

KIWANIS IN BRIEF

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



Revised Feb. 1941

GENERAL OFFICE
KIWANIS INTERNATIONAL
520 North Michigan Ave.
CHICAGO, ILLINOIS, U. S. A.

TABLE OF CONTENTS

"Let Me Make You Acquainted With Kiwanis"	1
How Kiwanis Began.....	2
The Name "Kiwanis".....	2
Kiwanis Anniversary	2
"We Build"	3
Kiwanis Becomes International.....	3
"Kiwanis International" Becomes the Constitutional Name	4
Kiwanis Makes Progress.....	4
International Presidents	5
How Kiwanis International Is Organized...	6
What's What at Chicago.....	8
How the Work at the General Office Is Divided	9
International Conventions	12
The Kiwanis Magazine.....	13
Districts	14
How the District Is Administered.....	15
Training Schools and Conferences.....	17
District Bulletins	17
District Conventions	18
The Heart of Kiwanis—The Kiwanis Club...	18
Club Administration	19
What It Costs.....	20
How New Clubs Are Built.....	22
How Large Must the New Club Be.....	23
The Objects of Kiwanis International.....	23
The Objectives for 1940-1941.....	24
Theme for Administrative Year.....	25
International Committees	25
What to Read.....	27
Achievements	28

KIWANIS IN BRIEF

"LET ME MAKE YOU ACQUAINTED WITH KIWANIS"

THERE IS A KIWANIS CLUB in your community. Perhaps it has been in existence more than ten years, or only a few months. It may be just forming. No doubt you are already a member, or at least thinking about joining. But, in any event, you want to know what it is, and what it stands for. "Kiwaniis in Brief" will tell you.

You will find in these pages a concise story of Kiwanis, its beginnings, development, organization, principles and achievements.

The Kiwanis club in which you are interested is the local unit of Kiwanis International, an organization with over 2140 similar clubs in as many communities of Canada and the United States (January, 1941).

Kiwanis is based upon the *principle of service*. It capitalizes for constructive community service the fellowship of a group of men who eat together once a week. It develops friendship and encourages leadership. It seeks to build better communities through intelligent interest and active, unselfish loyalty.

Kiwanis is, therefore, not only an organization, but a moving spirit, "a conscious driving force toward newer and higher objectives."

It challenges the leaders of the community to be "a friend to man" and ready servants of the common weal.

HOW KIWANIS BEGAN

THE MOVEMENT began toward the close of 1914 when Allen S. Browne, a fraternal organizer, and Joseph G. Prance, a business man of Detroit, Michigan, formed a business-men's club. Mr. Prance was its first member and his application receipt is dated Dec. 8, 1914. Mr. Donald A. Johnston was the first president of the Detroit Club.

THE NAME "KIWANIS"

CONSIDERABLE THOUGHT was given to the selection of a name for the new organization. Mr. C. M. Burton, Historian for the City of Detroit and the State of Michigan, was consulted, and after some research submitted several Indian names, among which was the word "Kee-wanis." This had been found in an Indian vocabulary compiled by Bishop Frederic Baraga, pioneer of Upper Michigan, and its derived meanings were, "To make one's self known," "To impress one's self."

Mr. Burton changed the original spelling to read "Kiwanis" and this was adopted by the club as its official name in January, 1915. Kiwanis is, therefore, a coined name, but its verbal ancestry suggests "self expression." Its practical significance in each community becomes just what the Kiwanis club makes the name mean, as, by actual accomplishment, it invests the word with the prestige of worth.

KIWANIS ANNIVERSARY

THE BIRTHDAY of Kiwanis is celebrated on January 21, because on that date, in 1915, the Detroit Kiwanis Club received its charter from the State of Michigan.

