Whereas, the Minnesota-Dakotas District of Kiwanis International has already established a Kiwanis Educational Foundation for the purpose of loaning money at a low rate of interest, to needy young people to further their education.

AND WHEREAS, the finances of the Kiwanis Educational Foundation are now deflated to the point where the loan program cannot be effective for those who apply for loans;

AND WHEREAS, there is great need for more funds for loans to needy boys and girls who wish to go to college;

THEREFORE, BE IT RESOLVED that the Minnesota-Dakotas District of Kiwanis International authorize the Chairman of the Board of the Kiwanis Educational Foundation to ask for financial help from Kiwanians and Kiwanis Clubs of the District.

10. Missouri-Arkansas

- a. At the District Convention held at St. Joseph, Missouri, in 1960, the delegate body approved and directed the Missouri-Arkansas Board of Trustees to set up and put into operation a fund for the making of suitable scholarship awards and for the receiving of gifts and donations under appropriate plans and safeguards as would protect the permanent operation of such fund; and as a result thereof the District Board has set up and there is now in existence and operation the EARL A. COLLINS MEMORIAL SCHOLARSHIP FUND OF MISSOURI-ARKANSAS DISTRICT OF KIWANIS INTERNATIONAL. Since its origin approximately one-third of the clubs of the District have contributed to this fund.

NOW THEREFORE BE IT RESOLVED that all clubs in the Missouri-Arkansas District that have not contributed to such scholarship fund be urged to forthwith contribute to said fund the sum of \$1.00 per member to the end so that said fund can commence its awards for educational purposes at as early a date as is possible.



- b. WHEREAS the Missouri-Arkansas District, having been presented with the aims and program of the "Fellowship of Christian Athletes," and it appearing that said aims and program are in line with the Missouri-Arkansas Support of Churches Committee and our Kiwanis ideals, and it further appearing that said Fellowship is for the spiritual growth of the youth of our great Country,

NOW THEREFORE, BE IT RESOLVED that the Missouri-Arkansas District of Kiwanis International lend its support to the "Fellowship of Christian Athletes" wherever possible.

11. Montana

- a. Forest fires, drought conditions, soil erosion, and grasshopper infestation during 1961 have caused enormous losses to the people of this and adjoining states and have pointed up the need for increased national attention to better conservation of our natural resources and to search for and employ more effective methods to prevent these great and perhaps unnecessary losses.

We commend and thank the existing Government Agencies for their heroic efforts to combat these, but realize that they have been handicapped by insufficient funds, for research and sufficient equipment.

NOW, THERE, BE IT RESOLVED by the Montana District of Kiwanis International that programs be devised for the Kiwanis clubs of this district and that we further recommend this subject as a 1962-63 international objective of Kiwanis International, to educate the American public upon the necessity for better research and better means of combating these scourges which annually deplete our natural resources, our soil, our forests, our farms and our ranches.

12. Nebraska-Iowa

- a. WHEREAS the Delegates to the 1961 International Convention in Toronto, Canada, voted to expand Kiwanis into other countries, other than the United States and Canada, and

WHEREAS we, of the Nebraska-Iowa District of Kiwanis International, also believe in sharing Kiwanis with our neighbors abroad, and

WHEREAS we firmly insist upon a cautious and well planned procedure for foreign extension, thus preserving the ideals of Kiwanis and working for the betterment of Kiwanis International,

NOW THEREFORE BE IT RESOLVED that the Nebraska-Iowa District of Kiwanis International favors the establishment of Kiwanis Clubs in other countries in addition to Canada and the United States, under due safeguards fixed by the Board of Trustees of Kiwanis International.

13. New England

- a. WHEREAS, there has been of late a growing tendency on the part of the retail shopping outlets in shopping centers, and certain of the large department stores, in various locations in the New England area, to remain open for

for business during all or part of the day on such National Holidays as New Years Day, Washington's Birthday, Independence Day, Labor Day, Christmas and Thanksgiving,

WHEREAS, it has been traditional in our Nation's history to set certain days in the year apart, on which days the "Sunday Laws" so called, have been enforced, to honor certain high National ideals, or the heroic deeds of men prominent in our revered historic past, or to commemorate our hallowed war dead, or respect great religious principles, and

WHEREAS, the said opening for business of the aforementioned retail stores on these National Holidays does tend to subvert the essential ideas and ideals for which these days are set apart,

NOW THEREFORE BE IT RESOLVED, that Kiwanis Clubs throughout the New England District, register with their local law enforcement officers, businessmen's associations, Chamber of Commerce, or whomever might have authority to rectify the abuse, strong protest against the action of these businesses.

14. New Jersey

- a. Nowhere in the world is there greater freedom of words, thoughts, and deeds than we enjoy here. All of us realize that this has been made possible through our rich heritage under the Constitution, and by the exercise of our right to vote by means of the secret ballot. In spite of all this there is frequently an appalling lack of interest shown by citizens who do not take the trouble to vote. Since one of the Objects of Kiwanis states, "To develop by precept and example, a more intelligent, aggressive and serviceable citizenship," it seems only fitting that we

RESOLVE, to actively encourage programs of education on matters to be submitted to voters; to urge others to vote at every election; and to be fully aware of, and to act accordingly on all our responsibilities as citizens.

15. Ohio

- a. WHEREAS, the Ohio District of Kiwanis International has in the past approved a strong worded Resolution on Obscenity and Smut Magazines; and

WHEREAS, the curtailment of the circulation of obscene and salacious material is becoming less effective; and

WHEREAS, filth in paper-back and dirty comics is becoming particularly more evident; and

WHEREAS, it is known by past experience that efforts on the part of enlightened citizens are effective in curtailing such circulation.

NOW, THEREFORE, BE IT RESOLVED that all clubs in the Ohio District of Kiwanis International

1. Re-emphasize the original Resolution on Obscenity and Smut Magazines by and on our membership.

2. Individual members should prevail upon their State Legislators and their local City Council and other legislative bodies and demand effective remedial legislation that will conclusively eliminate this problem.
3. Have each Kiwanis Club compliment the Police Chiefs and other law enforcement officers when they make arrests.
4. Suggest to our wives and the mothers to check neighborhood newsstands and super markets; tell the managers they object to certain books that contain stories that are immoral and improper and injurious to the minds of young people.
5. Have each Lieutenant Governor carry this message to his Division, and have the District Editor of our bulletin copy the same.
6. Republish "CQ" pamphlet with question #3 on Obscenity and re-circulate the same.

- b. WHEREAS, our State of Ohio continues to be one of the leaders in the nation in traffic deaths and injuries; and

WHEREAS, because of these continuous mounting casualties and deaths, they must be drastically curtailed by some planned action; and

WHEREAS, safety to life and limb is an every day program and must be an aggressive project.

NOW, THEREFORE, BE IT RESOLVED that Kiwanis Clubs throughout the Ohio District

1. Sponsor projects to promote safety on the highway as well as at home and at work.
2. Co-ordinate their programs with the various safety organizations of their community and industry.
3. Urgently establish a program through city and county officials and independent safety organizations of a re-examination of automobile drivers on some periodical basis and thus safeguard against deficient operators due to age, handicap and violations.
4. Sponsor and encourage a juvenile teen-ager jury project to hold court and try violators of the teen-age group with the cooperation of county juvenile authorities.
5. Recommend to Kiwanis International that because of the continuous increase of deaths through accidents both on and off the highway that our Board of International Trustees give consideration to formation of a permanent committee on Safety as a part of our official committee structure.

- c. WHEREAS, there continues to be an increasing existence of air pollution from both automobiles and industry which is becoming a more serious and major problem to the health of the nation; and

WHEREAS, the operation of fume-producing vehicles are constantly multiplying and the growth of industry and the innovation of new methods of production which will pollute the air to even a greater extent is becoming more prevalent; and

WHEREAS, the study of this problem by other agencies is totally inadequate to cope with the constant plant production expansion and increasing number of various types of vehicles and to correct this growing menace of air pollution.

NOW, THEREFORE, BE IT RESOLVED that each Kiwanis Club of the Ohio District of Kiwanis International

1. Re-emphasize and evaluate this problem as it exists and applies to their respective communities.
2. Sponsor an aggressive program of public education as to the importance of this problem.
3. Through cooperation with medical groups, publicize the ill-effects of air pollution to the human body.
4. Arrange and sponsor lectures to our own clubs, various groups of the community.
5. Sponsor contests on effects of air pollution.
6. Co-ordinate and assist city and county officials and legislatures of various governmental bodies.

16. Ontario-Quebec-Maritime

- a. WHEREAS one of the objects of Kiwanis is to cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism and goodwill,

AND WHEREAS in developing this object, clubs are asked to ensure that the best type of citizen offer themselves for public office,

AND WHEREAS in many instances, these citizens refrain from offering themselves for public office because of the feeling of on their part of their insufficiency,

AND WHEREAS an educational course designed to prepare citizens for municipal office and an understanding of municipal affairs, is desirable,

NOW THEREFORE BE IT RESOLVED that the O.Q.M. District of Kiwanis International, in convention assembled, record its opinion as being in favour of such a course being developed, to include subjects covering Municipal Law, Organization, Assessment, Finance, Procedure, Civic History, Taxation and Town Planning,

AND BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Provincial Governments and all Adult Education Centers, and that Kiwanis Clubs in such localities when the facilities exist, use their good offices to bring this about.

- b. WHEREAS the promotion of safety - on highways and waterways, on farms, and in factories, schools and homes - is of vital and growing concern to Kiwanis Clubs,

AND WHEREAS the safety programmes of Kiwanis Clubs could be intensified and increased in effectiveness if these programmes were co-ordinated by one committee, instead of being divided among several committees, as at present,

NOW THEREFORE BE IT RESOLVED that the Ontario-Quebec-Maritime District urge Kiwanis International to create a standing committee on Safety, or add this feature to one of the existing standing committees.

- c. WHEREAS Circle K is an integral part of the Kiwanis programme, and WHEREAS Circle K is still in the formative stage in O.Q.M. District, and WHEREAS the Circle K Clubs are too widely dispersed and too few in number to give the necessary financial support to their own District Circle K Executive,

NOW THEREFORE BE IT RESOLVED that the O.Q.M. District Governor of Kiwanis International appoint a committee composed of the Governor, Governor-Elect, District Chairman of Circle K and two Club Circle K advisors, together with two Lieutenant Governors-Elect not having Circle K Clubs within their Division, to study the possibility of financial assistance from the Kiwanis District, and bring in a recommendation to the 1962 Board at their first meeting.

- d. WHEREAS by Order in Council of the Government of Canada dated 26th January, 1924, and such order being confirmed by a further Order in Council on the 5th September 1945, it is stated that the flag of Canada shall be the Red Ensign with the shield of the Coat of Arms of Canada thereon, and that this flag shall be recognized as the flag of Canada until such time as another is chosen,

WHEREAS Kiwanis International displays at their Annual Convention the Union Jack, being, as we recognize, the flag of Great Britain; and has sold and sells to each Kiwanis Club this flag as being the flag of Canada;

WHEREAS Kiwanis International in Convention held in Toronto on 2nd to 6th July, 1961, voted to expand to other countries;

NOW THEREFORE BE IT RESOLVED that Kiwanis International recognizes and accepts the Canadian Red Ensign as the flag of Canada and ceases to display the Union Jack as our flag; and that all Canadian Clubs of Kiwanis International display the Canadian Ensign henceforth instead of the Union Jack; and that a copy of this Resolution be forwarded to the other two Districts that have Canadian Clubs.

#### 17. Pacific Northwest

- a. WHEREAS the Spade Service Clubs are doing an outstanding service for the handicapped children in the Pacific Northwest District, through their program of tolerance and education, home visitations, workshop projects, counseling at the Mt. Hood Camp for handicapped children, and many other services, and Whereas there are now 21 Spade Service Clubs in the Pacific Northwest District.

NOW BE IT THEREFORE RESOLVED that the formation and operation of Spade Service Clubs by the Kiwanis Clubs in this district be encouraged and wherever feasible their accomplishments to be publicized to Kiwanis Clubs outside the Pacific Northwest District in the interest of extending Spade Service Clubs throughout the other districts so that they will eventually be given equal recognition with Key Clubs and Circle K Clubs by Kiwanis International.

- b. Attendance in small clubs is very meager during summer months, due to holiday and vacation periods, necessity of agricultural workers to take full advantage of summer weather and the desire of members to be with their families on outings. This situation makes it extremely difficult for small clubs and their committees to function adequately thus causing a general let down of activities.

NOW THEREFORE BE IT RESOLVED that the Pacific Northwest District of Kiwanis International petition the International Board to amend the rules governing attendance to permit clubs with a membership of less than 36 members to reduce the number of meetings in July and August as fits their needs, even to the extent of recessing completely for the said months.

- c. At present, our Board of Trustees is composed of the District Governor, Immediate Past Governor, Secretary Treasurer, and all Lieutenant Governors.

Inasmuch as the Lieutenant Governors come onto the Board oftentimes lacking in Kiwanis District experiences and their one year term on the Board destroys continuity of experienced trustees on the Board and,

WHEREAS a system of providing continuity of trusteeships is used at the International level;

NOW THEREFORE BE IT RESOLVED that the Governor of the Pacific Northwest Kiwanis District, be authorized to appoint a special committee to study a change in the District Bylaws to provide:

1. That Lieutenant Governors will not automatically serve as trustees and;
2. That each Past District Governor will serve on the Board of Trustees the next three (3) years after his term of office as Governor has expired, and;
3. That three (3) members will be elected from the District - at large, to serve three (3), two (2), and one (1) years and thereafter a successor will be elected to serve a three (3) year term, and;
4. These six (6) plus the District Governor will serve as the Board of Trustees of the District, and
5. The committee so appointed will make its first report at the November 1961, meeting of the Board of Trustees.

#### 18. Pennsylvania

- a. In a world that is moving farther from center day by day, in a period of restlessness and change, undergirded by trouble and turmoil and a ceaseless

reaching by men for they know not what, it is proper - even highly essential that Kiwanis International continue to reaffirm its basic position and to give, if possible, even more emphasis to its programs that are essentially a way of life - a life as we know it and to which we must hold fast if all is not to be lost and mankind is not to be destroyed in a cauldron under which he has built a fire using the faggots of despair, apathy, greed, envy, persecution and even hate to feed the flames.

THEREFORE, and with a proper recognition of the balancing influence of Kiwanis in a chaotic world, the Pennsylvania District reaffirms its unaltered support to the stand taken by Kiwanis International against the communistic foe, and pledges itself to continue to support and to develop to the best of its ability all of the Kiwanis International guide posts to a better world, knowing that in this way, and this way alone, lies the ultimate hope of the world.

19. Rocky Mountain

a. BE IT RESOLVED, that the entire membership of the Rocky Mountain District will, with all the Kiwanis members of the District acting as a team Host the 1962 Kiwanis International Convention which will be the GREATEST KIWANIS INTERNATIONAL CONVENTION ever held.

b. WHEREAS, the improvement in the Key Clubs in the District has been due principally to the untiring efforts of S. Power "Pi" Warren, Chairman Key Clubs Rocky Mountain District, and

WHEREAS, it is the sincere wish of all the delegates of the Rocky Mountain District assembled to continue the excellent progress achieved by the Rocky Mountain District's Key Clubs, and,

WHEREAS, to implement the continuity of programs, training and education required to continue progress in this very important endeavor, it is recommended that the continuity of planning and programs could be better achieved by the appointment of a Vice Chairman by the Governor and that the succeeding Governor may consider such Vice Chairman a candidate for Committee Chairman during his term of office.

NOW THEREFORE, BE IT RESOLVED, as follows:

1. That S. Power "Pi" Warren be commended for his excellence and devoted efforts as 1960 District Key Club Chairman and that the Rocky Mountain District of Kiwanis International hereby recommends that the name of S. Power "Pi" Warren be presented to the Kiwanis International Officers for consideration for an appointment for the year 1963 as a member of Kiwanis International's Key Club Committee.

2a. That all Kiwanis Clubs in the District presently sponsoring a Key Club reappraise and if necessary revitalize the Key Club they are sponsoring with active support and participation;

2b. That all Kiwanis Clubs in the District who are not now presently sponsoring a Key Club in their locality take such steps as are necessary to activate and support a Key Club in the community in which they serve;

- 2c. And, that all Kiwanis Clubs in the Rocky Mountain District who are not sponsoring a Key Club and who find it not feasible or impossible to commence and sponsor an active Key Club in their community, lend every assistance possible to the District and Division Key Club Chairman in supporting the Kiwanis Key Clubs that exist in their areas and that this support may include the voluntary donation by any club of proceeds to assist the Key Club district and division officers in the payment of the expenses required to attend Key Club International conventions.
3. That it be recommended that the District Governor in addition to the appointment of a District Key Club Chairman appoint a District Key Club Vice Chairman and the succeeding Governor be urged to consider the said Vice Chairman as succeeding District Key Club Chairman.
- c. THAT WHEREAS, the present Kiwanis International Bylaws provide that districts shall budget on a calendar year basis, and

WHEREAS, the said procedure has resulted in the inability of being able to render a true financial report at the District Convention and has resulted in other difficulties of setting up budgets by the Governor-Designate for his term of office and other financial and accounting problems,

NOW, THEREFORE, BE IT RESOLVED, that the Rocky Mountain District of Kiwanis International help petition Kiwanis International to amend the Kiwanis International Bylaws so as to permit the districts to set up a yearly budget on a fiscal year basis which does not correspond with the calendar fiscal year as presently required.

20. Texas-Oklahoma

- a. WHEREAS, one of the major objectives of Kiwanis International, throughout its long record of service, has been devoted to the promotion of Responsible Citizenship; and,

WHEREAS, Responsible Citizenship is absolutely essential in our struggle for survival against the ruthless, relentless and evil forces of Communism; and,

WHEREAS, the time-honored KIWANIS INTERNATIONAL Committee on Public and Business Affairs must, in order to keep faith with the purpose for which it was first established, encompass many elements in business, profession, and industry long since more effectively served through direct associations, societies and organizations within the body of such human efforts; and,

WHEREAS, it is incumbent upon all levels of Kiwanis International to meet and match the challenge of each modern time, with vigor, energy, and devotion,

THEREFORE, BE IT RESOLVED, that the name and title of the present Committee on Public and Business Affairs, be honorably retired, and that there be substituted for this Committee the name and title of THE COMMITTEE ON RESPONSIBLE CITIZENSHIP, and



BE IT FURTHER RESOLVED, that Kiwanis International, through its effective levels of planning, education, and communication, annually, and faithfully prepare specific, direct, and powerful recommendations for action programs that will cause all Kiwanis members to have available avenues for the fullest possible expression of individual citizenship responsibility in harmony with good men of Kiwanis everywhere; and,

BE IT FURTHER RESOLVED, that this resolution be directed to the President, the Secretary, and the Chairman of the Committee on Resolutions, of Kiwanis International, with the petition that the Board of Trustees of Kiwanis International give careful and earnest consideration to this proposed alteration in our present structure.

- b. WHEREAS, the promotion and preservation of Americanism has been a major objective of Kiwanis International for many years, and

WHEREAS, Responsible Citizenship is the Kiwanis Theme for 1961, and

WHEREAS, responsible citizens are deeply concerned over the growing menace of Communism, both at home and abroad, as indicated by Khrushchev's prediction that our children would live under Communism, and by his threat to bury us, and

WHEREAS, it is necessary that this citizen concern be translated into citizen action,

THEREFORE, BE IT RESOLVED, that the Texas-Oklahoma District of Kiwanis International requests that all members of Congress from our two great States:

1. Use their influence to secure the enactment of legislation which is needed to protect our HOME FRONT from Communist infiltration, sabotage and propaganda.
2. Support measure designed to provide our nation the military strength needed to protect our HOME LAND from attack by gangster powers.
3. Oppose all legislation which will, in any way, weaken our economic strength, or destroy the value of the American dollar, and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to the President of the United States, and to all members of Congress, and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to Kiwanis International for consideration as a resolution at the 1962 International Convention.

- c. WHEREAS, the Delegates to the 43rd Annual Convention, Oct. 10, 1961, of Texas-Oklahoma District of Kiwanis International are met in a time of International danger and grave crisis and,

WHEREAS, molders of public opinion have devised labels of common usage so that each nation is identified as either free, Communist or neutral, and,

WHEREAS, the Free World is a community of nations with fundamental principles common to those of Canada and the United States and,

WHEREAS, the Free World, knows the ever present threat of Communist aggression, and has suffered through the futility of negotiation and appeasement, as betrayal by Communism has stifled the voice of nation after nation once free but now totally subject to the senseless dictates of a pagan doctrine, and

WHEREAS, sober men of wisdom from every political, sociological, religious and philosophical persuasion are met in common agreement that the very determination of whether human life shall continue upon this earth is no longer left solely to the decision of God alone, but might well rest with some one irrational human being, with the power to launch a nuclear war, and,

WHEREAS, the free man's concept of liberty, freedom and the sacred dignity of the individual, under God, is today meeting its gravest test,

THEREFORE, BE IT RESOLVED, that we do here speak as free men, individually and jointly, to publish and proclaim our convictions and determination and that these views be made known to all persons possessing the power and authority to represent us before all tribunals:

1. That as free men, we can no longer tolerate Communism's massive denial of individual rights and invasion of sovereign nations whether by military invasion, foreign infiltration, or economic attrition, and that we urge our President and the Congress of the United States to stand firm against any further expansion of Communism.
2. That as free men, we unalterably oppose the principle of giving dignity and approval to criminal acts through diplomatic recognition of Governments established by false and illegal processes, and that we specifically oppose the acceptance of Communist China and Outer Mongolia as properly constituted governments, and we oppose their recognition by the United States and their inclusion in the United Nations.
3. That we appeal for logic, reason and unity among our people in the struggle for survival.

We acknowledge the danger that exists in the principle of division and seek diligently to consolidate all human forces to combat our common enemies. Such principles of division serve to pit religion against religion, political party against political party, group against group, and individual against individual. To leave each man free to make his own decisions, we pledge ourselves to seek truth, be tolerant of those who disagree, and work in unity without uniformity wherever we can find agreement.

AND BE IT FURTHER RESOLVED, that both as private citizens, as well as members of Kiwanis, we do pledge ourselves to do these specific things:

- A. To exercise careful judgment in any personal application of the labels "Communist," "Fellow Traveler," "Pink," "Socialist," "Nazi" or "Fascist" to another individual or group, and that we exercise that caution in our use of such labels so that no innocent unit shall be penalized by the acts of the guilty.
- B. That we will aggressively work to restore individual loyalty and respect to our priceless symbols, the American flag, the Military uniform, or religious emblems and our Kiwanis insignia.
- C. That we will make known to all elected and appointed holders of office our determination to preserve the government of the United States of America as the servant, not the master of our people; as defender, and protector of our rights, not as provider of our needs or competitor to our private businesses.
- D. That we will accept politics as the science of government, not as a contest for power and control, and aggressively promote political education without prejudice or favor in our clubs, our communities and our private affairs, and,

BE IT RESOLVED, that we petition Kiwanis International to consider these positions for adoption at its next earliest Convention.