"WE BUILD"

THE MOTTO of the original group of Kiwanians was "We Trade," indicating that the club was composed of tradesmen and merchants and suggesting possible mutual commercial advantages from membership. But following a reorganization which began at the Providence convention in 1918 and culminated at the Birmingham convention in 1919, the "crass slogan, 'We Trade,' was summarily dropped and our present watchword, 'We Build' substituted." This improved motto, typical of the new spirit of Kiwanis, was adopted at the Portland, Oregon, convention in 1920.

KIWANIS BECOMES INTERNATIONAL

IN 1916, of the more than twenty Kiwanis clubs, which seem to have been in existence then, fifteen sent representatives to a gathering in Cleveland, Ohio, where an organization was formed, a "National Constitution" adopted, the name, "The Kiwanis Club" designated as the official title of the combined clubs, and permission given to Organizer Browne to form clubs in Canada. Mr. Browne, by a proviso of the organization, controlled the extension of Kiwanis in the building of new clubs, but that right was purchased from him at the Birmingham convention in 1919, and ever since the organization has controlled its own extension.

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

"KIWANIS INTERNATIONAL" BECOMES THE CONSTITUTIONAL NAME

THE PRESENT OFFICIAL NAME of the organization is "Kiwanis International," which was adopted at the eighth annual convention of the International organization, held at Denver, Colorado, 1924, at which time, also, were adopted the present Constitution and By-Laws, except for the few amendments that have since been adopted. The present Constitution and By-Laws displaced the "Regulations of the Kiwanis Club," adopted at Detroit in 1917, and the Constitution of "The Kiwanis Club International," adopted at Providence in 1918 and variously amended from time to time.

KIWANIS MAKES PROGRESS

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

Convention	Year	Clubs	Members
Detroit, Mich.	1917	52	5,700
Providence, R. I.	1918	93	10,500
Birmingham, Ala.	1919	138	15,500
Portland, Ore.	1920	267	28,541
Cleveland, Ohio	1921	533	47,970
Toronto, Ont.	1922	802	68,101
Atlanta, Ga.	1923	1043	78,961
Denver, Colo.	1924	1245	89,695
St. Paul, Minn.	1925	1382	94,422
Montreal, Quebec	1926	1546	99,786
Memphis, Tenn.	1927	1638	100,849
Seattle, Wash.	1928	1731	102,644
Milwaukee, Wis.	1929	1812	103,283

K I W A N I S I N B R I E F

Convention	Year	Clubs	Members
Atlantic City, N. J.....	1930	1876	102,811
Miami, Fla.	1931	1875	96,316
Detroit, Mich.	1932	1889	88,179
Los Angeles, Calif.	1933	1874	79,589
Toronto, Ont.	1934	1873	83,885
San Antonio, Tex.....	1935	1858	86,326
Washington, D. C.....	1936	1900	90,547
Indianapolis, Ind.	1937	1931	96,896
San Francisco, Calif.....	1938	1995	100,929
Boston, Mass.	1939	2030	104,869
Minneapolis, Minn.	1940	2099	109,856

INTERNATIONAL PRESIDENTS

George F. Hixson, Rochester, N. Y.....	1917
George F. Hixson, Rochester, N. Y.....	1917-18
Perry S. Patterson, Chicago, Ill.*	1918-19
Henry J. Elliott, Montreal, Quebec*	1919-20
J. Mercer Barnett, Birmingham, Ala.*	1920-21
Harry E. Karr, Baltimore, Md.....	1921-22
George H. Ross, Toronto, Ont.....	1922-23
Edmund F. Arras, Columbus, Ohio.....	1923-24
Victor M. Johnson, Monroe, Mich.*	1924-25
John H. Moss, Milwaukee, Wis.....	1925-26
Ralph A. Amerman, Scranton, Pa.....	1926-27
Henry C. Heinz, Atlanta, Ga.....	1927-28
O. Samuel Cummings, Dallas, Tex.....	1928-29
Horace W. McDavid, Decatur, Ill.*	1929-30
Raymond M. Crossman, Omaha, Neb.....	1930-31
William O. Harris, Los Angeles, Cal.....	1931-32
Carl E. Endicott, Huntington, Ind.....	1932-33
(Now of Atlanta, Ga.)	
Joshua L. Johns, Appleton, Wis.....	1933-34
Dr. William J. Carrington, Atlantic City, N. J..	1934-35
Harper Gatton, Madisonville, Ky.....	1935-36