21. Western Canada

- a. WHEREAS there is no standard procedure laid down for transfer of Kiwanis members from one club to another, and

WHEREAS there is no standard procedure for assessment of dues to such members or rebate of dues to such member on arrival at a new club and,

WHEREAS Kiwanis International is losing members by reason of the lack of such a policy, be it

RESOLVED that the following procedure be adopted by all clubs in the Western Canada District in the case of a member of a club moving to another area within the District served by a Kiwanis Club:

- (a) The member shall be retained on the roster of his home club to the next 30th day of June or the 31st day of December, whichever date shall first occur, unless he become an active member of another club prior to that date.
- (b) The Home Club Secretary shall notify all clubs in the area to which the member has moved of such members name, address and classification and shall supply such further information as may be desirable.
- (c) The clubs receiving such notification shall contact such member and shall advise the home club of their action.

(d) If such member shall be invited to join a new club, no initiation dues shall be levied and membership dues shall not be levied by the new club until the expiration of the period for which dues have been collected by the home club. Provided always that membership dues shall only be collected by the home club for the period expiring on the 30th day of June or 31st day of December next after the member shall move from the area served by such home club.

AND BE IT FURTHER RESOLVED that Kiwanis International be requested to consider the general adoption of this policy.

22. West Virginia

- a. WHEREAS the West Virginia District is now holding its forty-second Convention; and

WHEREAS the history of many clubs and that of the District for this period of time, is incomplete; and

WHEREAS such history can be of inestimable value to present and future Kiwanians in acquainting them with those who have served Kiwanis since its beginning;

THEREFORE BE IT RESOLVED that this convention urge the 1962 club officers to have their club's history brought up to date and the 1962 District Board of Trustees to compile a history of the West Virginia District and make it available to the several clubs in the District.

REPORT OF BOARD COMMITTEE  
ON  
ADMINISTRATION  
TO THE MEETING ON  
OCTOBER 28, 1961  
OF  
THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Member - Mel R. Osborne  
Acting Chairman - Edward C. Keefe  
Staff Member - G. Robert Harrison

ABSENT: Chairman - J. C. Robertson

Edward C. Keefe served as Acting Chairman of the Committee in the absence of Chairman J. C. Robertson.

The first item of business retained by the Committee from its August meeting, was consideration of a cost accounting procedure for the magazine. It was reported that the Comptroller and the Director of Publications are working on a "rough draft" of such a system, and will be reporting their progress to the Board Committee on Finance. When the draft is available for review, the Board Committee on Administration will consider it.

This Committee was asked to study the recommendation of the Special International Committee on Organization and Administration that the number of International Committees be reduced. The Special Committee suggests that five International Committees could assume the functions of fourteen of the sixteen current committees. Discussing this recommendation, the Committee noted that the workloads of several of the proposed committees would be extremely heavy, even with the proposed increase in the size of the Committees themselves. It was also felt that proposed committee size would tend to make them unwieldy as instruments for promoting activities. Concern was expressed that a chairman, primarily interested in only one phase of a committee's broad responsibility, might concentrate on that phase to the detriment of the over-all program for which he was responsible. In the light of these considerations, the Committee recommends no change in the number of responsibilities of International Committees at this time.

During the foregoing discussion, it was suggested that a better and more attractive term might be substituted for the word "education" in the name of the Committee on Education, Fellowship, and Inter-Club Relations.

The next item of business concerned the study of the districts' club ranking plans, suggested by the Committee at its August meeting. The Committee had before it ranking plans from twenty-one districts. The plans revealed a wide variety of provisions, and in the time allotted it was impossible to review all of them thoroughly. The Committee members will review the plans between now and the next meeting, and at that time propose one, or more, standard plans for suggested district use.

The Committee also had under consideration from its August meeting a review of the current policy governing reimbursement of travel expenses of Board members. After thorough discussion, the Committee concluded that no change in the policy be recommended.

The Chairmen of International Committees now receive the bulletins of all the districts. It has been suggested that members of the International Committees also would find these publications useful in their work. The Committee feels there is merit in this suggestion and recommends that the names of members of the activity committees be added to the mailing lists to receive the district bulletins. This would mean the addition of thirty-two (four members of eight committees) names to each district mailing list.

Each of you has received the Monthly Summary Report of General Office Operations covering August and September. Since this Committee proposed to present format of the report, it would like to know if the report is of value to you and if it provides the information you want. Further, the Committee would be interested in your suggestions for eliminating or adding items, but with the thought constantly in mind that the report should not be longer than one page in length.

Recommendation:

The Committee recommends to the districts that all members of the International Committees on Agriculture and Conservation, Boys and Girls Work, Circle K Clubs, Key Clubs, Public and Business Affairs for Canada, Public and Business Affairs for the United States, Support of Churches in Their Spiritual Aims, and Vocational Guidance be placed on the mailing lists of the respective thirty districts to receive their monthly bulletins.

I move that this recommendation be adopted.

I move this report be received.

Respectfully submitted,

Mel R. Osborne

Edward C. Keefe, Acting Chairman

REPORT OF BOARD COMMITTEE  
ON  
CONVENTION AND COUNCIL

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Edward B. Moylan, Jr., Mel R. Osborne  
Chairman - Dr. Ernest G. Bashor  
Staff Members - O. E. Peterson, Robert W. Trucksis  
Others - I. R. Witthuhn, Merle H. Tucker

The initial discussion by the Board Committee on Convention and Council was with regard to the Kiwanis Image. The Committee proposes that the program for the forthcoming convention be so developed that it reflects the true character of Kiwanis.

A great deal of time was spent reviewing suggested and recommended speakers. The Committee would like to take this opportunity to thank each of you on the Board who so graciously sent through recommendations and suggestions.

The Committee discussed with President Whitey the time and day he would like to present the President's Message during the convention, and his selection was Monday morning.

The subject of other speakers under consideration, which will be discussed further during the December Committee Meeting, was covered. These speakers are as follows:

For Sunday evening, possibly either Bishop Kennedy (Methodist) or Arthur L. Miller, Moderator of the Presbyterian Church Organization in 1960, and currently Minister of the Mountain View Presbyterian Church in Denver. (This man is highly recommended by the Denver Kiwanis Executive Committee.)

The Committee was unanimous in its decision to invite General Dwight D. Eisenhower to appear on Thursday Morning.

For other spots on the convention program, the following speakers have been discussed and are under consideration:

Edward Vennard, Vice-President and Managing Director of Edison Electric Institute.

The Duke of Edinburgh, who possibly will be in Canada at about this time for seminars.

Lester Pearson, head of the Liberal Party in Canada.

David Ormsby-Gore, British Ambassador to the United States.

Senator Barry Goldwater.

For your complete review and recommendations, the Chairman of the Workshops and Panel Conferences, Mel R. Osborne, discussed at great length the proposed format for next year's convention, and suggested that the breakdown for attendance be by subject, rather than by size of community of club. His further thoughts are as follows:

MONDAY

Workshop on Kiwanis Administration, Kiwanis Education and Programs.  
Workshop on Key Club and Circle K (for established sponsors).  
Workshop on Agriculture and Conservation and Support of Churches.  
Clinic for Song Leaders.  
Forum on International Relations (?)  
Forum on Youth Services.  
Forum for Large Clubs (125 members and up).  
Hearing on Resolutions and Proposed Amendments.

WEDNESDAY

Workshop on Membership Development and New Club Building.  
Workshop on Public and Business Affairs.  
Workshop on Boys and Girls Work and Vocational Guidance.  
Forum on Key Club and Circle K (New sponsors).  
Forum on Fund Raising.  
Clinic for Bulletin Editors.

Ed Moylan, who is Chairman of our Attendance Promotion, recommends that the Counselors to each of the Districts talk to their respective Governors with regard to the proposed minimum quota as suggested for attendance at next year's convention. We ask that the Counselors discuss these quotas prior to Thursday morning, when the Governors will be asked to give their District's quota to the convention. We need a minimum of 11,655 attendance, and give you the quotas as follows:

Alabama	230
California-Nevada-Hawaii	700
Capital	300
Carolinas	260
Florida	400
Georgia	260
Illinois-Eastern Iowa	600
Indiana	400
Kansas	350
Kentucky-Tennessee	330
Louisiana-Mississippi-West Tennessee	300
Michigan	600
Minnesota-Dakotas	300
Missouri-Arkansas	450
Montana	100
Nebraska-Iowa	350
New England	200
New Jersey	250
New York	400



Ohio	600
Ontario-Quebec-Maritime	275
Pacific Northwest	350
Pennsylvania	400
Rocky Mountain	1500
Southwest	300
Texas-Oklahoma	700
Utah-Idaho	250
Western Canada	100
West Virginia	100
Wisconsin-Upper Michigan	300
TOTAL	11,655

Also, the latest "Kiwanis Clubs are Featuring" bulletin, which is prepared for 1962 and covers January, February and March, is carrying an article which I quote:

"Time to begin building interest in the International Convention, Denver, Colorado, June 10-14. Many outstanding movies on Denver and the Rocky Mountain area are available without charge. Write to the General Office for a list of sources."

This list of sources has been duplicated, and lists some twenty films which are available from the Rocky Mountain area.

Entertainment for next year's convention was discussed, and hope express that we will again be able to employ the services of a man similar to Dr. Leslie Bell, who so ably assisted us this year in Toronto. It was also recommended that this Committee consider the possibility of having the Wichita Chorus included in the feature entertainment, and further discussion of this, as well as the ladies' entertainment and junior guests' program will follow during the December meeting of this Committee.

It is the opinion of this Committee that time should definitely be given to E. J. "Jim" Beckstrom during one of the Council sessions to talk about musical groups, and that the best time was prior to the Governors' giving their quotas on Thursday morning.

A decision had to be reached during this meeting relative to the location of the Convention Sessions. There were two places under discussion - first, the City Auditorium, which has 7,000 seats after stage installation, and ample space for the Meetin' House, Club Clinic, Fund Raising, and Host Committee Booth areas, and is located in the downtown section of Denver, within easy reach of the majority of the downtown hotels. The second place under consideration was the Coliseum, which is located approximately twenty minutes by cab from the downtown area, and is in the stockyards section. Although the Coliseum can offer us 10,000 seats after stage installation, there is no available space for the Meetin' House, Club Clinic, Fund Raising, or Host Committee Booths. Shuttle bus transportation could and undoubtedly would have to be arranged throughout the sessions, should we meet at the Coliseum.

Fully well realizing that the City Auditorium certainly would not be adequate for the Sunday evening session, it was recommended by the Denver people that consideration be given to using Red Rocks Theatre, which is a natural amphitheatre, located about fifteen miles from the downtown area. Shuttle bus service certainly could be

set up for this one event. The other program where we would be concerned about the seating would be the feature entertainment, and again, the Denver people have suggested the possible use of the University of Denver Stadium, with the understanding that we should establish a "rain date" with the Denver Coliseum.

It is the feeling of this committee that the City Auditorium should be used, along with the other recommendations of the Denver people - Red Rocks Theatre, and the University of Denver Stadium.

It was brought to the attention of the Committee that the Convention Manager visited the Denver area during August of this year, and looked into the possibility of securing suitable space for the Convention Office, and came up with space which is both suitable and ample at the Shirley-Savoy Hotel in the heart of the downtown section of Denver. This hotel has offered Kiwanis International the space free of charge for the five or six month period it will be used by the Convention Department.

There was further discussion with regard to the December 1, 2 and 3 meeting, and it was decided that the Committee would start their meetings on Friday evening, December 1, and attempt to finish them by mid-afternoon Sunday, December 3.

During the August Board Meeting, it was recommended that the Convention Manager survey Portland, Oregon as the possible site of the 1966 Convention. Such a survey was effected in Portland, Oregon, as well as an up-to-date compilation of facts and figures concerning Dallas, Texas. It was brought to the attention of the Committee that Secretary Pete was telephoned yesterday from Cleveland, Ohio, and a telegram arrived in the office this morning, which reads as follows:

"Cleveland should have 1966 Kiwanis International Convention on golden anniversary of first convention held here in 1916. Our Board urges International Board not approve other city without having full facts. Letter follows.

/s/ The Kiwanis Club of Cleveland, Robert M. Kimmel, President"

The Committee felt that even though we received this telegram, this information should have been given to them prior to the date of this meeting, and they therefore recommend that the 1966 Convention of Kiwanis International be established in Portland, Oregon, June 26-30, 1966.

The physical set-up for the forthcoming Council Meeting was discussed, and there was brought to the attention of this Committee that all arrangements are made, and everything is under control. Entertainment for Sunday evening will be the Moody Bible Institute Chorale. The Kiwanis office family is quite proud that we have had several members of this group working here in this office. On Monday evening, Mrs. Billie Baum will appear as a soloist. Mrs. Baum comes to us very highly recommended following her appearance at the Indiana District Convention. The Tuesday evening program we are still attempting to keep secret, but we feel sure that you are all going to enjoy again a wonderful evening of relaxation, fellowship and entertainment.

Future Council Meetings, as established by the International Board, will be held at the Ambassador Hotels - East and West - for the following years and dates:

1962	October 21-25
1963	October 20-24
1964	October 18-22

It was also brought out during this meeting that many of the District Conventions have not established sufficient time for Workshops and Panel Conferences. It was suggested by this Committee that the Chairman make a point of the importance of these Workshops and Conferences at District Conventions, and suggest that the Governor follow the plan as outlined in the manual on conventions, when the Chairman gives his talk to the Governors on Tuesday afternoon on the subject "District Conventions."

This Committee recommends that

1. The Denver City Auditorium be used for all general sessions of the 1962 convention, except the Sunday evening program, which should be held at Red Rocks Theatre, and the feature entertainment program, which should be held at the University of Denver Stadium. This is dependent, of course, upon weather conditions, and rain location must be established.

I move that recommendation 1 be adopted.

2. That the City of Portland, Oregon be selected as the site of the 1966 Convention of Kiwanis International, and the dates be set as June 26-30, 1966.

I move that recommendation 2 be adopted.

I move this report be received.

Respectfully submitted,

Edward B. Moylan, Jr.

Mel R. Osborne

Ernest G. Bashor, Chairman

REPORT OF BOARD COMMITTEE  
ON  
INTERNATIONAL RELATIONS

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - W. Clyde Glass, Edward B. Moylan, Jr., J. O. Tally, Jr.,  
Merle H. Tucker  
Chairman - Mel R. Osborne  
Counselor - International Past President Walter J. L. Ray  
Staff Members - L. A. Hapgood, Percy Shue

The Chairman in opening the meeting welcomed and expressed pleasure in the presence of Past International President Walter J. L. Ray in his capacity of Counselor to this Board Committee.

The term "foreign extension" which has heretofore been used to describe our approach to the problem of extending Kiwanis to countries beyond Canada and the United States was discussed at length and it was the considered feeling of the committee that in future the term International Extension be used in all references to this project.

At the last meeting of the Board of Trustees on August 1, 1961, approval in principle was given to the formation of a standing committee on International Relations and this committee was instructed to draft a definition of scope and a proposed format of program for such committee. The committee in cooperation with the staff of the General Office is pleased to present for your approval the attached suggested format, Exhibit A, of such a standing committee, for the consideration of the committee when such standing committee is formed. The committee unanimously agreed that the formation of such a standing committee should be proceeded with as expeditiously as possible.

A suggested list of policies governing the organization and administration of clubs outside Canada and United States prepared by Immediate Past International President J. O. Tally, Jr. and presented to the last meeting of this Board for the consideration of each member of the Board, whose comments were to be collated by the Chairman of the Board Committee on International Relations. This collation was forwarded to the Executive Committee for consideration and was studied at this meeting along with the comments of the Executive Committee.

A copy of this amended set of policies is attached for your consideration. Changes made in the original draft as a result of the comments of the Board members and the meeting of the Executive Committee are as follows:

- I. General. Paragraph 3. Insert "formulate" instead of "from time to time establish."
- II. Specific. All references to accredited representatives are changed to read special representative.
- III. District Status. An additional paragraph has been added following Paragraph 1 which retains to the International Board the sole determination of the District to which a prospective club is to be attached.

Article 5. All reference to United States exchange has been expanded to include Canadian exchange.

Also a new paragraph has been added at the end of the article which has reference to the control that the International Board of Trustees has over the cost of organizing and chartering a new club based upon a method of cooperation required between the sponsoring club and district in terms of a firm proposed budget.

Article 6. Change has been made to require a minimum of fifty members at time of organization, two-thirds of whom shall be citizens of country or area in which club is being formed, provided, however, the Board of Trustees of Kiwanis International shall retain complete discretion not to approve the formation of any club when, in the opinion of such Board, the potential charter membership should be higher than the proposed charter membership.

Article 8. Paragraph 3. The single word delivered is inserted after the words "the cost of the Kiwanis Magazine."

Article 10. Paragraph 1. The word complete has been added before the word "control."

The committee was in complete agreement with these amendments and offers this amended set of policies, Exhibit B, for adoption by the Board.

The committee reviewed a request for the organization of a club in Nassau, Bahamas, under the suggested sponsorship of the Tampa, Florida club. In anticipation of the adoption of the policies, as set out in Exhibit B of this report, your committee suggests the following procedure be followed:

- (a) All correspondence relating to the formation of this club be sent to the Governor of the Florida District, along with a copy of the Board policies governing the formation of clubs outside Canada and the United States, with the request that it be studied by the Board of Trustees of the Florida District and, if acceptable, they proceed in the manner prescribed in said policies.

A letter from the Phillipines typical of several received by the General Office regarding International Extension was discussed. These letters reflect the interest of reputable residents in varying areas but contain no relationship with any existing club or district. In the policies as proposed the final determination of the District to which any proposed area is assigned appropriately rests with the International Board. However, it is suggested that in such cases the General Office Staff in consultation by mail with the Board Committee on International Relations begin preliminary exploration with appropriate existing Districts of Kiwanis International as to their possible interest in such areas.

Your committee recommends that:

1. The term "International Extention" be substituted in all areas where the current reference is to "foreign extension."

I move that recommendation 1 be adopted.

2. The suggested format of a new International Committee on International Relations be approved as attached (Exhibit A) and that the formation of such a committee be proceeded with as expeditiously as possible and be referred to the Board Committee on Laws, Policies, and Structure for implementation.

I move that recommendation 2 be adopted.

3. The policies on the organization and administration of Kiwanis clubs outside Canada and the United States be approved as attached in Exhibit B.

I move that recommendation 3 be adopted.

4. The correspondence together with the policies contained in Exhibit B, relative to the establishment of a club in Nassau in the Bahamas, be referred to the Governor of the Florida District for consideration in accordance with said policies.

I move that recommendation 4 be adopted.

5. In the case of inquiry from a reputable resident of a country or territory where no reference is made to a possible interest on the part of a sponsoring club or district, the General Office staff in consultation with the Board Committee on International Relations may begin preliminary exploration with appropriate existing districts of Kiwanis International as to their possible interest in such area.

I move that recommendation 5 be adopted.

I move this report be received.

Respectfully submitted,

W. Clyde Glass

Edward B. Moylan, Jr.

J. O. Tally, Jr.

Merle H. Tucker

Mel R. Osborne, Chairman

SUGGESTED FORMAT FOR  
INTERNATIONAL COMMITTEE ON INTERNATIONAL RELATIONS

Duties of the Committee

The Committee on International Relations shall recommend methods of implementing objectives relating to the development of friendship between nations, the increase in understanding by residents of one country of the way of life, problems and aspirations of the people of other nations. It shall recommend to the International Board of Trustees programs to accomplish these aims. It shall make proposals to the clubs of approved means by which such purposes may be accomplished.

- I. Maintain and strengthen Canada-United States Relations as a Pattern of Friendship and Peace.
  - A. Emphasize Canada-United States Goodwill Week  
(Request Special Kit from the General Office)
  - B. Present the flag of your country to a "brother club" in the other country
  - C. Encourage an exchange of students between Canada and the United States
  - D. Cooperate in the establishment of an additional peace marker at an appropriate place on the boundary (Current PBA #7)
  - E. Encourage students to establish a pen-pal relationship with youth across the border (BG #4)
  - F. Utilize the telephone exchange inter-club program
- II. Promote a program designed to foster understanding among the people of all nations.
  - A. Student exchange, including international farm youth exchange  
(BG #8 - BG #16)
  - B. Pen-Pal projects (BG #4)
  - C. "Adoption Programs"
    1. Foster Parents Plan
    2. Save the Children Federation
    3. Canadian Save the Children Fund
    4. Christian Children's Fund
  - D. Community Ambassador Project
  - E. School Affiliation Service
  - F. Summer Work Experience projects
  - G. Athletic Equipment to Underdeveloped Countries
  - H. The Heifer project
  - I. Exchange Tours
  - J. CARE Projects
- III. Develop an understanding of the principles and programs of the United Nations.
  - A. Utilize the facilities of the American and Canadian Associations for the United Nations
  - B. UNESCO
  - C. UNICEF
  - D. World Health Organization

- IV. Encourage worthy and able men to adopt careers in all phases of foreign service and educate and encourage all travelers to be good ambassadors.
  - A. Suggest the establishment of appropriate training courses in additional universities
  - B. Set up scholarships
  - C. Counsel desirable young people on the opportunities in these fields
  - D. Distribute "Americans Abroad" and other similar literature
- V. Provide stimulating speakers or films on foreign countries and their customs, traditions, and problems to assist in developing a mutual understanding and respect among all nations of their hopes and aspirations toward the development of a peaceful world.
  - A. Utilize speakers for the Canadian Department of External Affairs and the United States State Department
  - B. Contact established film libraries
- VI. Promote an understanding of the rule of law in world affairs.
  - A. Celebrate Law Day
  - B. Contact the American and Canadian Bar Associations
- VII. Promote and encourage individual freedom and freedom of enterprise in world relations.
  - A. Magazines for Friendship
  - B. Books for Asian Students
  - C. Freedom House Bookshelf Committee
  - D. Supply pertinent literature to schools and colleges in other nations
  - E. Support Radio-Free Europe



POLICIES GOVERNING THE ORGANIZATION AND ADMINISTRATION OF  
KIWANIS CLUBS OUTSIDE CANADA AND THE UNITED STATES

I. GENERAL

1. The Board of Trustees of Kiwanis International shall provide for the organization of clubs in communities outside the United States and Canada.
2. Such clubs shall be permitted to exist only in nations which permit to individuals, freedom of assembly, expression and action.
3. The Board of Trustees shall formulate, in the case of each club, all such standards, conditions, requirements and procedures of establishment and continuance as the Board may deem wise.
4. Each club shall adopt and adhere to the Objects of Kiwanis International, and shall pay like all clubs of Kiwanis International such dues and fees as shall be currently required.
5. The assistance, guidance and promotion of such clubs at all times shall be under the direction, supervision and control of the Board of Trustees of Kiwanis International.
6. Such clubs shall have such relation with each other, and with the clubs and districts of Kiwanis International, as shall be fixed and determined by the Board of Trustees of Kiwanis International.