*Deceased

A. Copeland Callen, Urbana, Ill.....	1936-37
(Now of Bethlehem, Pa.)	
F. Trafford Taylor, K. C., St. Boniface, Man....	1937-38
H. G. Hatfield, Oklahoma City, Okla.....	1938-39
Bennett O. Knudson, Albert Lea, Minn.....	1939-40
Mark A. Smith, Thomaston, Ga.....	1940-41

HOW KIWANIS INTERNATIONAL IS ORGANIZED

THE FUNCTIONING of such an immense group as that of Kiwanis International requires a most carefully constructed organization. Kiwanis International is both efficient and economical.

Its officers are a President, the Immediate Past President, two Vice-Presidents, a Secretary, a Treasurer, twelve Trustees, and a District Governor for each of the 29 districts.

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

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

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

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

A *Finance Committee*, consisting of three members of the Executive Committee, is appointed by the President, with the approval of the Board. This Finance Committee meets at least six times a year and administers the finances of Kiwanis International under the direction of the Board.

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

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

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

The first Council meeting is held in Chicago and lasts for three days. It serves as an intensive training school for the District Governors-elect. By instructive addresses, programs of committee work, problem conferences, contact with other leaders of

Kiwanis, inspections of the General Office and fellowship with each other, the District Governors-elect are prepared for an intelligent and enthusiastic administration in their respective districts.

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

WHAT'S WHAT AT CHICAGO

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

The first Secretary of Kiwanis International was Mr. Albert Dodge of Buffalo, N. Y., who was elected at the Detroit convention and served without pay as volunteer officer until the convention at Providence, in 1918. The new By-Laws adopted at Providence pro-

vided that the International Secretary should be selected by the International Board of Trustees, in view of the fact that the position was to be made a salaried one. At its first meeting following the Providence convention, Mr. O. Samuel Cummings was chosen for the position. Mr. Cummings remained as Secretary until July, 1921, when he was succeeded by Mr. Fred. C. W. Parker. Mr. Parker served as Secretary until his retirement in December, 1940. Mr. George W. Kimball, former Assistant Secretary, was then selected by the Board of Trustees as Acting Secretary. Mr. Kimball is assisted in the large and diversified work of the General Office by nine staff men, with six full time Field Service Representatives, and a clerical force of about sixty.

HOW THE WORK AT THE GENERAL OFFICE IS DIVIDED

THE FOLLOWING OUTLINE covers only the main responsibilities of each department:

(1) *Executive Department.* This department has direct supervision over all work carried on by the General Office including arrangements for official meetings of the Board of Trustees, the International Council and International Committees; the regulation of operating expenditures, under direction of the Finance Committee, in conformity with the budget approved by the Board of Trustees; and general supervision of all other departments.

(2) *Field Service Department.* This department has charge of the building of new clubs and of giving field service to established clubs. Under the direction of this department Field Service Representatives carry on field work. These Field Service Representatives work exclusively upon a salary basis, with expenses defrayed.

(3) *Magazine Department.* The head of this department serves as Managing Editor and Advertising Manager of The Kiwanis Magazine. In cooperation with the Managing Editor the Magazine Committee, composed of three members of the Board of Trustees appointed by the International President, maintains direct supervision over the content, make-up and publication of the Magazine. Mr. Roe Fulkerson is the special editorial writer, with responsibility for furnishing each month two pages of editorials, his personal page, and, from time to time articles requested by the Board of Trustees.

(4) *Service Department.* This department renders service to new clubs, including instructions to newly elected officers and committees, plans for the presentation of charters and any special requests for advice or assistance; and to all clubs, except those classified as attention clubs, such service by correspondence as may be requested through letters or personal calls, and may be initiated by the department on the basis of the study of monthly reports from the clubs and of the visitation reports of the district officers.

(5) *Records Department.* This department is divided into three bureaus: 1. Circulation and Classification maintains the membership and classification records of the members of all clubs and keeps up to date the subscription list of The Kiwanis Magazine. 2. Tabulation digests all club and district bulletins and printed matter, studies the reports of clubs and refers various information to the proper departments and develops statistics on various phases of General Office work. 3. Reports checks the monthly, semi-annual and annual reports of all clubs, and the visitation and other reports from all districts.

(6) *Public Relations Department.* This department creates and places International publicity, furnishes

press notices for the use of clubs and districts as well as copy and cuts for special newspaper editions. It takes charge of the publicity of annual conventions, and also keeps in touch with publicity dealing with Kiwanis throughout Canada and the United States through information furnished by the clubs and districts.

(7) *Convention Department.* This department has charge of making surveys of all cities being considered as the meeting place for the annual convention. It also has entire charge of the convention office in the convention city and of the detailed advance management of the convention, with the cooperation of the convention committees of the convention city club. During the convention this department, along with the other staff men, carries through on certain responsibilities as directed by the Acting Secretary. The management of the convention is the responsibility of the International Board of Trustees and all activities of the staff are in conformity with the policies and plans of the Board. The Convention Department is also responsible for stimulation of International convention attendance in those districts that comprise the convention zone each year; assistance, where needed, to host clubs entertaining their respective district conventions; and provision for broader contacts and counseling among those clubs in each annual International convention zone.

(8) *Research Department.* This department has as its responsibility to maintain relations with various social service organizations, professional and voluntary, and keep informed concerning their programs, work, reports of activities and research and also to study the service and leadership activities carried on by Kiwanis clubs all to the two-fold end: 1. To aid the International Committees in formulating volunteer service programs for clubs and in

developing workable suggestions for carrying out these programs; 2. To aid the International Trustees in the development of annual objectives and in the study of organization problems.

(9) *Office Management Department.* This department is divided into two bureaus: 1. Accounting, which has charge of all accounting work; 2. Mailing, Filing and Mimeographing which has charge of the mail, general files, addressographing, mimeographing, etc. The department cares for the personnel work of the General Office, including the selection, training and disciplining of employees.

(10) *Supplies Department.* This department has charge of the purchase and sale of all Kiwanis supplies. Supervision of the department is handled through the Office Management Department.

INTERNATIONAL CONVENTIONS

THE ANNUAL CONVENTION of Kiwanis International is usually held in June of each year in a city officially determined by the International Board of Trustees. The Board must, however, select the city in rotation from each of five convention zones. To this annual convention each club is entitled to send two accredited delegates to vote on all matters proposed and to elect International officers and trustees. International trustees and past International presidents, district governors and chairmen of International standing committees are delegates-at-large. In addition to the two accredited delegates, each club is urged to send as large a delegation as possible in order to share the fellowship and inspiration offered by such a convention and to acquire a clearer vision of the broad relationships of Kiwanis, through contact with representatives of clubs from every section of Canada and the United States. Such

attendance is a fruitful source of education in the power and enthusiasm of Kiwanis.

THE KIWANIS MAGAZINE

THE KIWANIS MAGAZINE is the official publication of Kiwanis International, devoted to the promotion of the objects and objectives of the organization.

The magazine is the official source of local and district, as well as International news and inspiration on every phase of Kiwanis organization and activity. Each member is a subscriber in accordance with the Constitution and By-laws. The subscription is collected by the club of the member along with his dues. The magazine is published monthly and the subscription price for members is \$1.00 per year.