II. SPECIFIC

1. Control.

Every aspect of control shall be vested in the Board of Trustees of Kiwanis International.

This control shall include:

- a. Determination of areas in which clubs may be formed.
- b. Selection and training of the special representative to assist the Board in each area under consideration.
- c. Determination of financial arrangements including monetary exchange and depository and disbursal of funds.
- d. Production of Manual of Procedures for use of such clubs, if deemed (by International Board of Trustees) needed.
- e. Determination of size of club membership prior to approval of charter.
- f. Training of leadership.
- g. Setting up control of translation of basic materials.
- h. Setting the policy on The Kiwanis Magazine in terms of its availability to members.

## 2. Special Representatives.

When Selected: The need for a special representative to aid the Board in collecting such information as it will need to decide whether a proposed club will be formed, and to serve as the official to whom the International Board can delegate certain duties will be determined following inquiry to the Board by a group of men seeking permission to form a club and before action of the Board itself to determine the feasibility of forming a club in a predetermined area.

Who shall be selected: Although any qualified representative may be selected, the following guidelines are suggested -

- a. A person who is knowledgeable in the area involved.
- b. A person who can spend the necessary time to adequately assess the advantages and disadvantages of the situation under study.
- c. A person who can inculcate the principles and ideals as embodied in the Objects of Kiwanis International.
- d. A person who will give the needed instruction and training should approval be given to building a club.
- e. A person who may logically be expected to assist in the necessary follow-up with the club when it is established.

What shall be his duties:

- a. To visit the area involved.
- b. To counsel with the leaders in the move to establish the club.
- c. To appraise the membership potential.
- d. To judge whether the men involved are willing to accept the Objects of Kiwanis International as the basis for their club's function.
- e. To report his findings with specific recommendations to the Board of Trustees of Kiwanis International.

If approval is given to the formation of the club, he shall:

- a. Take full charge and responsibility for the building of the club.
- b. Train the leadership - utilizing the Manual of Procedures.
- c. Help in developing appropriate activities.
- d. Set up the finance policy for this club as determined by the International Board and in conformity to the general finance policies for clubs outlined in these procedures under the finance section.
- e. Build an adequate plan for membership development within the club.

- f. Counsel with the leaders relative to further expansion of Kiwanis Clubs in neighboring communities guiding them on specific policies to be observed.
- g. Make certain that their administrative committees are strong, their club finance policy adequate, their meeting place 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.

3. District Status.

Each club shall be attached to and be a part of an existing district of Kiwanis International until a new district to include such club has been approved and formed.

Such district to which such club would be prospectively attached shall be determined by the Board of Trustees of Kiwanis International based upon geographic and other relevant considerations.

Kiwanis International shall provide guidance during this period through the special representative who built the club or some other designated representatives to whom specific assignments may be given to meet the club's needs. A "provisional district" may be established with the approval of the International Board when an approved area has at least twenty clubs. The clubs may elect a "provisional governor," a "provisional district secretary," and one or more "provisional lieutenant governors" at that time and in accordance with provisions determined by the International Board.

No district shall have other than provisional status until it has at least thirty clubs. After that time, the district and its officers may be given official status as a district.

Until such time as a new district is approved and formed, supervision shall be maintained by Kiwanis International in cooperation with the existing District Board of Trustees, utilizing the special representative plan to exercise the necessary control, with the Board of Trustees of Kiwanis International continuing to have final authority on all matters of policy.

4. Language.

English shall be the official language in all literature, printed materials and communications for all clubs. Control of all translations of basic materials shall remain in the hands of the Board of Trustees of Kiwanis International, or their designated representatives.

(Precedent for this policy is found in the action of the Board of Trustees relative to the translation into French of Kiwanis in Brief. On February 6, 1954, the Board of Trustees authorized "a trial translation of Kiwanis in Brief into French under the following conditions:

1. Able and accurate translation; 2. Authorized only on a trial basis; 3. Not to exceed 1000 copies; 4. Expenses to be paid by O.Q.M. District." Ralph Steele, at that time Vice-President of Kiwanis International presented the request of the O.Q.M. District to the Board. The translation was done by a professional in Montreal on the instruction of the St. Lawrence, Montreal Club.)

5. Finance.

Dues for clubs shall be determined by the Board of Trustees of Kiwanis International.

The amount shall be sufficient to enable each unit to bear its own expense. The money shall be paid on the basis of United States or Canadian exchange. In any case where the monies cannot be transferred to a United States or Canadian depository, it shall be collected by a fiscal agent selected and approved by the Board of Trustees of Kiwanis International and deposited in the country of origin in an approved depository.

Payment of such funds shall be on the basis of vouchers authorized by the Board of Trustees of Kiwanis International and such financial matters shall be handled by the fiscal agent.

All funds required of each club by Kiwanis International shall become Kiwanis International funds and shall be deposited in the name of the organization.

Dues paid by members in clubs shall be adequate to meet all requirements of Kiwanis International based upon United States or Canadian exchange and all other normal administrative expenses of the club as determined and recommended by special representative with the approval of Kiwanis International.

Adequate district dues shall be determined prior to the establishment of a new district. They shall include support for the training of the district governor and shall cover his expenses as the supervisory officer of the district.

The cost of organizing any club shall be carefully estimated by the sponsoring club and the district to which such club would prospectively be attached and the formula for meeting and any proposed sharing of such cost by the sponsoring club and such district, must be specifically approved by the Board of Trustees of Kiwanis International.

6. Size of Clubs.

Each club shall have a minimum of fifty members at the time of the approval of its organization, of whom at least  $\frac{2}{3}$  shall be citizens of the country or area in which the club is being formed, provided, however, the Board of Trustees of Kiwanis International shall retain complete discretion not to approve the formation of any club when, in the opinion of such Board, the potential charter membership should be higher than the proposed charter membership.

The formation of a club shall not be authorized unless in the judgment of the special representative and of the Board of Trustees, it has membership potential sufficient to assure a growth equal at least to one member per month during the first twelve months of existence.

It shall be the goal to establish a minimum of three clubs in an approved area within a period of two years from the time of the formation of the first club.

Such policy will strengthen the organization by providing interclub opportunities insuring appropriate fellowship among clubs.

7. Leadership Training.

The training of the original officers and members of a club shall be the responsibility of the special representative.

The supervision of the leadership training program at club or district level shall be the responsibility of the Board of Trustees of Kiwanis International or its designated representative (in cooperation with the existing District Board of Trustees until the new district is formed).

Leadership Training procedures shall encompass both administrative details and a re-indoctrination of Kiwanis ideals and principles as expressed in the Objects.

8. The Kiwanis Magazine.

The subscription to The Kiwanis Magazine shall be made available to the membership of clubs.

The Kiwanis Magazine shall be produced only in the English language.

The cost of The Kiwanis Magazine, delivered, shall become a part of the annual charges paid to Kiwanis International and this money shall be handled in the same manner as other International funds under policies as outlined in the section on finance.

The Board of Trustees of Kiwanis International shall retain the right to withhold The Kiwanis Magazine from any club membership where the transfer of funds to the United States or Canada may be impossible.

9. Activities of Clubs.

Guidance on appropriate activities for consideration by the committees of clubs shall be given by the special representative. Care shall be exercised to assure that these suggestions are compatible with the needs of the community in which the club is located and the area in which it is formed.

Every encouragement shall be given clubs to engage in activities in support of the "way of life" of free men.

Projects involving international understanding and goodwill shall also be advocated.

All activities of each club must be entirely compatible with the Objects of Kiwanis International.

10. Chartering of Clubs.

The granting of a charter to a club shall be under the complete control of the Board of Trustees of Kiwanis International.

The petition form to be used to apply for a charter for such club shall be the regular petition form as currently approved by the International Board of Trustees. However, as to any such club, the International Board of Trustees may require other information in writing to be submitted along with or subsequent to submission of such petition.

Such petition shall not be officially received by the International Board of Trustees until there shall have been endorsed thereon not only the approval of the governor of the district which shall propose to include such club within its district territory, but also a specific proposal by such district's Board of Trustees that such club and its territory be included within or attached to the territory of its district and a specific commitment by such District Board of Trustees that such district will foster and support the sound administration and growth of such club, and that, if, subsequently, the International Board of Trustees wishes to detach such club and its territory, either to attach the same to another existing district or to form a new district, the International Board of Trustees may then unilaterally do so.

Such petition so endorsed and filed shall not be passed upon administratively by the General Office, but shall be passed upon directly by the International Board of Trustees and denied or a charter granted or the club be recognized as "provisional" as below provided.

The status of an organized club may be referred to as "provisional" until its official charter has been awarded by the Board of Trustees. The purpose of this "provisional" period shall be to reserve decision as to the status of the club after organization and as to whether or not it should be officially accepted as a club.

There shall be no fixed time between organization and official chartering, but the same shall remain subject to the decision of the Board of Trustees of Kiwanis International.

REPORT OF BOARD COMMITTEE  
ON  
KIWANIS FOUNDATION

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Marshall E. Jetty and Martin T. Wiegand  
Chairman - C. L. "Doc" Morris  
Staff Members - O. E. Peterson and L. A. Hapgood

The committee reviewed the draft of the proposed bylaws of the Kiwanis Foundation and suggests that there is much repetition of terminology in Article II, Section 1, Paragraph 1. Also, your committee suggests a restudy of the wording "voluntary donations of every kind and description" as found in Paragraph 10 of the same article and section.

In the matter of recommendations for membership on the Foundation Board your committee suggests the following nominees in addition to ex-officio officers as specified:

Fred G. McAlister - 3 years  
Albert J. Tully - 3 years  
Walter J. L. Ray - 2 years  
Roy Davis - member of the Kiwanis Club of Chicago, Illinois - 2 years  
Ernest Loebbecke - member of the Kiwanis Club of Los Angeles, Calif. - 1 year  
Otto Eisenlohr - member of the Kiwanis Club of Dallas, Texas - 1 year  
Leonard Usina - member of the Kiwanis Club of Miami, Florida - 1 year

Your committee also suggests that the Foundation Board develop operating policies for mutual consideration and discussion with the International Board.

Consideration was given to the need for guidelines for prospective donors so that such gifts will be compatible with the objectives and programs of Kiwanis International.

The Committee recommends that:

1. The Board of the Kiwanis Foundation be requested to restudy the entire draft of its Bylaws including particularly Article II, Section 1, Paragraphs 1 and 10.

I move that recommendation 1 be adopted.

2. The nominees for membership on the Board of the Kiwanis Foundation, as listed in the body of this report, be approved subject to the acceptance of the appointment by each nominee, and that the Chairman of the Finance Committee, with the approval of the Foundation Board, serve as a representative of the International Board of Trustees.

I move that recommendation 2 be adopted.

3. The Board of the Foundation be asked to develop operating policies for mutual consideration and discussion with the International Board.

I move that recommendation Number 3 be adopted.

4. The Board of the Foundation and this Board Committee on Kiwanis Foundation give consideration to possible guidelines for donors so that gifts will be compatible with the Objects of Kiwanis International.

I move that recommendation 4 be adopted.

I move that this report be received.

Respectfully submitted,

Marshall E. Jetty

Martin T. Wiegand

C. L. Morris, Chairman



REPORT OF BOARD COMMITTEE  
ON  
LAWS, POLICIES, AND STRUCTURE

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Member - Le Roy J. Olsen  
Chairman - J. O. Tally, Jr.  
Staff Member - Frederick M. Barnes

To save typing time and Board consideration time, no comments will be made in the body of this report, all necessary comments being made verbally in the presentation of the following recommendations:

The Committee recommends that:

1. There be adopted the following Board policy: Any Kiwanis club formed prior to 1924 and which prior to such date continuously followed and has since continuously followed the practice of meeting bi-weekly, without such practice having been specifically disapproved by the Board of Trustees of Kiwanis International, be authorized to incorporate and to vary the relevant provisions of the Standard Form for Club Bylaws to show its meetings as being held bi-weekly.

I move that Recommendation 1 be adopted.

2. That the Board adopt the following policy concerning ordering of printed material:

Whenever there is to be printed new material or material in which a major revision is to be made, the cost of which will be \$1,000 or more, the Secretary shall secure three bids from qualified printers and order such material from the printer submitting the lowest bid, other considerations being equal.

I move that Recommendation 2 be adopted.

3. The President and the Secretary be authorized and directed, as soon as practicable, to recommend a specific lawyer in the Chicago area to be retained as the legal counsel of Kiwanis International, and that the Executive Committee, by mail ballot, be authorized to engage such counsel; and further:
  - a. That such legal counsel be authorized and instructed immediately to prepare a memorandum for presentation to this Board for the guidance to The Kiwanis Foundation, Inc. and the foundations of individual Kiwanis clubs and districts on the subject of Federal income tax on unrelated income;

and further

- b. That such legal counsel be instructed and authorized to render a legal opinion on whether we may properly avoid property taxes on this office property by some such arrangements as conveying the same to The Kiwanis Foundation, Inc. or another charitable foundation to be created, and leasing said property back to Kiwanis International; and further
- c. That such legal counsel be instructed and authorized to prepare a memorandum and letter of instructions which, after approval by this Board, may be transmitted to clubs of Kiwanis International for their general guidance on applying for tax exempt status.

I move that Recommendation 3 be adopted.

- 4. That recently adopted amendments to the Constitution and Bylaws of Circle K International, copies of which can be furnished by the Secretary, be approved.

I move that Recommendation 4 be adopted.

- 5. That the Board adopt the following policy on the subject of election of club officers by the club's Board of Directors:

That any Kiwanis Club which has heretofore followed and is now following the practice of having its club officers elected by its club board of directors, without such practice having been specifically disapproved by the Board of Trustees of Kiwanis International, be permitted to continue such practice and to vary the Standard Form for Club Bylaws to permit such practice provided that opportunity for election from the floor in some reasonable manner be retained.

I move that Recommendation 5 be adopted.

- 6. That the several recent district bylaw amendments regarding district dues, which amendments were not adopted in language consistent with the International Constitution and Bylaws, be not formally approved, and that the districts concerned be advised that further amendments thereto must be made at the next annual district conventions to bring such language into conformance with the International Constitution and Bylaws, but that as to collection of any monies by such districts pursuant to such imperfectly worded amendments is concerned, such districts be advised that, so long as such monies are within the maximum limits allowed by the International Constitution and Bylaws, they may be so collected.

I move that Recommendation 6 be adopted.

- 7. That the recent amendment to the Illinois-Eastern Iowa District bylaws concerning the period of service of the district Key Club Committee from July 1 to June 30 of each year be, consistent with the previous Board action on this specific point, disapproved.

I move that Recommendation 7 be approved.

- 8. With respect to the Kent, Washington, inquiry concerning a possible violation of Kiwanis trademark or copyright in the matter of a business calling itself the "Circle K Mobile Home Park," that the Secretary of Kiwanis International be instructed to write a letter to responsible Kiwanis officials near the

location of said business asking that such officials investigate and informally mediate whether there may be any accommodation between Kiwanis and this business looking toward a change of name of such business, but that the Secretary make it plain that, in our opinion, legal action to force a change in the name of this business would not be successful.

I move that Recommendation 8 be adopted.

9. That the index to Board policies, copy of which is distributed to each of you, be approved and adopted.

I move that Recommendation 9 be adopted.

10. With respect to the request of the Capital District that this Board give approval to a district project of a memorial library in memory of Paul Lord, that the Secretary of Kiwanis International be instructed to write the responsible officials of such district that, consistently with Article XV, Section 3 of the Standard Form for District Bylaws and Article XII, Section 3 of the International Constitution, this Board approves of such a project, if the district desires such a project, but calls attention to the fact that no obligation can be imposed on any club in any amount of money which, added to other district dues and charges, excluding registration fees paid by those in attendance at district conventions or conferences, would exceed \$5.50 per year.

I move that Recommendation 10 be adopted.

11. That there be submitted to the Denver convention an amendment to Article VI, Section 2 of the International Constitution so that the same shall read in its entirety:

"Each district shall hold an annual convention in accordance with the bylaws, unless in any year the International Board shall determine that there exists a condition of national emergency in the United States or Canada or both, and that because of such emergency the holding of such convention would be prejudicial, in which case the International Board of Trustees, by further resolution, shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by such Board of Trustees, any or all business that would normally be transacted by and at such convention."

I move the adoption of Recommendation 11.

12. That the recent amendment to the district bylaws of the Rocky Mountain District relinquishing certain territory of that district prospectively to the Utah-Idaho District, and, prospectively, annexing certain territory from the Utah-Idaho District not receive the approval of this Board at this time, but that both named districts be informed of the withholding of such approval pending reciprocal action from the Utah-Idaho District that would complete this division of territories.

I move that Recommendation 12 be adopted.

13. That the several detailed changes in the Standard Form for Club Bylaws requested for inclusion in the bylaws of the Tampa, Florida, club as detailed in Assistant Secretary Fred Barnes' letter to the chairman of this committee dated October 24, 1961, copy of which is attached to the original of this report for information, be disapproved.

I move that Recommendation 13 be adopted.

I move that this report be received.

Respectfully submitted,

Le Roy J. Olsen

J. O. Tally, Jr., Chairman

October 24, 1961

AIR MAIL

Mr. J. O. Tally, Jr.  
Chairman  
Committee on Laws, Policies, and Structure

Dear Joe:

One of the items on the agenda for the meeting of the Committee on Laws Policies, and Structure is the bylaws of the Tampa, Florida, Club.

This club has made a major revision of its bylaws. Many of the provisions are worded as the Laws and Regulations Committee of the club prefers them rather than as worded in the Standard Form for Club Bylaws. However, the effect of the provisions does not violate the Standard Form and can be approved.

There are some provisions in these bylaws which are contrary to the provisions of the International Bylaws and the club has been advised that for this reason these provisions could not be approved. The club asks that these provisions be acted upon by your committee. These provisions are as follows:

Article III, Sections 2 (a), 2 (b), and 2 (c) omit any reference to retired men as being eligible for membership. Under the provisions of Article V of the International Constitution retired men are eligible.

Article III, Section 2 (f) provides that active membership shall automatically cease in case any active member is retired and that such retired member shall then be elected a privileged member. Under Article II, Section 3 of the International Bylaws retirement does not make a member eligible for privileged membership.

Article III, Section 4 (a) provides for the election to privileged membership of a man who has retired whether he has been a member for ten years or less.

Mr. J. O. Tally, Jr.

October 24, 1961

There is omitted from Article III, Section 4, the sub-division numbered (c) in the Standard Form for Club Bylaws that the Board of Directors shall review the list of privileged members annually.

Article IV, Section 1 provides that no person shall be elected to membership who "has not been approved by the Membership Committee." Sections 3 and 4 of Article IV contains similar provisions. The effect of this is to give the Membership Committee a power of veto rather than a power of recommendation as to all men proposed for membership.

Throughout the bylaws the club has insisted on retaining the word "elect" rather than "designate" in referring to officers between the time of their election and their assumption of office.

With kindest regards.

Sincerely yours,

FREDERICK M. BARNES  
Assistant Secretary

FMB:es

cc: Le Roy J. Olsen  
J. C. Robertson

REPORT OF BOARD COMMITTEE  
ON  
LEADERSHIP

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - James M. Moler, Merle H. Tucker  
Chairman - Clum Bucher  
Staff Member - Frederick M. Barnes

1. Building of a Kiwanis Image

In discussing the building of a Kiwanis image this committee feels that images are built by deeds rather than by words and that our primary concern should be for the things we do. However, we do feel that there are many opportunities for publicizing the activities of clubs on the local level which are not now being availed of by our clubs.

2. Leadership Training

a. 1962 Program

The committee reviewed this program which it feels should provide us with well trained district and club officers and committees. All of the material for district officers has been mailed including the Programs of Service presentation and International committee programs, which were mailed on October 26 as directed by this Board.

b. Leadership Training Presentations at District Conventions

The Ontario-Quebec-Maritime and the California-Nevada-Hawaii Districts at their district conventions had effective presentations related to leadership training. This committee feels that the district convention offers a real opportunity to impress the rank and file of Kiwanians as well as those about to assume office with the importance and value of well conducted leadership training conferences. The committee wishes to prepare a script for such district convention presentations which it will submit at the next meeting of this Board in April.

If the script is approved, the committee wishes to make it available to all district governors immediately after the April Board meeting with a recommendation that either the script prepared by the committee, or such modification of it as the governor may desire, be presented at each district convention.

### 3. Council Program

The committee reviewed the program for the International Council meeting and recommends its adoption.

The committee desires to have a meeting of all seminar presiding officers and secretaries at the close of the Council session on Tuesday at 5 PM.

### 4. Effectiveness of Divisional Committee Chairmen

In order to determine the strengths and weaknesses of the divisional chairmen this committee plans to send to each 1961 governor a questionnaire on the use of divisional chairmen and solicit suggestions for either the elimination of divisional chairmen or methods of improving their effectiveness. This questionnaire is to be mailed shortly after the close of the Council meeting. The results will be included in the report of this committee at the April Board meeting.

### 5. Program of Training and Assistance for Divisional Chairmen

This is related to the preceding item. At the present time there are pilot operations in the Pacific Northwest and Indiana Districts for the more effective training of divisional committee chairmen. This committee would like to await the results of these pilot operations before making a recommendation on this subject.

### 6. Training and Materials Relating to Key Clubs and Circle K Clubs for Use of Lieutenant Governors

In preparing the program for the Council meeting, the leadership training agenda for governors' and lieutenant governors' training conferences, the committee has striven to place proper emphasis on the sponsoring of Key Clubs and Circle K Clubs and trusts that this emphasis will have the results desired by the Board.

### 7. Film

The committee discussed the possibility of having a film produced on Leadership Training. The committee thought that this was advisable and should be done in time for use at the next Council meeting, in 1962.

The committee recommends that:

1. As a means of building our Kiwanis image, increased emphasis be placed on the importance of publicizing in the local press, radio, and TV the annual achievement reports of clubs and their continuing activities through the year.

I move that Recommendation 1 be adopted.



2. This committee be authorized to proceed with the preparation of a script for use at district conventions to bring home to the average Kiwanian and prospective officers the importance of our leadership training program for securing trained leaders.

I move that Recommendation 2 be adopted.

3. The program for the Council meeting be approved.

I move that Recommendation 3 be adopted.

4. This committee be permitted to retain the matters of training and assistance for divisional chairmen and the evaluation of the effectiveness of divisional chairmen until its studies have been completed.