The name of the first magazine was "The Hornet" but after three issues the name was changed to "The Torch" in 1918. In 1920 the present name was adopted.

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

Certain regular features are to be found in each issue. These include editorials and "My Personal Page" by Roe Fulkerson and The Question Box by Acting Secretary Kimball. Sections are also each month devoted to club and to district activities with illustrations, to personals concerning members, etc.

The magazine also carries authorized notices and editorials concerning the work of the organization.

Editorial supervision of the magazine is handled by the Magazine Committee composed of Trustees E. B. Stahlman, Jr., Chairman; Franklin C. Haven; and J. Hudson Huffard. The Editorial Writer is Roe Fulkerson, and the Managing Editor is Merton S. Heiss.

DISTRICTS

THE FIRST DISTRICT in Kiwanis, at least in principle, like the first club, was a child of Michigan. The idea was discussed in 1917, probably in March, by a group in Jackson, Michigan, and the first meeting was held at Lansing, Mich., April 12, 1918, at which six of the nine clubs of the state were represented. It was called a "Federation of Kiwanis Clubs." At this meeting was born the idea of a representative from each club forming a Board to act in conjunction with the officers of the district.

At about the same time that the district idea was developing in Michigan, considerable thought and discussion were given to the same subject in New England, but no organization was formed. Also, the committee which had been appointed at the Detroit convention, in May, 1917, to prepare a new Constitution for the International organization and present it at the Providence convention, in June, 1918, wrote into the preliminary draft of that Constitution a plan of district organization somewhat similar to that already formulated in Michigan, but without knowledge of its existence.

So it seems that the district idea had received considerable attention independently in several quarters prior to the International convention at Providence R. I., in June, 1918, when the district was officially adopted as an organization unit. The

Capital District, formed Aug. 29, 1918, was the first formally to organize under this provision.

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

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

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

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

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

The work of the district, therefore, is chiefly to strengthen, stabilize, educate and inspire the clubs to perform their proper functions and service in community leadership, in order that through more effective work both clubs and individual Kiwanians may come to a more complete knowledge of the ideals and purposes of Kiwanis, and that fellowship may be increased, clubs stabilized, inspiration to service given, and a wider vision obtained of the possible extent of Kiwanis friendship and service both in local and international relations.

HOW THE DISTRICT IS ADMINISTERED

THE CLUBS of the United States and Canada are divided into twenty-nine districts. The districts are again divided into divisions, although the division is not a unit of organization but only an area for the convenience of administration. At present there

are 236 divisions. The districts and the divisions vary greatly in geographical area and in the number of clubs contained therein.

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

The District Governor and Lieutenant Governors are elected annually at the district convention. So also is the District Treasurer, unless that office is combined with that of the District Secretaryship. The District Secretary in a few districts is elected at the district convention, but in a majority of districts the District Secretary, as well as the District Secretary-Treasurer, is appointed by the District Governor, subject to the approval of the District Board of Trustees.

District officers take office on January 1, whereas International officers begin their terms with their election at the International convention. This intervening period is very valuable in that it enables the International organization to prepare the program and policies of the administration for the following district and club year beginning January 1, and present them to the District Governors-elect in time for them to get ready to promote the work in the districts.

The management and control of the affairs of the district, not otherwise provided for in the district By-Laws, are subject to the direction of the Board of Trustees of Kiwanis International, are vested in the *District Board of Trustees*, which is composed of the District Governor, Immediate Past Governor, Lieutenant Governors, Secretary, and Treasurer.

The District Board of Trustees meets regularly at least twice a year, in January and just prior to the

district convention in the fall, and may meet oftener if the district desires it.

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

TRAINING SCHOOLS AND CONFERENCES

THERE HAS BEEN INAUGURATED a regular system of *training schools*, with curricula of study and practice for the instruction of district and club officers and committees. This begins with the instruction of the Governors-elect at the International Council in November, is continued for the Lieutenant Governors by the Governors in their respective districts and is carried forward to the club officers of each division by its Lieutenant Governor. The club President then conducts a similar school for his club officers and directors and chairmen of committees.

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

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

DISTRICT BULLETINS

ALL OF THE TWENTY-NINE DISTRICTS publish a bulletin at more or less regular intervals. These are sent to the Kiwanians of the district and

deal at greater length and in more particulars with the affairs of the district than is possible for the International Magazine to do.

DISTRICT CONVENTIONS

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

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

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

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

THE HEART OF KIWANIS—THE KIWANIS CLUB

THE BASIC UNIT of Kiwanis is the Kiwanis club. All the organization of the district and International exists in order to assist the Kiwanis club in the

local community to function as perfectly as possible along the line of Kiwanis objects and objectives. The heart of Kiwanis activity is the Kiwanis club in your community.

CLUB ADMINISTRATION

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

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

Agriculture, Attendance, Business Standards, Classification, Finance, House, Inter-Club Relations, Kiwanis Education, Laws and Regulations, Membership, Music, Program, Public Affairs, Publicity, Reception, Underprivileged Child, Vocational Guidance.

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

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

professions for which they have received the recognized standard education.

Each member must devote sixty per cent of his time to the business or profession under which he is classified (within the territorial limits of his club). He must also accept the ideals of the organization and be responsive to its service spirit.

Before one can become a member he must be endorsed by at least two active members in good standing; he must be approved by the Classification and Membership Committees of the club; and passed by a two-thirds vote of the entire Board of Directors. The intention is that the membership of a Kiwanis club shall be representative of the best there is to be found in the business and professional life of the community.

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

WHAT IT COSTS

A MEMBERSHIP FEE is fixed by each club. Also the clubs fix annual dues of various amounts, the minimum being ten dollars, but in the majority of clubs a sum somewhat larger is advisable. Of this amount \$2.00 per year, at present, is paid to Kiwanis International, together with \$1.00 as subscription for The Kiwanis Magazine. Of the \$2.00 sent to Kiwanis International as annual dues, fully one-half is expended in the work of the Service and Field Service Departments of the General Office and the distribution of helpful literature. This obviously con-

stitutes a direct service to the clubs. But the balance of the \$2.00, which is expended in Board, International Council, Committee and other activities of Kiwanis International, is equally, though not so obviously, a means of definite service to the organization and the clubs. Every dollar paid to International is set to work as wisely and as prudently as possible for the advancement of Kiwanis. Every Kiwanian gets his money's worth in the splendid effectiveness of the entire organization which is made possible because of the efficiency of its management and the vast amount of volunteer talent which is capitalized in its work.

From the annual club dues, various amounts in different districts, ranging from \$1.00 to \$1.50 are paid for *district dues*, and in addition, in some districts, varying amounts for specific purposes, such as district convention assessments and bulletin subscriptions. All this is not to exceed, with the annual district dues, more than \$2.25. These funds are used in the expenses of district administration which also renders service to the clubs by carrying on the district work, by visitations of district officers, committee work, trustees' meetings and the publication of bulletins and reports.

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

The finances of clubs, districts, and Kiwanis International are carefully guarded and most prudently managed. It is the policy of Kiwanis to operate upon

a strict budget system in each organization unit, and after careful auditing of the accounts, to make them available for the information of each member of Kiwanis.

HOW NEW CLUBS ARE BUILT

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

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

By this plan, the president of the sponsoring club appoints a committee of three to five members which will function under his direction. He writes the General Office informing them of the personnel of the committee and requests instructions and sponsoring supplies.

Before proceeding with the building of a new Kiwanis club a thorough investigation of the prospective city is made by the committee appointed by the president of the club. This survey indicates the type of citizens, the general appearance of the community, its progressiveness, opportunities for increase in population, available membership, existing community organizations and the manner in which they are supported by the citizens, as well as all other facts which would assist in determining whether or not the community is suitable for a Kiwanis club.