I move that Recommendation 4 be adopted.

5. The Committee on Leadership, with the assistance of other appropriate committees, be given the authority to produce a film for leadership training, this film to be used at the 1962 Council meeting, at a cost not to exceed \$6,000.00.

I move that Recommendation 5 be adopted.

I move this report be received.

Respectfully submitted,

James M. Moler

Merle H. Tucker

Clum Bucher, Chairman

11 d(2)

WE BUILD



*Administrative theme for 1962:*

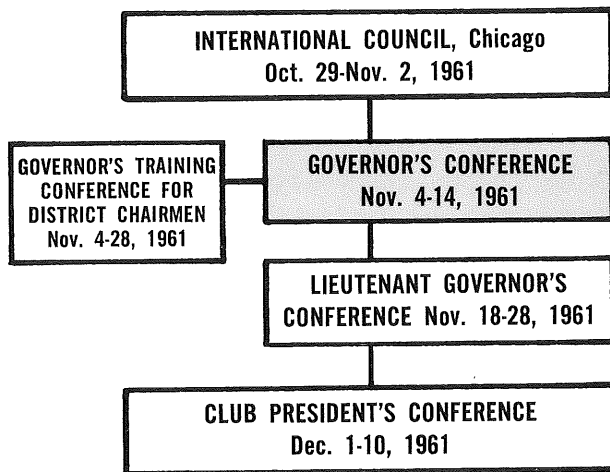
**FREEDOM—OUR Individual Responsibility**

GOVERNOR'S CONFERENCE  
**LEADERSHIP TRAINING**

**FOR LIEUTENANT GOVERNORS  
AND DISTRICT CHAIRMEN**







The Leadership Training Program of Kiwanis International was instituted forty years ago. The program has been improved from year to year so that today it resembles the original program only in purpose—assuring that those chosen for leadership in Kiwanis shall be thoroughly prepared for the responsibilities they are to assume.

The first step in the Leadership Training Program is the International Council meeting, at which you, as district governor, receive the information and inspiration needed as you assume the office of district governor.

The next step in the Leadership Training Program is your responsibility, and the success of your administration will depend upon the care with which you plan your training conferences for your lieutenant governors and your district chairmen. At the International Council meeting you saw a demonstration of a governor's Leadership Training Conference. In abbreviated form, this gave you the essentials of a successful governor's conference for his lieutenant governors.

In planning your conference bear in mind that your lieutenant governors and district committee chairmen are looking to you for instruction. They want to know how to do their jobs. When they have thoroughly mastered this, they will be prepared to translate the International Committee programs into action throughout your district.

1962 is OUR year. Working together, let us make it the finest year in all Kiwanis history.

PRESIDENT, KIWANIS INTERNATIONAL



**REPORT OF GOVERNOR'S CONFERENCE FOR LIEUTENANT GOVERNORS**

District \_\_\_\_\_ Date \_\_\_\_\_

Place \_\_\_\_\_ Time Allotted \_\_\_\_\_

**CHECK OFFICERS PRESENT:**

Governor-designate \_\_\_\_\_

1961 Governor \_\_\_\_\_

No. Lieutenant Governors-designate present \_\_\_\_\_

No. Lieutenant Governors-designate absent \_\_\_\_\_

Treasurer-designate \_\_\_\_\_

Secretary-designate \_\_\_\_\_

Other District Officers \_\_\_\_\_

Name Officers not present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What will be done to provide training for those absent? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Was suggested outline followed? \_\_\_\_\_ If not, what plan was used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach copy of agenda \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Governor-designate

(The District Governor-designate should mail this report PROMPTLY after the Governor's Conference is held, to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois.)



FORM L. T. 2

13c

(over)

**SUGGESTIONS AND RECOMMENDATIONS  
FOR IMPROVEMENT OF LEADERSHIP TRAINING PROGRAM**



## GOVERNOR'S CONFERENCE—PLAN A

### CONDUCTED FOR LIEUTENANT GOVERNORS-DESIGNATE

District Governor-Designate Presiding

November 4-14, 1961

**WHEN?** Between November 4 and November 14, 1961

**WHERE?** At a central and accessible location

**HOW LONG?** At least one day

**WHO?** The Lieutenant Governors-Designate

**STAFF?** The Governor-Designate, International Representative, District Governor for 1961, District Secretary, District Treasurer, and best available past district officers

**METHOD?** Lecture and discussion

**HOW TO REPORT?** Governor-Designate to fill out and mail attached forms immediately

### MODEL AGENDA

- I. CALL TO ORDER  
District Governor
- II. INVOCATION
- III. INTRODUCTION OF DISTRICT GOVERNOR-DESIGNATE
- IV. INTRODUCTION OF DISTRICT OFFICERS-DESIGNATE AND GUESTS
- V. PURPOSE OF CONFERENCE  
District Governor-Designate
- VI. 1962 THEME AND PROGRAMS OF SERVICE
- VII. WHAT TO DO NOW?  
He confers with his predecessor  
They analyze weaknesses and strength of clubs in division  
He obtains copies of reports and correspondence from predecessor  
Discussion
- VIII. AS CHIEF EXECUTIVE OF THE DIVISION HE CONDUCTS THE LEADERSHIP TRAINING PROGRAM  
How to plan  
Where — When — Who — What  
The faculty  
How to follow up on missing clubs  
Reports  
Discussion
- IX. WHAT THE LIEUTENANT GOVERNOR SHOULD KNOW  
(It is suggested that separate faculty members discuss the various subdivisions)
- A. HE SHOULD KNOW THE INTERNATIONAL COMMITTEE PROGRAMS FOR 1962  
If possible use district chairmen for 1962 to present the:  
Administration Committees' programs  
Citizenship Service Committees' programs  
Youth Services Committees' programs  
Discussion
- B. HE SHOULD UNDERSTAND ALL DISTRICT AND DIVISION GOALS  
Attendance  
Achievement Reports  
Circle K Clubs  
Convention quotas  
Key Club  
Membership  
New clubs  
Discussion
- C. HE SHOULD KNOW HIS RESPONSIBILITIES AS A DISTRICT OFFICER  
To the District Board of Trustees  
To know the district bylaws  
To be informed on district activities  
To study district budget and finances  
To attend all Kiwanis conventions  
To promote and support midwinter or other conferences  
Discussion
- D. HE SHOULD FOSTER MEMBERSHIP DEVELOPMENT  
To reduce deletions  
To develop young manpower . . . to promote the use of the "Recommendation for Membership" form to report "move-aways" properly  
To stimulate better pre-induction education  
To put new members to work  
To recognize the potential of new clubs in "Suburbia"  
Discussion
- E. HE COOPERATES WITH CLUB OFFICERS  
He installs club officers  
He makes contact visits and reports  
He makes official club visits and reports



He makes official board visits and reports  
He watches for danger signs in clubs and helps to correct them  
He arranges divisional conferences and inter-club meetings  
He presides at new club charter presentations  
He coordinates the work of the divisional committees  
He keeps up to date on district club rating plan  
He assists weak clubs  
(1) Member increase  
(2) Attendance  
(3) Programs  
(4) Meals  
(5) Spirit  
(6) Kiwanis education  
Discussion

**F. HE CONSULTS WITH THE DISTRICT GOVERNOR**

On policy and administrative matters  
On divisional meetings  
On individual club visitations  
On ladies' nights, charter parties, anniversaries  
He helps conserve his governor's time by careful planning  
He keeps the district secretary informed  
He cooperates with the district committees  
Discussion

**G. HE WORKS WITH KEY CLUBS AND CIRCLE K CLUBS**

Forming  
Continuing sponsorship  
Discussion

**H. HE COOPERATES IN BUILDING NEW KIWANIS CLUBS**

- (1) Survey of territory
- (2) Sponsor's duties and responsibilities
- (3) Key men and petitions
- (4) International and district aids
- (5) Organization meeting
- (6) Charter night  
He clears the date with his district governor  
He advises the new club president regarding details and program
- (7) He reports on the progress of the new club in his Contact Visitation Report
- (8) He is aware of sponsoring club's responsibilities  
Maintaining contact  
Committee functioning

Discussion

**X. SUMMATION — 1962 OUR YEAR**

District Governor-Designate

**SUGGESTED AGENDA FOR BOARD OF TRUSTEES' MEETING**

Held at time of Governor's Conference

District Governor-Designate presiding

**A. Preparation of and Action on Budget**

- (1) Source of funds
- (2) Estimated income
- (3) Proposed expenditures
- (4) Draft of budget

**B. Announcement of appointments of District Committee Chairmen**

**C. Secretary's and Treasurer's Bonds**

**D. Disposition of Surplus Funds**

**E. Approval of Plans and Objectives**

**F. Appointment of District Bulletin Editor**

**G. Miscellaneous**



**REPORT OF CONFERENCE FOR DISTRICT COMMITTEE CHAIRMEN**

District \_\_\_\_\_ Date \_\_\_\_\_

Place \_\_\_\_\_ Time Allotted \_\_\_\_\_

**CHECK COMMITTEE CHAIRMEN PRESENT:****YOUTH SERVICES**

- ☐ Boys and Girls Work  
☐ Circle K Clubs  
☐ Key Clubs  
☐ Vocational Guidance

**CITIZENSHIP SERVICES**

- ☐ Agriculture and Conservation  
☐ Public and Business Affairs  
☐ Support of Churches in  
 Their Spiritual Aims

**KIWANIS ADMINISTRATION**

- ☐ Achievement Reports  
☐ Attendance and Membership  
☐ Convention Program  
☐ Finance  
☐ Inter-Club Relations  
☐ Kiwanis Education and Fellowship  
☐ Laws and Regulations  
☐ New Club Building  
☐ Past District Governors  
☐ Programs and Music  
☐ Public Relations  
☐ Resolutions

What will be done to provide training for absentees? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Governor-designate

(The District Governor-designate should mail this report PROMPTLY after the Training Conference is held, to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois.)



FORM L. T. 4

13c

(over)

**SUGGESTIONS AND RECOMMENDATIONS  
FOR IMPROVEMENT OF LEADERSHIP TRAINING PROGRAM**

# GOVERNOR'S CONFERENCE

## CONDUCTED FOR DISTRICT CHAIRMEN

District Governor-designate presiding  
November 4-28, 1961

**TIME:** One day.

**PLACE:** Selected by District Governor-designate.

**DATE:** November 4-28 or at mid-winter conference.

1. CALL TO ORDER, INVOCATION, AND INTRODUCTIONS OF THE TRAINING STAFF  
..... Governor-designate
2. THE PURPOSE OF THE CONFERENCE  
..... Governor-designate
  - A. The position of the District Chairman  
(A brief concise statement explaining the exact position held by the district chairman in relation to all other officers elected and appointed.)
  - B. The District Chairman and the District Goals.. District Governor-designate
    - (1) The District Governor and his Board establish these in some areas of the work.
    - (2) The District Chairman sets his own goals in other activities.
  - C. The District Chairman and the District Officers
    - (1) District Chairman appointed by District Governor for a purpose.
    - (2) District Chairman keeps in close contact with Governor to assist in promoting new projects.
    - (3) District Chairman assists the Lieutenant Governor in activating the club committee chairmen in his Division.
    - (4) District Chairman clears all new projects involving policy with the Governor and the District Board.
    - (5) District Chairman and the District Secretary
      - (a) Keeps him informed on projects
      - (b) Expects all available information on functioning of clubs from the District Office.
    - (6) District Chairman and the District Bulletin Editor sends in special reports on outstanding projects—give credit where credit is due.
3. THE DISTRICT CHAIRMAN AND HIS COMMITTEE MEMBERS
  - A. Promotion of program
  - B. Dissemination of successful material to clubs
  - C. Arouse non-active club committees through
    - (1) Lieutenant Governors
    - (2) Club President
4. THE DISTRICT CHAIRMAN AND THE CLUB COMMITTEES  
..... Past Governor or Lieutenant Governor
  - A. The clubs receive the program direct from the General Office as developed by the International Committees and incorporated in the Committee Kits.
  - B. District Chairman—the promotion helper for club committee chairmen.
  - C. District Chairman or his committee members check up on clubs whose reports show little or no activity.
5. ASSISTANCE THAT THE DISTRICT CHAIRMAN CAN EXPECT DURING THE YEAR.
  - A. Five year comparison charts provided by Kiwanis General Office.
  - B. General Office tabulation of percentages of participation during the current year.
  - C. Letters and bulletins from the International Committee Chairman or member assigned to each zone.
  - D. Suggestions from Governor and Lieutenant Governors regarding possible projects.
  - E. In those Districts holding Midwinter Conferences the District Chairman may present and explain his program and objectives for the year.
  - F. List of club service bulletins available from General Office.

6. PROMOTION "KNOW-HOW" AND FOLLOW-UP

- A. Use Club Ranking Plan where available in the District.
- B. Make use of letters and bulletins.
  - 1. Copies always to
    - a. Governor
    - b. Lieutenant Governor
    - c. Club President (if contact is made with club committee chairman)
    - d. International Committee
    - e. General Office
- C. Establish a working plan for the year
  - 1. Set up certain projects for a certain time—monthly, quarterly, seasonal.
  - 2. Break down district goals by months or quarters.
  - 3. Discuss all your plans with your committee members. Keep them completely informed.
- D. Develop percentage of participation or other measuring device.
- E. Use committee members
  - 1. One for each division or
  - 2. Zoning of district—if small committee provided

7. REPORTS BY DISTRICT CHAIRMAN

- A. The General Office will furnish two report forms during the year.
  - 1. One is due prior to the International Convention.
  - 2. The other is due at the close of the year.
- B. These reports contain copies to be forwarded to: District Governor, International Committee Chairman, General Office. (A fourth copy is provided for the District Chairman.)
- C. Other reports as designated by the District Governor

8. SUMMARY

- A. Know your job.
- B. Establish your plan.
- C. Train yourself and those on your committee to give leadership in their areas.
- D. Work your plan toward the accomplishment of definite goals.
- E. Check the efficiency of your plan.
- F. Utilize the best information available to you from all sources—especially your committee members.
- G. Keep all informed of your plans and promotional technique.
- H. Correct any lack of effectiveness in so far as possible.
- I. Reap a real harvest in results.

# GOVERNOR'S CONFERENCE

## PLAN B (COMBINED) (Not Recommended)

Some districts find it desirable to combine the Governor's Conference for Lieutenant Governors and the Lieutenant Governor's Conference for Club Officers. Two days should be used for this type of conference.

The first part of the conference should be directed to district and divisional functioning and the second part to club functioning and club activities. The suggested agenda for the Governor's Conference should be used on the first day and the model agenda for the Lieutenant Governor's Conference should be used on the second day. Item number six (1961 Theme and Pro-

grams of Service) should be used the second day instead of the first so that district and club officers may hear the presentation at the same time.

On the afternoon of the second day a period of at least ninety minutes should be made available for separate divisional conferences presided over by the several Lieutenant Governors. At these conferences dates will be set for club presidents' conferences. The Lieutenant Governor will also secure the date for the installation of club officers. At these conferences the divisional goals as established at the Governor's Conference for Lieutenant Governors on the preceding day will be broken down into club goals.

The advantages of Plan A (separate Governor's and Lieutenant Governor's conferences) are:

1. No expense is involved in bringing all club officers to a central point in the division instead of to one central point in the district.
2. Local problems can be discussed more fully in a conference within the limits of the division.
3. The Lieutenant Governor has a closer contact with his club presidents in a separate divisional conference.
4. In addition to the club presidents and secretaries, the vice presidents, treasurers and directors can attend the meeting within the division.
5. More concentrated attention is given the business of the conference since there are no social distractions.
6. The attendance of club presidents and secretaries is larger when separate conferences are held.

The advantages of Plan B (combined Governor's and Lieutenant Governor's conference) are:

1. The best qualified assistants in the district are available for this one conference;
2. There is less hurry;
3. There is the enthusiasm which results from the meeting of a large group of Kiwanis leaders;
4. It is possible to arrange for an inspirational address at a luncheon or dinner.

**REPORT OF GOVERNOR'S COMBINED CONFERENCE***(To be filed by the District Governor-designate)*

District \_\_\_\_\_ Date \_\_\_\_\_

Place \_\_\_\_\_ Time Allotted \_\_\_\_\_

**CHECK OFFICERS PRESENT:****PAST DISTRICT OFFICERS PRESENT:**

1961 Governor	(____)	_____
No. of 1962 Lt. Govs.-Designate Present	(____)	_____
1962 Treasurer-Designate	(____)	_____
1962 Secretary-Designate	(____)	_____
1962 Club Presidents-Designate	(____)	_____
1962 Club Vice Presidents-Designate	(____)	_____
1962 Club Secretaries-Designate	(____)	_____
1962 District Chairmen-Designate	(____)	_____
Total No. of Clubs in District	(____)	_____
Total No. of Clubs Represented	(____)	_____

NAMES OF LIEUTENANT GOVERNORS-DESIGNATE ABSENT: \_\_\_\_\_

CLUBS NOT REPRESENTED BY PRESIDENT-DESIGNATE OR VICE PRESIDENT-DESIGNATE: \_\_\_\_\_

WAS SUGGESTED OUTLINE FOLLOWED? \_\_\_\_\_

IS COPY OF AGENDA ATTACHED? \_\_\_\_\_

WHAT WILL BE DONE TO PROVIDE TRAINING FOR THOSE ABSENT? \_\_\_\_\_

DATE \_\_\_\_\_

DID YOU GIVE LIEUTENANT GOVERNORS FORMS FOR REPORTING TRAINING OF ABSENT CLUB OFFICERS? ☐ YES ☐ NO

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Governor-designate

(The District Governor-designate should mail this report PROMPTLY after the Governor's conference is held, to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois.)



**SUGGESTIONS AND RECOMMENDATIONS  
FOR IMPROVEMENT OF LEADERSHIP TRAINING PROGRAM**

WHAT EVIDENCE THAT THE COMBINED CONFERENCE  
IS BETTER THAN SEPARATE CONFERENCES?

# REPORT OF CONFERENCE FOR CLUB OFFICERS

## AT DISTRICT MID-WINTER CONFERENCE

District \_\_\_\_\_ Where held \_\_\_\_\_

Date held \_\_\_\_\_ Number of clubs represented \_\_\_\_\_

List of clubs not represented \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was conference divided into groups? \_\_\_\_\_

\_\_\_\_\_

If so, indicate those included in various groups \_\_\_\_\_

\_\_\_\_\_

If conference held in one general group please indicate number of those attending the conference:

Presidents \_\_\_\_\_

Treasurers \_\_\_\_\_

Vice Presidents \_\_\_\_\_

Committee Chairmen \_\_\_\_\_

Secretaries \_\_\_\_\_

Members \_\_\_\_\_

Total Attendance \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is copy of agenda attached? \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Governor-designate

(The District Governor should forward this report PROMPTLY following the conference to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois.)



**SUGGESTIONS AND RECOMMENDATIONS  
FOR IMPROVEMENT OF LEADERSHIP TRAINING PROGRAM**

## PROGRAM OF COMMITTEE PRESENTATIONS AT CONFERENCES OF CLUB OFFICERS

**TIME:** Early in January, 1962.

**PLACE:** At the place of the mid-winter conference, District installation meeting or at Regional Conferences

**PRESIDING OFFICER:** The Governor

It is suggested that each district chairman discuss his committee program. Such discussion should be of an inspirational and educational nature on the content of the program, the mechanics of administration having been covered in the Governor's conference held between November 4 and 28, 1961. At the close of each address there should be a period of questions.

*Round table sessions may be employed for each of Sections A, B and C (suggested format for round table sessions may be obtained from General Office).*

### A. YOUTH SERVICES

1. Kids' Day
2. Key Club—Circle K
3. Boys and Girls Work
4. Vocational Guidance

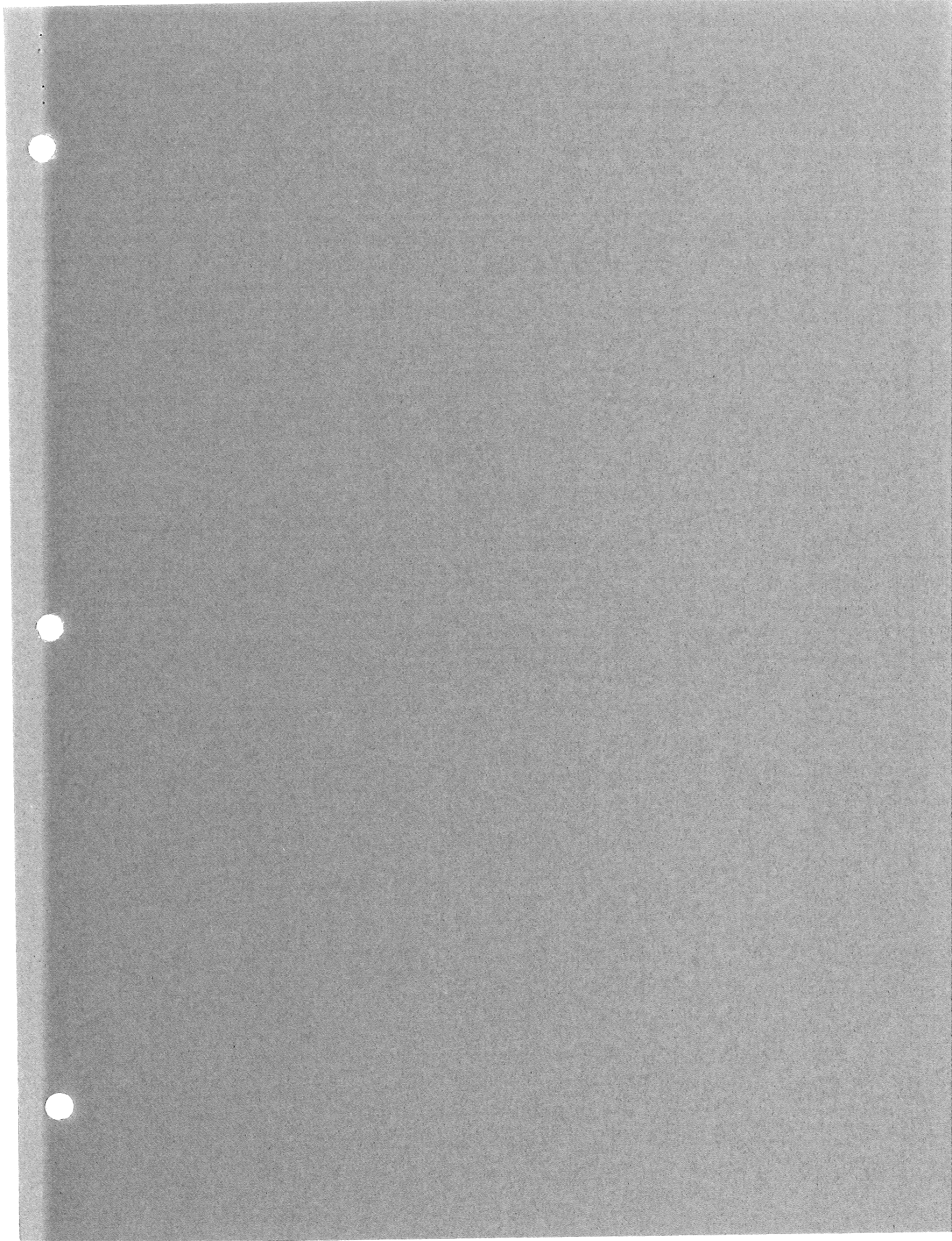
### B. CITIZENSHIP SERVICE

1. Agriculture and Conservation
2. Public and Business Affairs
3. Support of Churches in Their Spiritual Aims

### C. KIWANIS ADMINISTRATION

1. Achievement Reports
2. Attendance and Membership
3. Inter-club Relations
4. Kiwanis Education and Fellowship
5. New Club Building
6. Programs and Music

(The District Governor should mail PROMPTLY on attached blank the report on the conference to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois.)