The first duty of the Sponsoring Committee is to interest a group of outstanding men in a given community. One of these is the key man around whom the club can be built.

When the key group desires Kiwanis and expresses a willingness to assist actively in the building of a club a petition is given them. The petition is presented to the District Governor, who in turn mails it to the General Office.

A Field Service Representative is then commissioned to see that the new club is built in conformity to the Kiwanis standard; that the officers, committees and members of the new club are instructed in their duties; and the officers and committees provided with the implements, literature and materials of their office.

HOW LARGE MUST THE NEW CLUB BE?

THE MINIMUM CHARTER REQUIREMENT for a Kiwanis club is twenty-five members.

Most clubs, large or small, new or old, find it a sound financial policy to fix the annual dues at some figure above the required minimum. The slight extra expense to each member contributes wonderfully to the ability of the club to undertake many forms of effective service and makes assessments for extras almost unknown in Kiwanis. So this financial suggestion for clubs of minimum charter membership is in line with the best financial practice of the most successful clubs, even of much larger membership.

THE OBJECTS OF KIWANIS INTERNATIONAL

AS STATED IN THE CONSTITUTION the Objects of Kiwanis International are:

"To give primacy to the human and spiritual rather than to the material values of life.

"To encourage the daily living of the Golden Rule in all human relationships.

"To promote the adoption and the application of higher social, business and professional standards.

"To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.

"To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.

"To cooperate in creating and maintaining that sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism, and good will."

THE OBJECTIVES FOR 1940-41

THE INTERPRETATION of the above Objects in definite practical projects is stated in the following objectives for 1940-41.

To render service:

1. By participation in every effort to defend and perpetuate our democracies, to develop national unity, to educate for self-government and to combat subversion
2. To underprivileged children
3. To boys, girls and youth
4. Through vocational guidance
5. By improvement of business and professional practices through emphasis upon the Golden Rule
6. In seeking closer relations between rural and urban communities
7. By the support of churches in their spiritual aims

8. Through initiation and support of constructive policies of conservation
9. By cooperation in law observance and enforcement
10. By continued interest in the promotion of public safety
11. By strengthening the friendship between the Dominion of Canada and the United States of America.

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

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

THEME FOR ADMINISTRATIVE YEAR

THE THEME INITIALLY ADOPTED during the last administrative year has been continued for 1940-1941 as follows:

"Citizenship Responsibility—The Price of Liberty."

INTERNATIONAL COMMITTEES

TO ASSIST THE CLUBS to accomplish the objectives stated above and to function as organizations as effectively as possible, the following standing committees of Kiwanis International have been created:

Agriculture, Attendance, Boys and Girls Work, Business Standards, Classification and Membership, Convention Program, Inter-Club Relations, Kiwanis Education, Laws and Regulations, Music, Past International Presidents, Public Affairs for United

States, Public Affairs for Canada, Publicity, Underprivileged Child, Vocational Guidance.

In addition to the above standing committees, special committees are appointed. Three of these that are most important are Support of Churches in Their Spiritual Aims, Achievement Reports, and Citizenship.

These committees are appointed by the International President and serve from the time of their appointment to the end of the next club and district year.

The committees use the first few months following appointment for the preparation of committee programs which, when approved by the Board of Trustees, are promoted actively among clubs and districts during the club and district administrative year which is the calendar year. According to the appropriation possible for committee meetings certain of the committees are designated to hold meetings in the preparation of their programs and planning of their work. Other committees must accomplish this by correspondence.