**BOARD COMMITTEE ON LEADERSHIP**

CLUM BUCHER, *Chairman*, Bloomington, Indiana

JAMES M. MOLER, Charles Town, West Virginia

MERLE H. TUCKER, Gallup, New Mexico



WE BUILD

**WE BUILD**



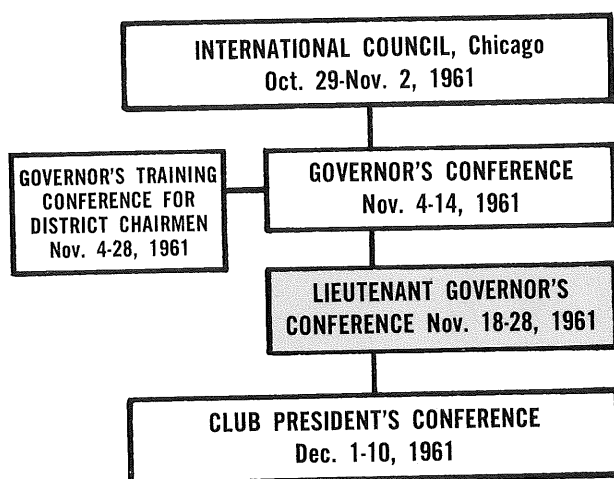
*Administrative theme for 1962:*

**FREEDOM—OUR Individual Responsibility**

**LIEUTENANT GOVERNOR'S  
CONFERENCE**

# **LEADERSHIP TRAINING**

**FOR CLUB OFFICERS**



For forty years Kiwanis has been unique in the service club field because of its Leadership Training Program. No man assumes the responsibility of leadership in Kiwanis until he has been

prepared for the responsibilities he is to assume. At the governor's conference which you attended, you were provided with the tools which you will need as lieutenant governor in 1962.

Now you assume the responsibility of passing on to the officers of the clubs in your division the training they will need. Through your Leadership Training Conference they will learn HOW to do their jobs and WHAT their jobs are. They will learn, at your conference, how they may be assured of being successful club presidents. They will also learn about the International program for 1962. This is the WHAT they are to do.

Kiwanians are good citizens. Through you the Kiwanians who hold office in your division will accept the challenge of our 1962 theme, "FREEDOM—OUR Individual Responsibility."

PRESIDENT, KIWANIS INTERNATIONAL





**REPORT BY LIEUTENANT GOVERNOR**

ON LIEUTENANT GOVERNOR'S CONFERENCE FOR CLUB OFFICERS

District \_\_\_\_\_

Division \_\_\_\_\_

Number of Clubs in Division \_\_\_\_\_ Number of Clubs Represented \_\_\_\_\_

Assistants \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**NUMBER PRESENT:**

Presidents-designate \_\_\_\_\_

Vice Presidents-designate \_\_\_\_\_

Secretaries-designate \_\_\_\_\_

**CHECK THOSE PRESENT:**

Lieutenant Governor 1961 (\_\_\_\_)

Governor-designate (\_\_\_\_)

Governor 1961 (\_\_\_\_)

District Secretary (\_\_\_\_)

Past District Governors (\_\_\_\_)

Other Past District Officers (\_\_\_\_)

**CONFERENCE FOR CLUB SECRETARIES (If held separately)**

Date \_\_\_\_\_

Place \_\_\_\_\_

Number attending \_\_\_\_\_

**LIST NAMES OF ANY CLUBS NOT REPRESENTED AT CONFERENCE:**

For Presidents-designate and Vice Presidents-designate \_\_\_\_\_

For Club Secretaries-designate \_\_\_\_\_

**WHAT WILL BE DONE TO PROVIDE TRAINING FOR THOSE NOT PRESENT?** \_\_\_\_\_

DATE \_\_\_\_\_

**TIME CONSUMED FOR CONFERENCES FOR CLUB PRESIDENTS-DESIGNATE AND VICE PRESIDENTS-DESIGNATE:**

\_\_\_\_\_ Hours.

**ATTACH OUTLINE USED** \_\_\_\_\_\_\_\_\_\_  
Lieutenant Governor-designate

(The Lieutenant Governor-designate should mail this report PROMPTLY after conferences are held, one copy to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois, one copy to the 1962 District Governor, and the other copy to the 1962 District Secretary.)



FORM L. T. 10

6M

(over)

# SUGGESTIONS AND RECOMMENDATIONS FOR IMPROVEMENT OF LEADERSHIP TRAINING PROGRAM

1. The training program should be more comprehensive, covering a wider range of topics and skills. This includes not only technical skills but also soft skills such as communication, teamwork, and problem-solving. The program should also include a strong emphasis on ethics and integrity, as these are essential for effective leadership.

2. The training program should be more interactive and engaging. This can be achieved through the use of case studies, role-playing exercises, and group projects. These activities will help participants to develop their leadership skills in a practical and hands-on manner.

3. The training program should be more personalized and tailored to the needs of individual participants. This can be achieved through the use of self-assessments and individual coaching. This will help participants to identify their strengths and weaknesses and develop a plan for improvement.

4. The training program should be more ongoing and continuous. This can be achieved through the use of ongoing coaching and support, as well as regular check-ins and feedback sessions. This will help participants to maintain their leadership skills and continue to grow and develop over time.

5. The training program should be more inclusive and accessible to all participants. This can be achieved through the use of flexible scheduling and a variety of delivery methods, including online and in-person options. This will help to ensure that all participants have the opportunity to participate in the program.

6. The training program should be more measurable and evaluable. This can be achieved through the use of clear learning objectives and assessment tools. This will help to ensure that the program is effective and that participants are achieving the desired outcomes.

7. The training program should be more collaborative and supportive. This can be achieved through the use of a strong support network and a culture of collaboration. This will help participants to feel supported and motivated throughout the program.

8. The training program should be more innovative and creative. This can be achieved through the use of new and emerging technologies and techniques. This will help to ensure that the program is relevant and up-to-date.

9. The training program should be more transparent and accountable. This can be achieved through the use of clear communication and regular reporting. This will help to ensure that the program is being implemented effectively and that participants are receiving the best possible experience.

10. The training program should be more focused and concise. This can be achieved through the use of a clear and concise curriculum and a focus on the most important topics and skills. This will help to ensure that participants are able to absorb and apply the information effectively.



**SUPPLEMENTAL REPORT**  
ON LIEUTENANT GOVERNOR'S CONFERENCE

(To be used for reporting the training of any club officers absent from the original Conference.)

District \_\_\_\_\_

Division \_\_\_\_\_

Name of Club \_\_\_\_\_

Date of Special Training Meeting \_\_\_\_\_

Length of Meeting \_\_\_\_\_

Place of Meeting \_\_\_\_\_

**CHECK THOSE PRESENT:**

President-designate (\_\_\_\_)

Vice President-designate (\_\_\_\_)

Secretary-designate (\_\_\_\_)

\_\_\_\_\_  
Lieutenant Governor-designate

(The Lieutenant Governor-designate should mail this report PROMPTLY after training is given, one copy to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois, one copy to the 1962 District Governor, and the other copy to the 1962 District Secretary.)



FORM L. T. 11

3M

(over)

**SUGGESTIONS AND RECOMMENDATIONS  
FOR IMPROVEMENT OF LEADERSHIP TRAINING PROGRAM**

# LIEUTENANT GOVERNOR'S CONFERENCE

## CONDUCTED FOR CLUB OFFICERS

November 18-28, 1961

**WHEN?** Between November 18 and November 28, 1961

**WHERE?** At a central location within the division

**HOW LONG?** One day or an afternoon and evening

**WHO?** The club presidents, vice presidents and secretaries for 1962

**STAFF?** Lieutenant Governor-Designate, present or past district officers, or committee chairmen—the best available

**METHOD?** Lecture and discussion

**REFERENCE?** Club President's Manual, Club Secretary's Manual, 1962 Programs of Service, 1962 Club Committee Kits, The Work of the Sponsoring Committee, and Kiwanis in Action

**HOW TO REPORT?** Lieutenant Governor-Designate to complete and mail attached forms immediately

### MODEL AGENDA

- I. CALL TO ORDER AND INVOCATION
- II. ROLL CALL OF CLUBS
- III. INTRODUCTIONS
- IV. PURPOSE OF CONFERENCE — LIEUTENANT GOVERNOR-DESIGNATE
- V. 1962 THEME AND PROGRAMS OF SERVICE
- VI. WHAT THE CLUB PRESIDENT SHOULD KNOW
  1. HE SHOULD KNOW THE DUTIES OF:
    - A CLUB PRESIDENT
      - To plan his work and prepare his calendar
      - To study the Club President's Manual
      - To confer with his predecessor
      - To confer with the club secretary
      - To select committee chairmen
      - To prepare agenda for club meetings
      - To prepare agenda for board meetings
      - To insure proper timing of all meetings
      - Each chairman should receive committee folder and program for 1962
      - To supervise program planning by program committee

To know the club bylaws and keep them current

To plan effective membership development Discussion

### 2. HE SHOULD KNOW THE DUTIES OF OTHER CLUB OFFICERS

Club Vice President

is the president's "Right Arm" charged with the supervision of committee activities

Club Secretary

should study the Secretary's Manual  
should know what is going on in club  
should complete all reports on time  
should keep in constant touch with District Secretary and Kiwanis International  
should maintain complete, efficient records

#### A. Membership

(use the "Recommendation for Membership" form to report all "move-aways")

#### B. Attendance

#### C. Finance

#### D. Minutes of board meetings

should edit a weekly news sheet for members  
(Include all district and divisional officers on mailing list)  
should work with club president on all activities

Club Treasurer

should assist with club budget  
should maintain complete, accurate records  
should make monthly and annual reports to board of directors  
should advise board when any budget item is exhausted  
should deposit all funds promptly  
should insist on annual audit

The Board of Directors

These men direct the affairs of the club  
These men supervise committee activities  
These men administer club finance and approve the budget  
These men approve monthly membership and activity reports



These men control the obligations of officers and the regularity of meetings

Discussion

3. HE SHOULD KNOW THE INTERNATIONAL COMMITTEE PROGRAMS FOR 1962

Administrative Committees' Programs  
Citizenship Services Committees' Programs  
Youth Services Committees' Programs

Discussion

4. HOW HE INSURES EFFICIENT COMMITTEE FUNCTIONING

He selects leaders and workers as chairmen  
He requires regular meetings  
He encourages and recognizes achievement  
He expects good performance and gets it  
He sees that activities are reported for credit  
He studies and distributes the club committee programs

He knows how the General Office can help him

Discussion

5. HE SHOULD ATTEND INTERNATIONAL AND DISTRICT CONVENTIONS

6. HE IS RESPONSIBLE FOR THE RECEPTION AND ENTERTAINMENT OF INTERNATIONAL AND DISTRICT OFFICERS

He should advise visiting officer in advance of complete plans

He should make definite arrangements to meet visiting officer

He should advise on length of address, attire, hotel accommodations, etc.

He should leave some time open for rest of officer and wife

Discussion

7. HE PRESIDES AT THE CLUB PRESIDENT'S CONFERENCE

Value to club

Time and place

President-designate reports on Form L.T. 13

Use of suggested agenda and how to adapt to club needs

Discussion

8. HE SETS THE DATE FOR INSTALLING OFFICERS

9. HE SHOULD STRIVE TO MEET DIVISIONAL GOALS

Achievement reports

Attendance

Inter-Club meetings

Circle K Clubs

Key Clubs

Membership

New club sponsoring

International and district conventions

Discussion

10. WHAT TO DO ABOUT PUBLIC RELATIONS

*The Kiwanis Magazine*

(Encourage the use of the "Certification of Appreciation" subscription form)

District bulletin

Press — Radio — T.V.

Study and use Public Relations Handbook

Discussion

VII. SUMMATION — Lieutenant Governor-Designate

**BOARD COMMITTEE ON LEADERSHIP**

CLUM BUCHER, *Chairman*, Bloomington, Indiana

JAMES M. MOLER, Charles Town, West Virginia

MERLE H. TUCKER, Gallup, New Mexico



WE BUILD



WE BUILD



*Administrative theme for 1962:*

**FREEDOM—OUR Individual Responsibility**

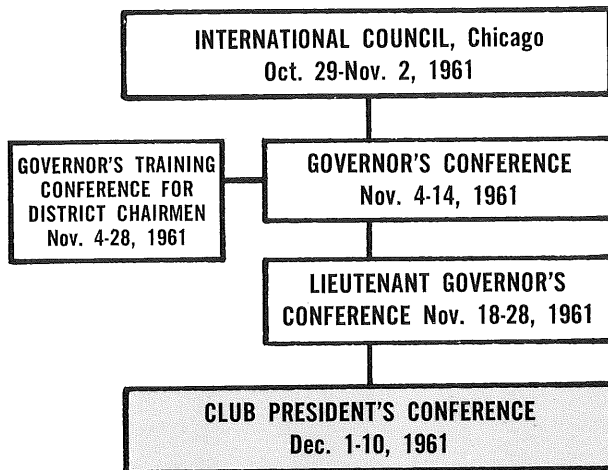
CLUB PRESIDENT'S  
CONFERENCE

# LEADERSHIP TRAINING

**FOR CLUB DIRECTORS AND CHAIRMEN**







By electing you as president of your club, your fellow members have paid you the highest compliment within their power. They have also placed upon your shoulders a great responsibility.

Kiwanis is unique in the service club field for its Leadership Training Program. No man is expected to assume responsibility until he has received the training for that responsibility. At the conference conducted by your lieutenant governor and in the "Club Presidents' Manual" you have learned how to do your job. From the programs of the International committees you have learned what that job is.

You are now about to conduct the conference for your fellow officers, directors and committee chairmen. Your success as president will depend in large measure on the thoroughness with which you prepare for this conference. The outline which follows will guide you in your planning.

1962 should be the finest year in Kiwanis history. Working together, we will give real meaning in our 5,000 communities to the 1962 theme, "FREEDOM—OUR Individual Responsibility."

PRESIDENT, KIWANIS INTERNATIONAL





# REPORT OF CLUB PRESIDENT ON CLUB PRESIDENT'S CONFERENCE FOR CLUB DIRECTORS AND COMMITTEE CHAIRMEN

District \_\_\_\_\_

Name of Club \_\_\_\_\_

City \_\_\_\_\_ State or Province \_\_\_\_\_

## CLUB OFFICERS — AND DIRECTORS-DESIGNATE:

Date Held \_\_\_\_\_

Time devoted to conference \_\_\_\_\_

Officers and Directors Present:  
(Check those present)

\_\_\_\_\_ First Vice-President  
\_\_\_\_\_ Second Vice-President  
\_\_\_\_\_ Secretary  
\_\_\_\_\_ Treasurer  
\_\_\_\_\_ Directors — No. present  
\_\_\_\_\_ Committee Chairmen

## CLUB COMMITTEE CHAIRMEN:

If separate conference held for committee chairmen give date \_\_\_\_\_

Time devoted to conference \_\_\_\_\_

Committee Chairmen present:  
(Check those present)

## YOUTH SERVICES

\_\_\_\_\_ Boys and Girls Work  
\_\_\_\_\_ Key Clubs  
\_\_\_\_\_ Vocational Guidance

## CITIZENSHIP SERVICES

\_\_\_\_\_ Agriculture and Conservation  
\_\_\_\_\_ Public and Business Affairs  
\_\_\_\_\_ Support of Churches in Their  
Spiritual Aims

## KIWANIS ADMINISTRATION

\_\_\_\_\_ Achievement Reports  
\_\_\_\_\_ Attendance and Membership  
\_\_\_\_\_ Finance  
\_\_\_\_\_ House  
\_\_\_\_\_ Inter-Club Relations  
\_\_\_\_\_ Kiwanis Education and Fellowship  
\_\_\_\_\_ Laws and Regulations  
\_\_\_\_\_ New Club Building  
\_\_\_\_\_ Programs and Music  
\_\_\_\_\_ Public Relations  
\_\_\_\_\_ Reception

OTHER (Write in Committee Names)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WAS THE AGENDA PREPARED BY THE  
INTERNATIONAL BOARD COMMITTEE ON  
TRAINING OF KIWANIS LEADERS USED AT  
THE CONFERENCES? (Check)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Club President-designate

(The President should mail this report PROMPTLY after the conferences are held: white copy to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois; blue copy to your Lieutenant Governor-designate; and pink copy to the 1962 District Secretary. Retain yellow copy.)



1. Was the training you received from your lieutenant governor adequate?

Yes ☐ — No ☐

2. Please elaborate.

3. Do you feel that you have an understanding

a. Of your duties as president? Yes ☐ — No ☐

b. Of the 1962 International Committee programs? Yes ☐ — No ☐

4. What suggestions do you have for improving the training of club officers, directors and committee chairmen?

# REPORT OF CLUB PRESIDENT ON CLUB PRESIDENT'S CONFERENCE FOR CLUB DIRECTORS AND COMMITTEE CHAIRMEN

District \_\_\_\_\_

Name of Club \_\_\_\_\_

City \_\_\_\_\_ State or Province \_\_\_\_\_

## CLUB OFFICERS — AND DIRECTORS-DESIGNATE:

Date Held \_\_\_\_\_

Time devoted to conference \_\_\_\_\_

Officers and Directors Present:  
(Check those present)

\_\_\_\_\_ First Vice-President  
\_\_\_\_\_ Second Vice-President  
\_\_\_\_\_ Secretary  
\_\_\_\_\_ Treasurer  
\_\_\_\_\_ Directors — No. present  
\_\_\_\_\_ Committee Chairmen

## CLUB COMMITTEE CHAIRMEN:

If separate conference held for committee chairmen give date \_\_\_\_\_

Time devoted to conference \_\_\_\_\_

Committee Chairmen present:  
(Check those present)

## YOUTH SERVICES

\_\_\_\_\_ Boys and Girls Work  
\_\_\_\_\_ Key Clubs  
\_\_\_\_\_ Vocational Guidance

## CITIZENSHIP SERVICES

\_\_\_\_\_ Agriculture and Conservation  
\_\_\_\_\_ Public and Business Affairs  
\_\_\_\_\_ Support of Churches in Their  
Spiritual Aims

## KIWANIS ADMINISTRATION

\_\_\_\_\_ Achievement Reports  
\_\_\_\_\_ Attendance and Membership  
\_\_\_\_\_ Finance  
\_\_\_\_\_ House  
\_\_\_\_\_ Inter-Club Relations  
\_\_\_\_\_ Kiwanis Education and Fellowship  
\_\_\_\_\_ Laws and Regulations  
\_\_\_\_\_ New Club Building  
\_\_\_\_\_ Programs and Music  
\_\_\_\_\_ Public Relations  
\_\_\_\_\_ Reception

OTHER (Write in Committee Names)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WAS THE AGENDA PREPARED BY THE  
INTERNATIONAL BOARD COMMITTEE ON  
TRAINING OF KIWANIS LEADERS USED AT  
THE CONFERENCES? (Check)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_  
Club President-designate

(The President should mail this report PROMPTLY after the conferences are held: white copy to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois; blue copy to your Lieutenant Governor-designate; and pink copy to the 1962 District Secretary. Retain yellow copy.)



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Yes ☐ — No ☐

2. Please elaborate.

3. Do you feel that you have an understanding

a. Of your duties as president? Yes ☐ — No ☐

b. Of the 1962 International Committee programs? Yes ☐ — No ☐

4. What suggestions do you have for improving the training of club officers, directors and committee chairmen?

**REPORT OF CLUB PRESIDENT ON**

CLUB PRESIDENT'S CONFERENCE FOR CLUB DIRECTORS AND COMMITTEE CHAIRMEN

District \_\_\_\_\_

Name of Club \_\_\_\_\_

City \_\_\_\_\_ State or Province \_\_\_\_\_

**CLUB OFFICERS — AND  
DIRECTORS-DESIGNATE:**

Date Held \_\_\_\_\_

Time devoted to conference \_\_\_\_\_

Officers and Directors Present:  
(Check those present)

\_\_\_\_\_ First Vice-President  
 \_\_\_\_\_ Second Vice-President  
 \_\_\_\_\_ Secretary  
 \_\_\_\_\_ Treasurer  
 \_\_\_\_\_ Directors — No. present  
 \_\_\_\_\_ Committee Chairmen

**CLUB COMMITTEE CHAIRMEN:**

If separate conference held for committee chairmen give date \_\_\_\_\_

Time devoted to conference \_\_\_\_\_

Committee Chairmen present:  
(Check those present)**YOUTH SERVICES**

\_\_\_\_\_ Boys and Girls Work  
 \_\_\_\_\_ Key Clubs  
 \_\_\_\_\_ Vocational Guidance

**CITIZENSHIP SERVICES**

\_\_\_\_\_ Agriculture and Conservation  
 \_\_\_\_\_ Public and Business Affairs  
 \_\_\_\_\_ Support of Churches in Their  
 Spiritual Aims

**KIWANIS ADMINISTRATION**

\_\_\_\_\_ Achievement Reports  
 \_\_\_\_\_ Attendance and Membership  
 \_\_\_\_\_ Finance  
 \_\_\_\_\_ House  
 \_\_\_\_\_ Inter-Club Relations  
 \_\_\_\_\_ Kiwanis Education and Fellowship  
 \_\_\_\_\_ Laws and Regulations  
 \_\_\_\_\_ New Club Building  
 \_\_\_\_\_ Programs and Music  
 \_\_\_\_\_ Public Relations  
 \_\_\_\_\_ Reception

OTHER (Write in Committee Names)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

WAS THE AGENDA PREPARED BY THE  
 INTERNATIONAL BOARD COMMITTEE ON  
 TRAINING OF KIWANIS LEADERS USED AT  
 THE CONFERENCES? (Check)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Club President-designate

(The President should mail this report PROMPTLY after the conferences are held: white copy to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois; blue copy to your Lieutenant Governor-designate; and pink copy to the 1962 District Secretary. Retain yellow copy.)