The close correlation between the committees of Kiwanis International, the district and the club is an evidence of our efficient organization. The International committees initiate, develop and promote the programs of committee work for the year, with due regard to the objectives and policies determined by the International Board of Trustees, and under the Board's approval. The corresponding district committees endeavor to assist the International committees in educating the clubs of the district concerning the programs of committee work and in promoting their local application. The corresponding club committees seek to apply these programs of committee work to the local situation. Their task is the actual accomplishment in terms of definite service and concrete expression of the plans so devel-

oped and so promoted. Upon the activity and faithfulness of the club committee rests the final success of all Kiwanis committee work. The effective functioning of the club committee is the goal of this potentially productive correlation between the International, district and club organization.

WHAT TO READ

A WEALTH OF LITERATURE has been created which is available to all members and prospective members who are interested in gaining a better understanding of Kiwanis. The list is constantly changing as the work grows, but the General Office is always ready to furnish such copies as may be useful to those interested. Some of the Kiwanis publications have found a place of usefulness far beyond the limits of the organization.

Many valuable *leaflets* have been prepared by the officers of the organization as well as by the committees, until there is a considerable and steadily growing library of informative and inspirational literature concerning various phases of Kiwanis.

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

The Manual for Club Officers is an authoritative and exhaustive compendium of information and instruction concerning the work of the officers of local clubs.

Leaflets of Committee Suggestions are available for all standing club committees. These describe the functions of the various committees and offer practical suggestions concerning committee work.

The Manual for District Officers is an exceedingly important volume of information concerning the rela-

tion of the district to the International body and to the constituent clubs, and contains many detailed suggestions for the work of the district officers. It is continued in mimeograph form that it readily may be revised each year in the light of new methods and recent experience. Such flexibility of form adds to its value and increases its usefulness.

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

ACHIEVEMENTS

NO COMPLETE REPORT of the activities accomplished by Kiwanis clubs is practically possible. Even if every service activity were reported and the number of projects multiplied several times the record would still come far short of furnishing an accurate measure of the achievements of Kiwanis since its origin in 1915 or an adequate gauge of its worth.

For, notwithstanding all that Kiwanis does for underprivileged children and community betterment, for the improvement of business and professional standards and of the relation between the farmer and the city man, for the advancement of vocational guidance and the development of intelligent and responsible citizenship, the real *genius of Kiwanis* is to be found in its ability to harness the bonds of fellowship to the task of constructive community leadership, and to inspire in a representative group of citizens an enthusiasm for the general welfare of the community.

The activities which are reported annually indicate the practical usefulness of Kiwanis. It is not a philo-

sophical society, nor an ethics club. It believes in practical action as the best evidence of its high idealism. It exemplifies its motto, "WE BUILD," by a constructive program of definite, tangible enterprises.

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

An exceptional, successful undertaking of permanent value was the building, by popular subscription among Kiwanians, of the Harding International Good Will Memorial in Stanley Park, Vancouver, B. C. This memorial will remain not only a tribute to a worthy Kiwanian but a perpetual monument to the good will which Kiwanis fosters between Canada and the United States and to the friendships that know no barrier of boundaries or political affiliations. It is listed as an activity of the convention year 1923-24 and continued as such until its dedication, September 16, 1925, but its influence goes on year after year. It deserves to be considered as a permanent achievement.

Another continuing activity of large significance is the erection of Kiwanis Boundary Peace Tablets at crossing points along the boundary line between Canada and the United States. The design for this tablet is standard except for the date of dedication and on each tablet are the challenging words: "This unfortified boundary line between the Dominion of Canada and the United States of America should quicken the remembrance of the more than a century old friendship between these countries—a lesson of peace to all nations." Already seventeen tablets have been erected and this activity will continue until tablets are erected at all points of crossing. As from

time to time there will be developed additional roads across the border, it is evident that this activity will continue for many years and possibly never be entirely completed.

Kiwanis is functioning; it meets its objectives effectively. Membership in Kiwanis is an honor; it offers the privilege of fellowship and friendship in cooperative and genuine service. It puts first human and spiritual values. It translates the Golden Rule into the universal language of practical helpfulness.



Revised February, 1941

PRINTED IN U.S.A.