1. Was the training you received from your lieutenant governor adequate?

Yes ☐ — No ☐

2. Please elaborate.

3. Do you feel that you have an understanding

a. Of your duties as president? Yes ☐ — No ☐

b. Of the 1962 International Committee programs? Yes ☐ — No ☐

4. What suggestions do you have for improving the training of club officers, directors and committee chairmen?

**REPORT OF CLUB PRESIDENT ON**

CLUB PRESIDENT'S CONFERENCE FOR CLUB DIRECTORS AND COMMITTEE CHAIRMEN

District \_\_\_\_\_

Name of Club \_\_\_\_\_

City \_\_\_\_\_ State or Province \_\_\_\_\_

**CLUB OFFICERS — AND  
DIRECTORS-DESIGNATE:**

Date Held \_\_\_\_\_

Time devoted to conference \_\_\_\_\_

Officers and Directors Present:  
(Check those present)

\_\_\_\_\_ First Vice-President  
 \_\_\_\_\_ Second Vice-President  
 \_\_\_\_\_ Secretary  
 \_\_\_\_\_ Treasurer  
 \_\_\_\_\_ Directors — No. present  
 \_\_\_\_\_ Committee Chairmen

**CLUB COMMITTEE CHAIRMEN:**

If separate conference held for committee chairmen give date \_\_\_\_\_

Time devoted to conference \_\_\_\_\_

Committee Chairmen present:  
(Check those present)**YOUTH SERVICES**

\_\_\_\_\_ Boys and Girls Work  
 \_\_\_\_\_ Key Clubs  
 \_\_\_\_\_ Vocational Guidance

**CITIZENSHIP SERVICES**

\_\_\_\_\_ Agriculture and Conservation  
 \_\_\_\_\_ Public and Business Affairs  
 \_\_\_\_\_ Support of Churches in Their  
 Spiritual Aims

**KIWANIS ADMINISTRATION**

\_\_\_\_\_ Achievement Reports  
 \_\_\_\_\_ Attendance and Membership  
 \_\_\_\_\_ Finance  
 \_\_\_\_\_ House  
 \_\_\_\_\_ Inter-Club Relations  
 \_\_\_\_\_ Kiwanis Education and Fellowship  
 \_\_\_\_\_ Laws and Regulations  
 \_\_\_\_\_ New Club Building  
 \_\_\_\_\_ Programs and Music  
 \_\_\_\_\_ Public Relations  
 \_\_\_\_\_ Reception

OTHER (Write in Committee Names)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

WAS THE AGENDA PREPARED BY THE  
 INTERNATIONAL BOARD COMMITTEE ON  
 TRAINING OF KIWANIS LEADERS USED AT  
 THE CONFERENCES? (Check)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Club President-designate

FORM L. T. 13  
8M

(The President should mail this report PROMPTLY after the conferences are held: white copy to the General Office of Kiwanis International, 101 East Erie Street, Chicago 11, Illinois; blue copy to your Lieutenant Governor-designate; and pink copy to the 1962 District Secretary. Retain yellow copy.)

1. Was the training you received from your lieutenant governor adequate?

Yes ☐ — No ☐

2. Please elaborate.

3. Do you feel that you have an understanding

a. Of your duties as president? Yes ☐ — No ☐

b. Of the 1962 International Committee programs? Yes ☐ — No ☐

4. What suggestions do you have for improving the training of club officers, directors and committee chairmen?



# CLUB PRESIDENT'S CONFERENCE

## CONDUCTED FOR CLUB DIRECTORS AND COMMITTEE CHAIRMEN

December 1-10, 1961

**WHEN?** Between December 1 and December 10, 1961

**WHERE?** At a convenient and adequate location selected by the President-Designate

**HOW LONG?** Dinner and entire evening  
(Allow two hours for presentation of entire agenda)

**WHO?** All members of 1962 board of directors and committee chairmen

**STAFF?** Past presidents, other former club officers, any available present or past district officers

**REFERENCE?** Club President's Manual, 1962 Theme and Programs of Service, Kiwanis in Action, Club Committee Kits

**HOW TO REPORT?** President to fill out and mail attached forms, L.T. 13, immediately

### MODEL AGENDA

#### 1. CALL TO ORDER AND INVOCATION

#### 2. INTRODUCTION OF GUESTS, CLUB OFFICERS, AND COMMITTEE CHAIRMEN

#### 3. PURPOSE OF CONFERENCE

By President-Designate (15 minutes)  
Localize the International Programs of Service  
Study the use of club committee kits  
Train committee chairmen in uniform administration  
Emphasize continuing projects of club  
Suggest new projects for club through committees  
Discuss methods to increase effective membership  
Complete plans to fill committee membership

#### 4. DISCUSSION OF 1962 INTERNATIONAL THEME AND PROGRAMS OF SERVICE

By an active past officer (10 minutes)

#### 5. DUTIES OF BOARD OF DIRECTORS

By an active past president (5 minutes)  
Direct affairs of the club  
Supervise committee activities  
Club finance and budget  
Approval of monthly membership and activity reports

Obligation of officers and regularity of meetings  
Standard Form for Club Bylaws, Article VII

#### 6. WHAT THE CLUB SECRETARY NEEDS FROM THE COMMITTEE CHAIRMEN

By club secretary (5 minutes)  
Prompt reports  
Official correspondence  
News for the club bulletin  
Keep the club informed on all projects

#### 7. BUDGET AND FINANCIAL DISCUSSION

By the club treasurer (5 minutes)

#### 8. SUGGESTIONS TO COMMITTEE CHAIRMEN

By an active past officer (10 minutes)  
Hold meeting of your entire committee  
Prepare your budget needs soon and submit to board  
Set a regular day of each month for your meetings  
Confer with the 1961 chairman and get his records  
Be sure all your plans are in line with general Kiwanis policy  
Study the International committee's program in your Club Committee Kit  
Select one of your committee as secretary to record and report  
Keep your president and/or vice president informed of meeting dates  
Clear all projects with board of directors  
Submit complete written report to officers by end of each month  
Cooperate with other Club Committees to avoid duplication  
Use club members for work projects  
Plan a project that is new and different

#### 9. OTHER COMMITTEE CHAIRMEN LEAD DISCUSSIONS ON THEIR PROGRAMS

(15 minutes)  
Plans for the new year  
Suggest one new project  
Plans for meetings

#### 10. KIWANIS EDUCATION

By an experienced Kiwanian (10 minutes)  
Club Committee Kit  
Continue education of all members  
New members' induction  
Invite new members to attend board meetings

Responsibility of new member sponsor

Use them or lose them

Special club programs

Use club bulletin

Observe special dates

a. Club anniversary

b. Kiwanis Anniversary Week — Jan. 21-27

c. Canada-U. S. Good Will Week — April 22-28

d. Kiwanis Kids' Day — Sept. 22

e. Farm-City Week — Nov. 16-22

f. Others

#### 11. MEMBERSHIP DEVELOPMENT

By President-Designate (10 minutes)

Reduce deletions

Develop young manpower

Use the "Recommendation for Membership" form to report all "move-aways"

Better pre-induction education

Put new members to work

New clubs in "Suburbia"

#### 12. FUND RAISING ACTIVITIES

By President-Designate (5 minutes)

Total amount needed

Method to raise funds

Raise funds for a definite community purpose

#### 13. CONVENTIONS

By President-Designate (5 minutes)

International Convention, Denver, Colorado,

June 10-14, 1962

District Convention at.....on....., 1962

Budget now for delegates to attend

#### 14. WHAT TO DO ABOUT PUBLIC RELATIONS

By an experienced Kiwanian (5 minutes)

Public Relations Handbook

Press — Radio — T.V.

District Bulletin

*The Kiwanis Magazine*

(Encourage the use of the "Certificate of Appreciation" subscription form)

Kiwanis road signs

#### 15. CLUB GOALS FOR 1962

By President-Designate (15 minutes)

Attendance

Achievement report excellence

Conventions

Key Clubs

Circle K Clubs

Membership

New club sponsoring

Youth projects

Community service projects

Inter-club activity

Top programs

Good food

Fellowship

Club rating plan

#### 16. SUMMATION — 1962 CAN BE OUR BEST YEAR

By President-Designate (5 minutes)





**BOARD COMMITTEE ON LEADERSHIP**

CLUM BUCHER, *Chairman*, Bloomington, Indiana

JAMES M. MOLER, Charles Town, West Virginia

MERLE H. TUCKER, Gallup, New Mexico



WE BUILD

REPORT OF BOARD COMMITTEE  
ON  
MEMBERSHIP DEVELOPMENT

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Marshall E. Jetty, James M. Moler, C. L. "Doc" Morris,  
Le Roy J. Olsen  
Chairman - Charles A. Swain  
Staff Members - Fay H. McDonald, Kenneth P. Greenaway

This committee spent a good deal of time considering how we might derive fullest benefit from the organization of the 5000th club which is expected during the early part of April, 1962. We believe that this will be an event for which we should seek the widest possible news coverage both internally and externally. We believe that the recognition and celebration of the event should center around the presentation of the charter to the club rather than of the organization meeting and that the charter presentation meeting should follow the organization date at a time that would be most suitable to the new club and its sponsor but having regard to the possibilities of attracting attendance of International officers and officers from districts adjacent to and in proximity to the district in which the new club is located. These are the frills that your committee recommends:

- (a) That in cooperation with the district governor, President Witthuhn be invited to present the charter;
- (b) That as the only living founder, Harry Young be invited to attend at the expense of Kiwanis International;
- (c) That Kiwanis International present a club banner to the new club on which the 5000th distinction is indicated;
- (d) That Kiwanis International present a gong and gavel to the new club on which an inscription is engraved and bearing a replica signature of the International President and the District Governor;
- (e) That Kiwanis International present a club banner to the sponsoring club on which the 5000th distinction is indicated;
- (f) That the Public Relations department strive for full coverage both internally and externally;
- (g) That an effort be made to have every International officer and district governor send congratulatory messages to the new club on the occasion of the meeting.

The committee considered the value of the approaching 5000th milestone in the promotion of new clubs by the International and District Committees on New Club Building during the early part of the year. However, we believe that if the plans for this celebration are too widely publicized the effect might be to retard the flow of new clubs as many districts would try to delay the organization of new clubs in an effort to gain the distinction. We believe that it is best to let the 5000th club come naturally without any effort to set its location. We believe, however, that the chairman of the International Committee on New Club Building should announce at this Council meeting that there will be special observance made of the 5000th club.

The committee believes that in actual practice the procedure for the election of new members as provided in the Standard Form for Club Bylaws is seldom followed. Generally a man is invited to consider membership before any action has been taken by the club directors. If he expresses an interest in joining, the proposer then obtains a Proposal for Membership blank, fills it out, and after a recommendation by the Membership Committee, the prospect is voted upon by the board. Many have expressed that this is a cumbersome method which we have outgrown and that we should devise a means that would make it easy and simple for our members to discuss possible membership with their friends and acquaintances. We believe that clubs should be provided free of charge a new form which they could give to their members. The members should hold this form in readiness so that when the opportune time approaches to discuss Kiwanis membership with a friend, it is conveniently available to him. We recommend that the form be continued as a Proposal for Membership but that it be a four-page folder on card stock in the approximate size of  $3\frac{1}{2}$ " x  $5\frac{1}{2}$ "; that page one be entitled "An Invitation to Consider Membership in Kiwanis"; that page two carry a prepared message from the club president, signed by the president before handed to the member for future use; that page three be headed "Personal Information" which the prospective member would be asked to complete and sign; that page four be the proposal of the existing member to the Committee on Attendance and Membership and the Board of Directors. In no instance under our existing method of new member recruitment do we have a place for the signature of a prospective new member. We believe the signature of a prospective member on this proposed new form may have the tendency to speed up the process of having him elected to membership. We believe that in the distribution of these new forms to clubs, it should be suggested that they endeavor to shorten the time between the securing of the proposal and action by the board by holding more frequent meetings of the Committee on Attendance and Membership and more frequent special meetings of the board for the consideration of election of new members.

In considering the "Image of Kiwanis" this committee has nothing concrete to offer at this time but we have determined to give renewed study to the film-strip which was suggested some time ago and for which a proposed script and format was devised by the staff. This proposed strip was entitled "The Man Who Wears the K."

The committee gave lengthy consideration to the matter of Privileged Membership and in this consideration we studied the "senior active" and "past service" memberships as used by Rotary International. It is the consensus of the committee that the term "privileged" is individually interpreted by the holders of this class of membership in ways that were never intended when the category was instituted. Although we urge that privileged membership be reviewed annually in an effort to restore to active membership any privileged members who no longer qualify under the original intent, we are realistic in our assumption that this is done infrequently and by very few clubs. The committee is of the belief that privileged membership has been in force for so long and that there are so many holding this category



under the faithful assumption that they truly qualify for it, that it would be a mistake to deprive them of it or to change the characteristics that would make these members feel they were holding this class of membership illegally. We believe that privileged membership is here to stay and that we cannot do anything about it other than to stop any more members being enrolled in this category after a certain date. We therefore recommend that after January 1, 1963, no active member of a Kiwanis Club shall be made a privileged member but that all members enrolled in that category on that date be continued and that clubs be urged to make review periodically in an effort to restore privileged members to active membership.

The committee recommends that a new class of membership be instituted on January 1, 1963 to be known as "Senior Membership" and that this class be characterized as follows:

- (a) That it be awarded to an active member who has been an active member in good standing of one or more Kiwanis clubs for such number of years, not less than fifteen (15);
- (b) That it be awarded to a member upon his written application and that it remain the prerogative of the board to grant it only after careful scrutiny;
- (c) That reasons for such change to Senior Membership be limited to inability to maintain minimum attendance because of health, business, or other extenuating circumstances;
- (d) That members holding such class of membership be required to attend at least 12 meetings during the calendar year;
- (e) That the number of members holding such class of membership be limited to not more than 10% of the total membership of the club;
- (f) That if the member has not been awarded the Legion of Honor distinction prior to being enrolled as a Senior Member, he shall not be eligible to receive this distinction;
- (g) That at the discretion of the board and the willingness of the member, he may be restored to active membership when circumstances permit.

The committee studied the plans wherein extra assistance will be provided to those districts that have experienced no gain in membership during the past five years. The staff has prepared statistics that will vividly note the difficulty that some districts have had in maintaining a satisfying membership level. Once the districts are convinced that problems do exist, it is our belief that they will be receptive to the help that might be provided by the International Committee on Attendance and Membership and by our Field Service staff.

The committee believes that in the realization that many of our members in various parts of the country have recently been called for training in our armed services, and that in the possibility that this number may increase in the approaching months, we should re-institute the provision of "Military Service Membership" as part of our Official Attendance Rules. We recommend that from rule 8 of the attendance rules, the words "or military service by a member outside of his own club area" be eliminated and that this rule be re-numbered 8a. We further recommend that rule 8b be inserted as follows:

8b The club board of directors may grant a "leave of absence" to a member who is called to military service and shall be referred to as "Military Service Members." The "leave of absence" shall extend for the period of active military service and the absence of such members will not count against the attendance record of the club. The period of Military Service Membership shall not interrupt a member's previous perfect attendance record. Any perfect attendance record shall be figured on the basis of a continued record accomplished before and after but not during, the period of Military Service Membership. At the discretion of the club board of directors the dues of the member may be waived and upon proper information on the form provided, clubs will not be charged for International or district dues for such members during the period of the "leave of absence." Clubs will be charged for the magazine subscription for such members and the magazine will be mailed monthly to the address provided.

The committee considered a resolution adopted by the Minnesota-Dakotas District wherein clubs of the district are encouraged to plan well the induction of new members and to take steps to properly inform and train all new members in Kiwanis programs of service, to the end that loss of good men may be curtailed. We have instructed that a letter of commendation be sent to this district on such positive action.

The committee considered a resolution adopted by the Pacific Northwest District wherein Kiwanis International is petitioned to amend the rules governing attendance to permit clubs with a membership of less than 36 members to reduce the number of meetings in July and August as fits their needs, even to the extent of recessing completely for the said months. We recommend no action on this proposal.

The committee considered a resolution adopted by the Western Canada District wherein a procedure is proposed in the transfer of a member from one club to another. We have instructed that a letter be forwarded to the district outlining that several points of the proposed procedure are possible under presently existing provisions. We recommend no action on the portion of the resolution calling for elimination of membership fees or for elimination of membership dues in that billing period in which a member may resign from one club and join another.

#### Recommendations

The committee recommends:

1. That in connection with the charter presentation meeting of our 5000th club:
  - (a) That in cooperation with the district governor, President Witthuhn be invited to present the charter;
  - (b) That the only living founder, Harry Young, be invited to attend at the expense of Kiwanis International;
  - (c) That Kiwanis International present a club banner to the new club and to the sponsoring club on which the 5000th distinction is indicated;
  - (d) That Kiwanis International present a gong and gavel to the 5000th club on which an inscription is engraved and bearing a replica signature of the President of Kiwanis International and the district governor;



- (e) That the Public Relations department strive for full coverage both internally and externally;
- (f) That an effort be made to have every International officer and district governor send congratulatory messages to the new club on the occasion of the charter meeting and that as many of these officers as possible attend the meeting at their own expense.

I move that recommendation 1 be adopted.

- 2. That the Chairman of the International Committee on New Club Building shall announce at this Council meeting that there will be special observance made of the 5000th club but that the committee refrain from using this fact in its promotion of new clubs during the early part of the year lest it retard the flow of new clubs.

I move that recommendation 2 be adopted.

- 3. That a new four-page Proposal for Membership form be provided on card-stock in the approximate size of  $3\frac{1}{2}$ " x  $5\frac{1}{2}$ " and that it be entitled "An Invitation to Consider Membership in Kiwanis"; that it include a prepared message by the president of a club, personal information of the prospective member which he will sign and space for the endorsement of the proposer.

I move that recommendation 3 be adopted.

- 4. That after January 1, 1963 no active member of a Kiwanis Club shall be made a privileged member but that all members enrolled in that category on that date be continued and that clubs be urged to make review periodically in an effort to restore privileged members to active membership.

I move that recommendation 4 be adopted.

- 5. That a new class of membership be instituted on January 1, 1963 to be known as "Senior Membership" and that this class be characterized as follows:

- (a) That it be awarded to an active member who has been an active member in good standing of one or more Kiwanis clubs for such number of years, not less than fifteen (15);
- (b) That it be awarded to a member upon his written application and that it remain the prerogative of the board to grant it only after careful scrutiny;
- (c) That reasons for such change to Senior Membership be limited to inability to maintain minimum attendance because of health, business, or other extenuating circumstances;
- (d) That members holding such class of membership be required to attend at least 12 meetings during any calendar year;
- (e) That the number of members holding such class of membership be limited to not more than 10% of the total membership of the club;

- (f) That if the member has not been awarded the Legion of Honor distinction prior to being enrolled as a Senior Member, he shall not be eligible to receive this distinction;
- (g) That at the discretion of the board and the willingness of the member, he may be restored to active membership when circumstances permit.

I move that recommendation 5 be adopted.

- 6. That Rule 8 of the Official Attendance Rules be numbered 8-a and be entitled, "Leave of Absence for Illness, Travel, and Temporary Active Military Service."

I move that recommendation 6 be adopted.

- 7. That Rule 8-b, entitled "Leave of Absence for Extended Active Military Service" be added in the Official Attendance Rules, as follows:

"The club board of directors may grant a 'leave of absence' to a member who is called to military service and he shall be referred to as a 'Military Service Member.' The 'leave of absence' shall extend for the period of active military service and the absence of such member will not count against the attendance record of the club. The period of Military Service Membership shall not interrupt a member's previous perfect attendance record. Any perfect attendance record shall be figured on the basis of a continued record accomplished before and after but not during, the period of Military Service Membership. At the discretion of the club board of directors the dues of the member may be waived and upon proper information on the form provided, clubs will not be charged for International or district dues for such members during the period of the 'leave of absence.' Clubs will be charged for the magazine subscription for such members and the magazine will be mailed monthly to the address provided."

I move that recommendation 7 be adopted.

I move this report be received.

Respectfully submitted,

Marshall E. Jetty

James H. Moler

C. L. "Doc" Morris

Le Roy J. Olsen

Charles A. Swain, Chairman

## Suggestion for new Proposal for Membership blank

PAGE 1 PROPOSAL FOR MEMBERSHIP

To the Board of Directors of the Kiwanis Club of \_\_\_\_\_

I take pride in proposing \_\_\_\_\_ as an active member of the club and have confidence that he will become a valuable member. He has signified his willingness and desire to become a Kiwanian in completing this application.

SIGNATURE OF PROPOSER \_\_\_\_\_

SIGNATURE OF ENDORSER \_\_\_\_\_

DATE \_\_\_\_\_

PAGE 2 PERSONAL INFORMATION

NAME \_\_\_\_\_ HOME ADDRESS \_\_\_\_\_

CITY OR POST OFFICE \_\_\_\_\_ STATE OR PROVINCE \_\_\_\_\_

PHONE \_\_\_\_\_ FIRM NAME \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_ DESCRIBE PRODUCT \_\_\_\_\_

POSITION IN FIRM \_\_\_\_\_

IF FORMER KIWANIAN, NAME CLUB \_\_\_\_\_

I accept membership and agree to conform to the Bylaws of this club

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PAGE 3 APPROVED BY MEMBERSHIP COMMITTEE

SIGNATURE OF CHAIRMAN \_\_\_\_\_

DATE \_\_\_\_\_

SUGGESTED CLASSIFICATION \_\_\_\_\_

ELECTED TO MEMBERSHIP BY BOARD OF DIRECTORS

SIGNATURE OF SECRETARY \_\_\_\_\_

DATE \_\_\_\_\_

PAGE 4 AN INVITATION TO CONSIDER MEMBERSHIP IN KIWANIS (with emblem)

Dear Friend:

New members in Kiwanis clubs are not recruited promiscuously. If you have been handed this application for membership by one who is already a Kiwanian, you will know that you have been selected as one whom our Kiwanis club would like to have in its membership. Mere "joiners" are not encouraged to become Kiwanians inasmuch as many who might bear this characteristic may not have the high qualifications required of our members. Early in 1962, Kiwanis International will pass another milestone with the completion of its 5000th club. There are approximately 260,000 members in these clubs located in United States and Canada. I am sure you are acquainted to some extent with Kiwanis but if you wish to know more about the organization before you complete the attached application, we will be glad to give you copies of Kiwanis in Brief and Kiwanis in Action. The first tells what Kiwanis is and the second, what it does.

President \_\_\_\_\_

Kiwanis Club of \_\_\_\_\_

REPORT OF BOARD COMMITTEE  
ON  
PROGRAMS

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Clum Bucher, W.Clyde Glass, Edward C.Keefe  
and Charles A. Swain  
Chairman - Dr. R. Glenn Reed, Jr.  
Staff Members - L.A. Hapgood, Percy Shue and Frank Lawrence

The committee considered ways of using the 1962 Theme film and suggests that it should be used -

1. At every stage of the training schedule where possible
2. At all clubs as early as possible after the training meetings
3. At meetings other than Kiwanis, such as Boy Scouts, Boys' Clubs, high schools, etc.
4. Charter presentations
5. Attention clubs
6. New club prospects
7. Pre-induction
8. Ladies' nights
9. Contacts by the five field service men
10. Television
11. Key Clubs and Circle K meetings
12. Kiwanis education programs
13. Inter-club meetings

The name of the International Committee on Achievement Reports was studied. It is recommended that the word "reports" be deleted.

The committee considered the Grading Plans for District Achievement Awards and will make its recommendation as to changes prior to December 31.

It was decided that there is no practical method of determining activity credits for individual Kiwanians. The Kiwanis Awards Program (see exhibit A) was accepted by the committee as the best general statement of guidelines as to Awards. The committee further considered the certificates of election and certificates for exceptional service and will retain this for further study.

The SAY program was considered thoroughly and it was decided that Clum Bucher, Clyde Glass and Larry Hapgood should go to Louisville to work out final details and then, if the program is acceptable, we should proceed. We further recommend to the Kiwanis Foundation that it should make itself ready to receive such support funds as may be donated.

All reporting procedures are now under study by the committee and definite recommendations will be made at the next Board Meeting.

The committee considered the various Foreign Student programs and after further study will recommend the best methods for proceeding on this program.

The committee is deeply concerned over the magnitude of some of the Kiwanis sponsored Senior Housing Projects. We caution all clubs to move slowly and extremely carefully in undertaking such projects. We believe that such projects should be local only and that no solicitation shall be made outside the territorial limits of the club involved. Additional guidelines will be evolved as needed.

The "Inquiry" series was discussed and we believe that this program should be continued.

The committee considered a means for facilitating the preparation and release of activity support materials approved by International Committees for sale or free distribution to clubs. This committee will work on projects, certificates and awards, most of which will be self-liquidating.

The committee will submit appropriate resolutions to the Executive Committee.

This committee believes that a Leadership Training film should be produced in the early part of 1962.

The Berg Foundation Proposal by Mr. Shapiro that Kiwanis International take over the Scientific Seminar program was studied. We believe that the program is a fine one but that the entire proposal is alien to our normal procedure and, therefore, should be turned down.

The committee would like to have one-half day for its meeting at the next Board meeting.

The committee recommends that:

1. The word "reports" be deleted from the name of the International Committee on Achievement Reports and that this matter be referred to the Board Committee on Laws, Policies and Structure for implementation.

I move that Recommendation 1 be adopted.

2. The Kiwanis Awards Program Outline as attached be adopted as guidelines to the development of specific awards which would be approved from time to time.

I move that recommendation 2 be adopted.

3. Clum Bucher, Clyde Glass and Larry Hapgood meet with Mr. George Stoll to work out definite details leading to the possible acceptance of the SAY program.

I move that Recommendation 3 be adopted.

4. The Inquiry Series be continued.

I move that recommendation 4 be adopted.

5. The committee be given one-half day for its meeting at the next Board meeting.

I move that recommendation 5 be adopted.

6. All clubs or districts considering senior housing projects be advised to use extreme caution and be advised of the bylaw provisions and Board policies pertaining to solicitations and fund raising.

I move that recommendation 6 be adopted.

I move that this report be received.

Respectfully submitted,

Clum Bucher

W. Clyde Glass

Edward C. Keefe

Charles A. Swain

Dr. R. Glenn Reed, Jr., Chairman

## K I W A N I S   A W A R D S   P R O G R A M

In order to introduce a wide variety of possibilities involved in an Awards Program for Kiwanis, the following suggestions are offered in several categories:

### I. Philosophy.

- A. Kiwanis is an association of clubs, each made up of carefully selected individuals in the business and professional world.
- B. The success of the Kiwanis program as carried out by the local club depends on the intent, enthusiasm and to some degree the stimulation by the leadership of individuals giving time and talents as volunteers on a definite off-the-job basis.
- C. The leadership in local club, division or district is motivated by a desire to assist in the effectiveness of the organization and a willingness to give additional time to self-training and to utilizing natural ability and definite techniques in furthering the continuing Objects and yearly goals of Kiwanis.
- D. The stimulation of individuals at any level can be attributed to many factors including -
  - 1. Interest in program.
  - 2. Personal satisfaction from participation in a club which features good programs, fellowship, and gives a feeling of prestige to its membership.
  - 3. Recognition for effective work by an individual giving time and talent as a volunteer.
- E. The strength of Kiwanis is in direct proportion to its solidarity involving all levels and its ability to attract an ever increasing stature in individuals advancing in its areas of leadership.
- F. Kiwanis has long demonstrated its desire to recognize outstanding effort. This has affected those individuals in the community who are not members as well as some within the membership.
- G. The experience of other groups would lead to the definite conclusion that an awards program can be beneficial in -
  - 1. Building prestige of membership.
  - 2. Stimulating effective work by a volunteer
  - 3. Developing a continuing relationship with the organization.
  - 4. Establishing good public relations between Kiwanis and the local community, as well as a good esprit de corps within the club.

## II. Kiwanis Experience With Awards.

### A. Within the organization.

1. Attendance tabs. (continuing)
2. Legion of Honor. (continuing)
3. Achievement Awards. (continuing)
  - (a) clubs
  - (b) districts
4. Certificates to club Presidents. (discontinued)
5. Distinguished Service Awards. (a growing program with each year since certificate was made available)

### B. To outsiders.

1. Honorary membership - now with Magazine subscription for at least one year.
2. Distinguished service Certificate issued by local club.
3. Others.
  - (a) Scholastic Awards
  - (b) Recognition of outstanding students for special endeavors

## III. Suggested Guidelines for Establishing Kiwanis Awards Program.

- A. Awards should recognize the individual's contribution to the organization at the local club level.
  1. For attendance.
  2. For membership development.
  3. For significant contribution to the success of one or more club projects.
- B. Awards should stimulate an attempt to match an ideal and not on the basis of competition between individuals.
- C. Awards should assist Kiwanis in maintaining a high level of leadership responsibility on the part of those selected to Kiwanis office at the club, division and district level.
- D. Awards should contribute to an increasing stature of appointed leaders in the field of program promotion.



E. Awards should, above all, develop an increasing sense of pride of membership.

F. Awards at the club level (except club president and secretary) should be made at the discretion of the Board of Directors of the local club.

#### IV. Possible Categories of Awards.

##### A. Within Kiwanis.

##### 1. At the club level.

##### (a) Members.

(1) For significant effort on a special project -  
Certificate of appreciation - special project.

(2) For continuous service as an effective committee chairman.  
Committee Chairman or member's certificate of merit -  
1 year, 3 years, 5 years, 10 years, continuous service -  
over ten years.

Continuous service - over ten years of effective committee  
work also entitled to Kiwanis button with diamond chip.

(3) For attendance - continue attendance tab.

(4) For membership development.

Emphasis toward FIFTIETH ANNIVERSARY.

Utilize GOLD Circle of Distinction beginning in 1962.

Carry on through to 1965.

Keep control of GOLD circles so that number issued by clubs  
can be tabulated - this can be done by having the Circles  
requested from the General Office.

Over-all stimulation leading up to 1965 could be enhanced by  
issuing a CERTIFICATE OF APPRECIATION - during the Golden  
Anniversary - for MEMBERSHIP DEVELOPMENT. The Certificate  
could contain a seal giving the number of men recruited by  
the recipient during the period of 1962, 1963 and 1964.  
Perhaps this would "keep a man working" who immediately  
brought in a member in 1962 and was entitled to wear the  
GOLD Circle.

The GOAL would be 100% wearing of GOLD Circles of Distinc-  
tion during the Fiftieth Anniversary.

After 1965 another CERTIFICATE OF APPRECIATION -

MEMBERSHIP DEVELOPMENT could be instituted for continuous  
use.

Possibly a man responsible for ten new members might be en-  
titled to wear a membership button with a diamond chip.

##### (b) Club President.

Certificate of election presented by Lieutenant Governor with  
seal of merit added at close of the year based on -

- (1) Completion of leadership training program.
- (2) Submission of monthly reports by his club.
- (3) Submission of Achievement Report.
- (4) Attendance at District Convention.
- (5) Club represented at International Convention.

(c) Club Secretary

Club Secretary's - Certificate of Merit.

(Certificate to have place to insert small seal on completing 2, 3, 4, 5 years of meritorious service).

Original certificate and each additional seal to be given by Lieutenant Governor on request of local club Board of Directors.

Special certificate for ten years of meritorious service including right to wear Kiwanis button with diamond chip.

(d) Overall - Continue Legion of Honor in present format.

2. At the Division level.

(a) Lieutenant Governor's appreciation award issued by Kiwanis International based upon -

- (1) Evidence of training of club officers in all clubs in his division.
- (2) Submission of visitation reports.
- (3) Reaching membership development goal for his division.  
(Established on his share of district goal)  
(Special seal for new club built during his year)
- (4) Attendance at district convention.
- (5) Attendance at International Convention.
- (6) Work done on attention clubs.
- (7) Submission of Achievement Reports by all clubs in his division.

3. At District level.

(a) Continue Achievement award - basis for district governor - Leadership awards.

(b) District Chairmen.

District Chairmen's Appreciation Certificate. Given on recommendation of District Governor with agreement of International Committee Chairmen.

(c) District Secretary and/or Treasurer Certificate of appointment issued by Kiwanis International on notification by District.

4. International level.

(a) International Chairmen and members of International Committees.

International Committee Appreciation Certificate.

(Issued at discretion of International Board based upon performance.

B. Outside Kiwanis.

1. Use Distinguished Citizen award at local level.
2. Special award by Kiwanis International issued to an individual periodically and at the discretion of the International Board. May include invitation to address International Convention. Award presented at Convention or Council.
3. Special award to organizations with which Kiwanis is associated. Issued at discretion of the International Board.

V. Cost of Awards.

A. Local Level.

1. Awards to members available by Kiwanis International but paid for by clubs.
2. Awards to Presidents and Secretaries paid for by Kiwanis International.

B. Division Level.

Awards paid for by Kiwanis International.

C. District Level.

Awards paid for by Kiwanis International.

D. International Level.

Awards paid for by Kiwanis International.

REPORT OF BOARD COMMITTEE  
ON  
PROPERTY AND SUPPLIES

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Member - Ernest G. Bashor  
Chairman - W. Clyde Glass  
Staff Member - Virgil H. Gillum  
ABSENT: Member - James C. Robertson

PROPERTY OPERATIONS

1. FINANCIAL STATEMENT: Sudler and Company

The total cost of operations for the Kiwanis International Building for the nine (9) months of 1961 was \$47,823.75 which was within the budget allowance for this period.

2. 1962 BUDGET: Maintenance, Kiwanis International Building

Our Committee studied the costs of the 1959 and 1960 operations and submitted a tentative budget to the Board in August in the amount of \$62,687.00. After a review by the Comptroller and Office Manager, there were some additions and deletions which raised the amount to \$63,737.00. A sum of \$1,500.00 was included for alterations that may be necessary during the year.

3. INSPECTION OF THE BUILDING

One of the duties of the Committee is to make a complete and thorough inspection of our headquarters building. We made such inspection and find our building is in top condition.

4. EMBLEM FOR FRONT OF BUILDING

The Committee discussed various types of emblems or signs for the front of the building but came to no conclusion, nor do we have any recommendations to make at this time. We will continue to study the need for a sign and will report at our next meeting.

## SUPPLIES OPERATIONS

### 1. FINANCIAL STATEMENT: Supplies Department

The operations for the Supplies Department for the nine (9) months of 1961 were reviewed. The statement shows the Sales for 1961 to be \$10,395.84 less than the same period last year with the Net Profit \$12,371.60 less than the same period of 1960. Two thirds (2/3) of the loss in Net Profit is due to two (2) items: \$5,000.00 more for Bureau of Accounts/Office Management charge, and \$2,100.00 in "write-off" of obsolete Ballot Battalion materials.

The Inventory at the end of September, 1961, was \$103,593.06 or \$5,000.00 lower than the same period last year.

### 2. 1962 BUDGET: Supplies Department

At the August Board meeting we submitted a tentative budget of \$160,195.00. After review by the Comptroller and the Office Manager certain changes in the individual accounts were suggested with a total of \$162,210.00 being requested, which we feel is satisfactory and adequate.

### 3. ADVERTISING PROGRAM FOR 1962

The Committee previewed some of the supplies items to be advertised in THE KIWANIS MAGAZINE under our proposed advertising program for 1962. We feel satisfied that this effort will increase sales noticeably.

### 4. CODE OF ETHICS PLAQUE

Derral Clark, Chairman of the International Committee on Public and Business Affairs-U.S. plans to put a lot of stress this year on the adherence to the Kiwanis Code of Ethics. He plans to present a plaque to each new governor and actively promote their use by all clubs.

### 5. FIFTIETH ANNIVERSARY SOUVENIRS

The Committee discussed briefly some 50th Anniversary items that could be offered for sale in 1965. We submit herewith some suggestions without recommendation:

Cuff links, tie clasp, tie tac  
Zippo Lighters - with special engraving.  
Also available in gold  
Song Book - with golden anniversary cover  
Pencils - special imprint  
50 Anniversary Charm for ladies  
Glass Ash Tray - with Kiwanis International Building pictured  
Decal - 50th Year  
Golden Flag - for 50 year clubs  
(gold material with blue Kiwanis emblem)

6. USE OF EMBLEM

At the last Board meeting our Committee was asked to give their opinions on the granting of permission to the Tampa, Florida Club to use the Kiwanis emblem on cigar boxes and cigar wrappers. Each member submitted an opinion in writing, which was turned over to the Executive Committee for disposition.

The Committee feels that any matters on the use of the Kiwanis Emblem should be handled by the Laws, Policies and Structure Committee, with the suggestion that the policy on the use of the emblem should be reviewed and a more stringent policy regarding its use be adopted.

7. CATALOGS

The Key Club-Circle K Supplies Catalog has been distributed to all Key Club and Circle K Clubs as well as to their sponsoring Kiwanis clubs.

The new Kiwanis Catalog is scheduled to go to the printer on or about November 15.

8. NEW SUPPLIES ITEMS

A number of items were studied as possible items for our catalog line. One item favorably received is a six (6) foot pocket rule with an embossed one inch Kiwanis emblem attached to the side of the case.

The Committee recommends that:

1. The 1962 Budget for the Building Maintenance be \$63,737.00 and that this be referred to the Finance Committee for their study and approval.

I move that recommendation 1 be adopted.

2. A six foot Steel Tape be added to the catalog line, to sell for \$2.00 with reduced prices for quantity orders. Inventory to be increased approximately \$40.00.

I move that recommendation 2 be adopted.

I move that this report be received.

Respectfully submitted,

Ernest G. Bashor

W. Clyde Glass, Chairman

REPORT OF BOARD COMMITTEE  
ON  
PUBLICATIONS AND ADVERTISING

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Don E. Mumford, Merle H. Tucker  
Chairman - Edward C. Keefe  
Staff Members - Bruce Crippen, Dick Gossweiler, Robert Lamb

The committee further discussed the "Kiwanis Image" especially with reference to the image held by Kiwanis members. Discussion concerned the use of the man behind the classification type of article in this regard. The use of feature material concerning Kiwanians who are board chairmen or presidents of major business organizations was also set forth as a device to help create the prestige image. Several names were suggested for use in this type of article. The major-executive type of story was not regarded as supplanting the classification article but rather as a complementary device.

Plans for the combined December-January issue were presented. This year we can expect a basic 72 page body of the magazine with a twelve page rotogravure or special offset section. In addition, you will find a gatefold insert or gatefold cover.

The executive editor reported on some of the more important articles upcoming during the rest of 1961 and the first quarter of 1962.

With advertising commitments now complete for the remainder of the year, we reluctantly report that advertising revenue for the current year stands at \$75,710.64 as compared to a budgeted figure of \$80,000. Furthermore, both the Rotary and Lions magazines anticipate that advertising revenue will be down from 5% to 10% in 1962. If their forecast is correct, anticipation of an increase in advertising income for The Kiwanis Magazine in 1962 could be unrealistic.

Once again the committee discussed the proposal for an inclusive rate covering space in the Kiwanis, Lions, and Rotary magazines. The committee wishes to inquire whether any top level contacts with Rotary have been effected since the August meeting of the Board.

Evaluation of advertising expectations and contacts for the year ahead was not practicable at this time since this is budget making time for the advertisers.

The effect of low-grade advertising copy and presentation plus the lack of stature in the case of fund raising project offerings was discussed. It was noted that

the "fund raising" advertising tends to cause "prestige" advertisers to pull away from the magazine. On the other hand, our present picture is such that we need the income this "fund raising" advertising brings. The committee will seek to find a remedy and will give this matter further study at the April meeting.

Use of a photograph or portrait of the president of Kiwanis International on the cover of one issue of the magazine was considered. It was decided to hold this matter for further study and decision at the next meeting of the Board.

The committee noted that Barkow correspondence which urged use of the U.S. News and World Report cover style on The Kiwanis Magazine. Such a style was used on the October issue, and the committee expressed pleasure with it. It was the thinking of the committee that such a style should be used not as a standard cover but at intervals since its effectiveness would be heightened if it were used only when the nature of the contents lent itself to such a style.

Pleasure over the approval for the magazine voiced by Mr. Louis Cheskin was also voiced by the committee.

May the committee again invite the attention of all members of the Board to the media buffet luncheon and presentation to be held on November 3 in the Sheraton-Chicago. Each member of the Board is invited and urged to attend.

"Fact and Fancy" an advertising mailing piece and letter filler was displayed and complimented. This item is a reprint of the magazine's advertisement in Standard Rate which is running for three months.

The staff reported that progress is being made toward a system of cost accounting. The matter is still in the conversation stage, but the comptroller is gathering information upon which he will base his assessment of costs. Cost accounting for the magazine is difficult to establish because of the twilight area between one or more possible entries which share or to which could be charged various operations or personnel.

The Denver convention and its relation to the magazine was discussed. The committee decided to have the February issue feature Colorado travel and resorts and to make an intensive solicitation of chambers of commerce in resort or scenic areas of the state as well as of resorts, motels, hotels, and entertainment or scenic attractions for magazine advertising! The May issue would then carry information regarding the program, personalities, etc. Intermediate issues would carry convention-related articles but to less degree than these two major promotions.

Consideration was given to an inquiry by the Brown and Williamson Tobacco Company which is considering advertising in the magazine. The company wished:

- (1) To have a list of Kiwanis clubs.
- (2) To use a reply coupon on the advertisement by which local clubs could secure programs related to the tobacco industry.
- (3) To put samples at the plates of those attending district dinner at International conventions.

The committee followed Kiwanis policy in voting to reject (1) above. It did not see any reasons why the reply coupon could not be used. It also regarded the



matter of samples at district dinners as a matter for determination of the individual districts.

The matter of the aileanthus trees, it was announced, is now in the hands of the U.S. Postal Service.

Advertising of land development projects similar to those in Florida and New Mexico with which members of the Board are no doubt familiar was discussed.

The committee therefore recommends that:

1. The Brown and Williamson Tobacco Company proposal to permit use of reply coupons for the purpose of securing programs on the tobacco industry be considered as reasonable and within policies governing advertising in the magazine.

I move that recommendation 1 be adopted.

2. The Kiwanis Magazine accept land development advertising but that the staff employ unusual care and diligence to assure that such advertising does not contain ambiguous or misleading statements; that the company promoting such developments has good reputation and is financially sound, and that the Board approve in principle the formation of general guidelines for use by the staff.

I move that recommendation 2 be adopted.

I move this report be received.

Respectfully submitted,

Don E. Mumford

Merle H. Tucker

Edward C. Keefe, Chairman

REPORT OF BOARD COMMITTEE  
ON  
PUBLIC RELATIONS  
TO THE MEETING ON  
OCTOBER 28, 1961  
OF  
THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Dr. Ernest G. Bashor, Dr. R. Glenn Reed, Jr.  
Chairman - Don E. Mumford  
Staff Member - John L. McGehee

Departmental report was given by Director of Public Relations in which he emphasized the outstanding response already indicated in the buildup for Farm-City Week far exceeding all expectation. He read a letter from Mr. W. D. Curtis, Secretary of the Louisiana Farm-City Committee, expressing appreciation for the outstanding public service performed by Kiwanis International during the past seven years as the coordinating agency for Farm-City Week. A copy of this letter was sent by Mr. Curtis to all Kiwanis clubs in the state of Louisiana. Kids' Day was again observed throughout Kiwanis with excellent publicity in all fields.

The Inquiry program was reported as well under way and being publicized both on the air and in local papers. The program is at present being aired in thirty communities. Director McGehee reported that the magazine "Stone," published by a trade organization, carried a two-page spread on the Kiwanis International Building.

National Newspaper Week brought us an outstanding amount of indicated good will. Although one hundred fewer clubs got kits this year, the number of recognition plaques and certificates ordered for presentation indicated great interest in this program.

Director McGehee reports that with the addition of Arthur Eichlin to the staff as his assistant he has been able to more effectively use his time for the advancement of our public relations program, and has been applying efforts in areas not hitherto reached.

A discussion of the proposed budget found all items seemingly in line with projected needs, barring some unexpected development.

Some discussion was held concerning the matter of building the image of Kiwanis and the Chairman presented his thoughts in verse, "Image or Character." It was offered for inclusion with this report and is quoted herewith.

### Image or Character?

A potter formed an image from a shapeless lump of clay  
Symmetrical and beautiful it somehow seemed to say  
Come, look at me, admire the art that brought me beauty true;  
Come, look at me, and I will bring my blessings unto you.

The potter formed a vessel from a shapeless lump of clay  
Both purposeful and beautiful it seemed indeed to say  
Come, use me well, and I will serve your purpose through the years;  
Come, use me well, and I will help to banish human fears.

The potter saw the image there, the product of his skill,  
Its beauty made one question truth; its usefulness was nil.  
Come, look at me, it echoed back; he knew it could not live;  
Come, look at me, again it called; but nothing could it give.

The potter saw the vessel and sensed its basic worth,  
Its purpose stood full well revealed, to serve mankind on earth;  
Come, use me well, I'm Character, my values shall not wane,  
Come, use me well, you built me thus, to stand eternal strain.

The potter built the image; he formed the vessel, too  
But found in forming Character he builded well and true.  
Come, look at me, but likeness was all that he could see;  
Come, use me well; he'd found at last, that which it seemed to be.

After thoroughly considering the matter it was the thought of the entire committee that Kiwanis should concentrate on building the Character of Kiwanis and that the image would take care of itself as a reflection of the Character so built.

Consideration was given to the matter of an adequate celebration of the completion of the 5000th Kiwanis club, and the committee decided to emphasize the following:

1. The celebration of the 5000th club should be in connection with the charter presentation rather than the organization date, to allow flexibility in planning for the affair.
2. Each Kiwanis club should be urged to have the mayor of their city write a letter to Kiwanis International in connection with the chartering of the 5000th club, offering congratulations and emphasizing what he feels Kiwanis has meant to his community.
3. We should spend some money to have outstanding people present at this charter presentation, such as the International president, International secretary, other International officers where possible, founder Harry Young, the Kiwanis district governor, the governor of the state (if possible), and others, as deemed practical.
4. The desirability of keeping from having an intensive competitive effort between districts on acquiring the 5000th club.

5. The necessity of having adequate post-charter presentation coverage in The Kiwanis Magazine as early as possible after the event occurs.
6. The desirability of an adequate resolution for presentation at the International convention at Denver in connection with the chartering of the 5000th club.

The committee desires to express its concurrence in the recommendation of the International secretary, approved this date, to accept joint sponsorship with the Ottawa, Ontario Club of a Kiwanis International Parliamentary Luncheon or Dinner on April 13, 1962, and its further concurrence with the action of the Executive Committee in its decision to hold the International Board meeting at Ottawa in connection with this luncheon or dinner date instead of returning the Board to Chicago for its meeting as heretofore recommended by this committee.

The Committee recommends that:

1. We de-emphasize the thought of creating an "Image" of Kiwanis and instead concentrate on the constant building of a true "Character" of Kiwanis in line with our Objects, letting this "Character," as created, convey its own image to others.

I move that recommendation 1 be adopted.

2. The celebration of the 5000th club in Kiwanis should be held in connection with the charter presentation, instead of the organization date, in order to allow flexibility in planning for the affair.

I move that recommendation 2 be adopted.

3. In connection with the celebration of the 5000th club, each Kiwanis club be urged to solicit from the mayor of their city an official letter to Kiwanis International congratulating them upon this attainment and emphasizing what he feels Kiwanis has meant to his community.

I move that recommendation 3 be adopted.

4. That we plan, as feasible, dependent upon location, etc., to have outstanding people present for the charter presentation of the 5000th club, such as the president of Kiwanis International, International secretary, other International officers (if possible) founder Harry Young, the Kiwanis district governor, the governor of the state (if possible), and others as deemed practical.

I move that recommendation 4 be adopted.

I move this report be received.

Respectfully submitted,

Dr. Ernest G. Bashor

Dr. R. Glenn Reed, Jr.

Don E. Mumford, Chairman

REPORT OF BOARD COMMITTEE  
ON  
SPONSORED YOUTH ORGANIZATIONS

TO THE MEETING ON

OCTOBER 28, 1961

OF

THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 27, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Clum Bucher, Dr. R. Glenn Reed, Jr., Charles A. Swain  
Chairman - Edward B. Moylan, Jr.  
Staff Members - J. Frank McCabe, Don S. Vaughn,  
Robert J. McAllister, Don E. Blom

1. The meeting was opened by the Chairman with a statement that he conferred with J. Frank McCabe, Director of Key Club International and Don S. Vaughn, Director of Circle K International, discussing with them their departmental activities with particular emphasis on the agenda to be considered.
2. The Committee reviewed carefully the idea of a "Kiwanis Image" and it was felt that clubs and members would have to create this "Image" by good public relations in the local community keeping in mind the paraphrased biblical quotation, "By your acts you shall be known." It was further noted that Kiwanians by their acts build a "Kiwanis Image" for the members of their sponsored youth organizations.
3. The Committee discussed a fund raising policy for Circle K and Key Clubs. We feel that such a policy should be established and that it shall include the following:
  - A. The fund-raising policies of Kiwanis International.
  - B. All fund-raising projects for the use of Circle K and Key Clubs shall be governed by the policy of service rendered.
4. The Committee reviewed the correspondence from the Key Club International Trustee and District Governor of the Pennsylvania District requesting the Board reconsider their action disapproving the "Key Club Northeast Five Conference." The Committee feels that the adopted Board Policy with reference to such meetings should not be changed.
5. Reconsideration for Kiwanis attendance credit for attending Circle K and Key Club meetings was discussed. This Committee feels that no recommendation for change in the established policy merits consideration at this time.
6. The Committee considered the recommendation that a field representative for the Circle K and Key Club programs should be considered. It was the feeling of this Committee that there was no need for a full-time field representative at this time. This Committee feels that the travel budgets for Circle K and Key Club should include sufficient funds to enable the present Sponsored Youth staff to assist in needed areas.

7. The Committee reviewed the suggestion that an agreement form be signed by the new Kiwanis President each year concerning his responsibilities for looking after its sponsored youth organizations. The Committee decided that a positive statement outlining these responsibilities would be preferable to a signed agreement form.
8. The Committee reviewed the action taken by the Key Club International Board in revoking 36 Key Club charters, inactive for two years.
9. The Committee reviewed the action taken by the Circle K International Board in revoking 15 Circle K Club charters inactive for two years.
10. The Committee considered the site and dates of the 1962 Circle K International Convention to be held in San Diego, California, August 28-30, 1962 as recommended by the Circle K International Board.
11. The Committee reviewed the amendments to the Constitution and Bylaws passed by the Circle K International Convention in St. Petersburg, Florida.
12. The Theme and Objectives and Resolutions adopted by the Circle K International Convention in St. Petersburg, Florida were reviewed. It was found that they are thought-provoking and a tribute to the young men who developed them.
13. An Application for establishing the Circle K Carolinas District was discussed and found in order. It is understood, however, that the Bylaws for this District are to be submitted for the approval of this Board.
14. The recommendations of the Illinois-Eastern Iowa Kiwanis District concerning suggestions for Key Club policy changes were reviewed and this Committee instructed the Key Club Department to study these recommended changes and report on them to the Committee prior to the next Board meeting.
15. The Board Committee on Administration's recommendation to this Committee to consider the possibility of inviting an appropriate women's organization to take over and actively sponsor existing groups of teen-age girls now sponsored by some Kiwanis clubs was reviewed. After considerable discussion, the Committee decided that this was not advisable.
16. The Committee took under consideration Past President Tully's letter calling attention to the possibility of creating an individual symbol for Sponsored Youth trophies. The Committee concurred with his suggestion that a more suitable trophy might be obtained if the cost was not prohibitive.
17. The Committee reviewed the Sponsored Youth Departments' budget and expenditures and found them to be in order.
18. President Witthuhn's recommendation to this Committee for subject matter to be presented to the Resolutions Committee was taken under advisement and will be studied and considered before the next meeting of the Executive Committee.
19. The Committee considered the recommendation made by Secretary Peterson that the Key Club International Board be permitted to hold a Midwinter Meeting in Chicago, December 27-29, 1961.

This committee recommends:

1. That when a statement on "The Kiwanis Image" is finalized it contain the thought that Kiwanians by their acts are building "The Kiwanis Image" for their sponsored youth organizations.

I move that recommendation 1 be adopted.

2. That the fund raising policy for Circle K and Key Clubs shall be:

- A. The fund-raising policies of Kiwanis International.
- B. All fund-raising projects for the use of Circle K and Key Clubs shall be governed by the principle of service rendered.

I move that recommendation 2 be adopted.

3. That the Finance Committee consider the possibility of providing additional travel funds for present staff representatives of the Sponsored Youth Organizations to assist in needed areas.

I move that recommendation 3 be adopted.

4. That a statement in regard to Circle K and Key Club sponsorship be sent the first part of each year to the new Kiwanis President outlining his responsibilities in regard to Circle K and Key Club sponsorship; and that an extra copy be forwarded for use of his Committee Chairman.

I move that recommendation 4 be adopted.

5. The revocation of the 36 inactive Key Club charters recommended by the Key Club International Board be approved.

I move that recommendation 5 be adopted.

6. The revocation of 15 inactive Circle K Club charters recommended by the Circle K International Board be approved.

I move that recommendation 6 be adopted.

7. The Board approve the site of the Circle K International Convention, San Diego California, and the dates, August 28-30, 1962.

I move that recommendation 7 be adopted.

8. That the official application for the formation of the Circle K Carolinas District be approved with the understanding that the Bylaws of this district will be submitted for approval of the International Board.

I move that recommendation 8 be adopted.

9. That the Sponsored Youth Departments try to obtain a more suitable symbol than is used on present trophies. If such a symbol cannot be found in manufacturers stock that the Kiwanis Supply Department investigate the cost of producing a suitable one.

I move that recommendation 9 be adopted.

10. That approval be granted the Key Club International Board to hold its Midwinter Meeting in Chicago, December 27-29, 1961.

I move that recommendation 10 be adopted.

I move this report be received.

Respectfully submitted,

Clum Bucher

Dr. R. Glenn Reed, Jr.

Charles A. Swain

Edward B. Moylan, Jr., Chairman



REPORT OF BOARD COMMITTEE  
ON  
FINANCE  
TO THE MEETING ON  
OCTOBER 28, 1961  
OF  
THE INTERNATIONAL BOARD OF TRUSTEES

DATE OF COMMITTEE MEETING: October 26, 1961

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Merle H. Tucker, C. L. "Doc" Morris  
 Chairman - Martin T. Wiegand  
 Staff Members - O. E. Peterson, Thomas W. Fitzgerald

REVIEW OF SEPTEMBER FINANCIAL STATEMENT

The September financial statement was reviewed, found in order, and approved.

At September 30, 1961, we accumulated a surplus of \$34,475 from all operations. We are, therefore, \$97,662 ahead of last year's deficit of \$63,186. If we are to end the year 1961 with a \$70,000 surplus, it will be necessary to accumulate an additional surplus of \$35,525 in the next three months.

BUDGET ADJUSTMENTS

In reviewing the September operation, the committee noted that there were several expense accounts with budget deficiencies. We would like to recommend that the following budget adjustments be approved:

INCREASE:	A-3	\$2,000	DECREASE:	D-2	\$2,000
	A-4	1,500		Ca-3	500
	B-3	500		G-2	4,000
	B-4	600		G-3	2,000
	C-12	550		H-2a	4,000
	C-13	450		K-3	<u>700</u>
	Ca-5	200			
	Ca-6	100			\$13,200
	D-4	350			
	D-5	100			
	D-55	500			
	E-3	600			
	E-4	1,000			
	H-3	300			
	H-4a	4,000			
	J-3	200			
	K-5	100			
	K-6	<u>150</u>			
		\$13,200			

As you can see, the above adjustments have not increased or decreased our budgeted surplus for the year 1961.

### CONVENTION DEPOSITORY

The Convention Committee has suggested that we name the First National Bank of Denver as the convention registration fee depository for the 1962 convention.

### PURCHASE OF EQUIPMENT

At our September meeting we were requested to approve certain purchases for the Convention Department. This was deferred until this meeting since there were no specific costs available at that time. The Convention Department requested that it be allowed to purchase permanent aluminum signs at a cost of \$499.50. In addition, the Convention Department requested the purchase of a new Pitney-Bowes mailing machine, at a cost of approximately \$565. We would like to recommend that these items, if allowed, be charged against the Convention Reserve which now has a cash balance of \$5,680.

### KEY CLUB INTERNATIONAL QUARTERLY REPORT OF CASH RECEIPTS AND DISBURSEMENTS

The statement of cash receipts and disbursements for Key Club International for the three months ended September 30, 1961, was reviewed, found in order, and approved. The cash balance indicated was \$13,197.

### CIRCLE K INTERNATIONAL QUARTERLY REPORT OF CASH RECEIPTS AND DISBURSEMENTS

The committee reviewed the statement of cash receipts and disbursements for Circle K International for the three months ended September 30, 1961. This report was also found in order and approved. The cash balance indicated was \$6,795.

### REVIEW OF CIRCLE K INTERNATIONAL AND KEY CLUB INTERNATIONAL CONVENTION STATEMENTS

The final reports of income and expense for the 1961 conventions were reviewed, found in order, and approved. There was an excess of receipts over disbursements in the amount of \$34 for Circle K International; \$922 for Key Club International.

### COUNCIL MEAL COSTS

We will have six meal functions this year at our Council that will involve the ladies. The total cost per person to Kiwanis will be approximately \$31. To simplify the procedure and to underwrite some of the expense, this committee would like to recommend a flat rate of \$25 to cover the cost of the six meal functions. This amount, if approved, will be deducted from the personal expense voucher of each Council member at the time he is reimbursed for his expenses.

### WRITE-OFFS

The advertising accounts receivable as shown below have been deemed uncollectible by Dun & Bradstreet, our collection agency:

Evans Candies, Inc. (Atlanta, Georgia)	\$100.80
National Fund Raising (Indianapolis, Indiana)	180.00
Marie Antoinette-Hairsheen, Inc. (Miami, Florida)	257.95
Inter County Advertising Agency	32.40
Miller Advertising Agency	42.25

The total write-off will be \$613.40. This amount will be charged against advertising sales for the current year.

It has been brought to our attention that the Winthrop, Massachusetts Club has been a weak one for a few years. It seems they have let their indebtedness to Kiwanis International get out of hand. The lieutenant governor involved has requested that we accept a \$150 payment for their total debt to Kiwanis which is \$284. Therefore, the balance to be written off is \$134.

The Trimont, Minnesota Club has been inactive for some time. The club is indebted to Kiwanis International in the amount of \$50.25. The club was re-organized in August of this year, and has requested that we waive the balance due.

#### 1962 BUDGET

After a careful review of the proposed budget for 1962, a copy of which was mailed to each member of the Board, the committee recommended its adoption. The projected income is \$1,712,746; the total expenses are \$1,681,228; leaving an estimated surplus of \$31,518.

#### FINANCIAL AGREEMENT WITH CALIFORNIA-NEVADA-HAWAII AND PACIFIC NORTHWEST DISTRICTS

At the September Executive Committee Meeting, the committee allowed a flat rate subsidy for the districts involved, for the support of their outlying divisions. The amount approved was \$1,250 to each district. We have had correspondence from both districts; the California-Nevada-Hawaii District has accepted; however, there has been some objection from the Pacific Northwest District. We are in agreement that there be no further recommendation in this matter and that the \$1,250 grant remain in effect.

#### CANADIAN FUNDS

We would like to recommend to the Board that the Comptroller be given the authority to transfer Canadian funds to the U. S. Depository if these funds are needed for the balance of the year.

#### PENSION PLAN

Treasurer C. L. Morris has submitted to our committee a detailed report on his findings from a proposal submitted for a new pension plan from the Continental Assurance Company. The committee has discussed this matter and will be reviewing similar proposals from other insurance companies in the near future.

#### RECOMMENDATIONS

The committee recommends that:

1. The Budget adjustments as shown in the body of this report be made.

I move that recommendation 1 be adopted.

2. The First National Bank of Denver be designated as the Convention Registration Fee Depository for the 1962 Convention.

I move that recommendation 2 be adopted.

3. The Convention Department be allowed to purchase aluminum signs at \$499 and the Pitney-Bowes mailing machine at \$565.

These expenses be charged to the Convention Reserve account.

I move that recommendation 3 be adopted.

4. A flat rate charge of \$25 be established to take care of the meal costs for the ladies in attendance at the Council.

I move that recommendation 4 be adopted.

5. The advertising accounts as shown in the body of this report totaling \$613.40 be written-off, and

We accept a partial payment from the Winthrop, Massachusetts Club of \$150 and write-off the balance of \$134, and

We remove the balance from the Trimont, Minnesota Club of \$50.25.

I move that recommendation 5 be adopted.

6. The proposed budget for 1962 be adopted, with an excess of income over expenses of \$31,518.

I move that recommendation 6 be adopted.

7. The Comptroller be given the authority to transfer Canadian funds to the U. S. Depository if these funds are needed for the balance of the year.

I move that recommendation 7 be adopted.

I move this report be received.

Respectfully submitted,

Merle H. Tucker

C. L. "Doc" Morris

Martin T. Wiegand, Chairman

REPORT OF THE TREASURER  
TO THE MEETING ON  
OCTOBER 27, 1961  
OF  
THE INTERNATIONAL BOARD OF TRUSTEES  
  
COMPARATIVE BALANCE SHEETS  
AS OF SEPTEMBER 30, 1961

ASSETS

	<u>1961</u>	<u>1960</u>
<b>CURRENT:</b>		
Bank and cash balances	\$231,853.66	\$195,378.36
Accounts receivable	97,483.98	106,314.30
Inventory-Supplies for sale	103,593.06	108,794.79
Deposit-Airplane travel	425.00	425.00
Deposit-Permit mailing	3,400.00	900.00
 Total Current Assets	 \$436,755.70	 \$411,812.45
 Funded Reserve	 279,120.99	 270,564.13
Equipment Reserve	-	-
Convention Reserve	5,680.42	6,739.76
Contingency Reserve	28,340.00	27,106.32
Deferred and Other Assets	40,779.20	35,036.44
 Total Assets	 <u>\$790,676.31</u>	 <u>\$751,259.10</u>

LIABILITIES AND CAPITAL

<b>CURRENT LIABILITIES:</b>		
Accounts receivable-credit balances	\$ 1,871.78	\$ 2,128.75
Accounts payable	39,191.15	29,047.66
Accrued liabilities including payroll taxes	13,682.52	16,111.87
 Total Current Liabilities	 \$ 54,745.45	 \$ 47,288.28
 Deferred income	 315,861.87	 253,944.40
Various reserves	313,141.41	304,410.21
Unrestricted capital	106,927.58	145,616.21
 Total Liabilities and Capital	 <u>\$790,676.31</u>	 <u>\$751,259.10</u>

MINUTES OF THE MEETING  
OF THE  
COMMITTEE OF PAST INTERNATIONAL PRESIDENTS  
October 29, 1961, November 1, 1961

A meeting of the above committee was held in the Past International Presidents' Room in the Kiwanis International Building, 101 East Erie Street, Chicago 11, Illinois, on the above dates. There were present Past International Presidents Arnold, Crossman, Gatton, Knudson, McAlister, Rice, Holt, Jackson, Murdoch, Hellmann, Ray, Forsythe, Engdahl, Culp, and Chairman Tully.

The minutes of the meeting of this committee, held on July 1, 1961, copies of which had been sent to the committee, were approved.

The absence of Past International Presidents Armstrong, Cummings, Donley, Hixson, and Raney was noted with regret. By motion it was requested that the chairman send the greetings of the committee to these absentees with an expression of regret that they could not be in attendance.

The chairman, in presenting the agenda for the meeting, expressed the view that the agenda for any meeting of the committee should be divided into the following five sections:

1. Adoption of agenda
2. Matters referred for consideration and comment
3. Matters reported for information
4. Matters initiated for consideration and comment
5. Other business.

The committee concurred in the suggestion of the chairman on the general subject of agenda and approved the agenda submitted for this meeting of the committee.

Included on the agenda was consideration of the recommendations of the Special Committee on Kiwanis Organization and Administration and particularly Recommendation 4. It was agreed that discussion of this item should be postponed to the meeting of the committee on November 1, 1961.

The 1962 Theme and Programs of Service, 1962 committee programs, and 1961 Council program were reported to the committee for information.

The two proposed amendments to the International Bylaws to be voted upon at the Council meeting were reviewed by the committee. The first of these would amend Article I, Section 5, of the International Bylaws to provide that the annual meeting for the election of officers by clubs should be held not earlier than the first regular meeting in September and not later than the last regular meeting in October. The committee concurred in this amendment.

The second proposed amendment related to Article X, Section 1, of the International Bylaws and would provide for a review by the Board of Trustees or the Executive Committee before any resolutions were reported for action to the delegate body at an International Convention. After some discussion, it was moved, seconded, and carried that it be recommended to the International Board of Trustees that the proposed amendment be withdrawn and that the Board of Trustees adopt the policy of increasing Board representation on the Resolutions Committee, short of a majority, as a means of assuring that resolutions presented to the delegate body shall represent the current thinking of the organization.

It was reported to the committee that the name "Ki-Wives" has been registered and that an organization of wives of Kiwanians has been incorporated in the Capital District by Mrs. Wilton Wallace, widow of Past Governor Wallace of the Capital District.

It was moved, seconded and carried that it be recommended to the Board of Trustees that it investigate the organization created in the Capital District, inquiring as to the lawful authority for such corporation and such registration; and further that the Board of Trustees study the entire subject of ladies' auxiliaries by clubs, including the question of some universal name and standard procedures for such auxiliaries.

Trustee Mel Osborne appeared before the committee to discuss the report of the Board Committee on International Relations of which he is chairman. He was thanked for presenting and discussing this report, which was received and retained for further study with consideration at the next meeting of the committee, the agenda for which shall include this subject.

The committee was advised by Assistant Secretary Fred Barnes of the meeting of the Board of Trustees of Kiwanis Foundation, Inc. on the afternoon of October 29, 1961. The proposed amendments to the bylaws of the foundation and to the articles of incorporation were discussed. The chairman, as member and Past International President Fred McAllister as President, of the Board of Trustees of Kiwanis Foundation, Inc., took note of these comments.

The committee reviewed recommendation 1, 2, and 3 of the Special Committee on Organization and Administration. Finding these not to be of significance at this time, the committee then moved to a consideration and discussion of Recommendation 4 of that committee.

While no conclusions were reached at this time, and the entire subject matter was retained for interim consideration by the individual members of the committee, with further discussion scheduled for the next meeting of the committee, discussion at this time developed a number of points of consideration worthy to be mentioned, including but not limited to the following: -

Purposes of economy do not justify drastic reduction of committee structure at the International level.

The proposed consecutive training conference and International Convention involve an extended period of time, and not many people would be able to get away for such an extended period.

Combining the Council with the Convention may result in a dilution of either or both of those events.

The right of nomination from the floor as to any office, including that of President, should be retained, and there should not be an automatic, unavoidable succession to the Presidency by the President-Elect.

There is a need for more visual aids.

While the present year-end period for training conferences may present some disadvantages, the summer vacation period is not a good time for the training of district, division and club officers.

As presently scheduled, district conventions do serve the purpose of stimulating club, division and district officers after the summer let-down.

Perhaps there should be separate training on (a) how to do the job and (b) what the job is. The principal question seems to be manpower, and not mechanics.

The section dealing with International committee structure presents a generally constructive approach but is too severe. Some simplification of the International committee structure is warranted, and may be tentatively approved in principle, but it should be remembered that the present International committee structure provides broad opportunities for the development of leadership.

The committee voted to recommend that the June 1962 meeting of the committee convene, if possible, on the Friday evening of June 8, 1962 and in any event not later than Saturday morning, June 9, 1962.

Albert J. Tully, Chairman  
Fred M. Barnes, Acting Secretary