

I N D E X

SUMMARY OF MINUTES

MEETINGS OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13 - 17 and October 21, 1965

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SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

KIWANIS INTERNATIONAL

October 13-17 and October 21, 1965

A meeting of the International Board of Trustees was held at the General Office in Chicago, October 13-17 and the Continental Plaza Hotel, October 21, 1965. Those present: Edward C. Keefe, President; Dr. R. Glenn Reed, Jr., President-Elect; Edward B. Moylan, Jr., Immediate Past President; Walter H. Howell, Q.C., and James M. Moler, Vice-Presidents; Marshall E. Jetty, Treasurer; Steve A. Alford, Jr., Wes H. Bartlett, Derral L. Clark, Harold M. Heimbaugh, Ted R. Johnson, Le Roy J. Olsen, James W. Putnam, Claude L. Ryder, Phillip V. Stout, Robert F. Weber, Jack Willis, Trustees; O. E. Peterson, Secretary. Absent: Nelson O. Fuller.

1. Message of the President

This is attached as Exhibit #1.

Recommendation 1. The Board Committee on Sponsored Youth Organizations consider the undertaking of a promotional campaign in the interest of Key Club with the object of extending that organization into all possible high schools in the United States and Canada at the earliest possible time.

Referred to Board Committee on Sponsored Youth Organizations. (See report of this committee)

Recommendation 2. The Board Committee on Sponsored Youth, working with the Counselors to Districts, devise and operate plan to secure improved control of Key Club and Circle K operation by District Boards of Trustees in those Districts where convention reports or other sources indicate the need for such action. Special attention should be directed to finance, conventions, and International Board policies.

Referred to Board Committee on Sponsored Youth Organizations. (See report of this committee)

Recommendation 3. The Board Committees on Program Development and Sponsored Youth Organizations jointly explore and implement ways in which Circle K and Key Club can become the potent force for the preservation of the American heritage which those organizations offer to us. Such planning should be especially concerned with the area of sponsorship and with precept and example rather than with outright indoctrination.

Referred to Board Committees on Program Development and Sponsored Youth Organizations. (See reports of these committees)

Recommendation 4. The Board Committees on Finance and Extension send a member of the General Office Staff to the conference of European clubs in November, and that the International Secretary counsel with these committees on that selection.

Referred to Board Committees on Finance and Extension.

Recommendation 5. The need for emergency procedures to inform clubs of the needs and opportunity for help be explored by a special committee of the Board to be appointed by the President.

Voted, that this recommendation be adopted and referred to Board Committees on Administration and Structure and Program Development. (See report of Committee on Program Development)

Report received.

2. Message of the President-Elect

This is attached as Exhibit #2.

Recommendation 1. That the Laws and Policies Committee study the bylaw provisions (International and district) on elimination of excessive candidates in the nominating conferences.

Referred to Board Committee on Laws and Policies.

Report received.

3. Report of Secretary

This is attached as Exhibit #3.

Recommendation 1. That the Board Committee on Program Development approve a continuation of Kiwanis co-sponsorship of National Public Works Week in 1966, in cooperation with the American Public Works Association.

Referred to Board Committee on Program Development. (See report of this committee)

Recommendation 2. That the Board Committee on Extension consider the feasibility of engaging a Field Service Representative to assist special district committees charged with the responsibility of rebuilding problem clubs.

Referred to Board Committee on Extension. (See report of this committee)

Recommendation 3. That the Board Committee on Sponsored Youth Organizations and Finance give consideration to expanding The Keynoter to provide for administrative material and to reduce the frequency of bulletin releases to club and district officers.

Referred to Board Committees on Sponsored Youth Organizations and Finance. (See reports of these committees)

Recommendation 4. That the Board Committees on Administration and Structure and Program Development evaluate present procedures and district requirements to effect a reduction in the amount of paper work and reporting required of club and district officers.

Referred to Board Committees on Administration and Structure and Program Development. (See reports of these committees)

Recommendation 5. That the Board Committee on Administration and Structure recommend approval of the proposed staff realignment contained in the body of this report.

Referred to Board Committee on Administration and Structure. (See report of this committee)

Report received.

4. Discussion

5. Absentees from Council

Voted, that telegrams be sent to Trustee Nelson O. Fuller and Past Presidents Hixson, Gatton, Ray, and Armstrong expressing regret at their inability to attend the Council.

6. Report on Mail Ballot to Elect Trustee to Fill Vacancy on Board

(See Report of the Secretary)

7. Approval of Summary of Minutes of July 28-31 Board Meeting

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

8. September Executive Committee Meeting

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

9. 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
- Elimination of Membership of Not-Meeting Clubs from Active Membership Files
- Organization of New Clubs, including Territorial Limits and Charter Memberships
- Club Incorporations
- Incorporation of Kiwanis Club Foundations
- Additional Key Clubs Completed
- Additional Circle K Clubs Completed
- District Bylaw Amendments
- Clubs Suspending Meetings Because of Disaster Affecting Entire Community

Voted, that the Secretary of Kiwanis International be given jurisdiction to excuse suspension of meetings of those clubs involved in the major disaster caused by Hurricane Betsy.

10. Petitions for Revocation of Charters

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

- Valley Plaza, California
- Deerfield, Michigan

Marmora-Deloro, Ontario
Brookline, Pittsburgh, Pennsylvania
Land O'Hills, Beckley, West Virginia

11. Change of Name of Kiwanis Clubs

Voted, that the following changes of name be approved:

From Tujunga-Sunland, California, to Kiwanis Club of Sunland-Tujunga, California

From Seminole, Largo, Florida, to Kiwanis Club of Seminole, Florida

From Columbia Heights, Minnesota, to Kiwanis Club of Columbia Heights-Fridley, Minnesota

From Pine Bluff-Dollarway, Arkansas, to Kiwanis Club of Pine Bluff-Intercity, Arkansas

From Southeast Rochester, New York, to Kiwanis Club of Penfield-Perinton Townships, New York

12. Request of Governor Dunlap re Meetings of Southeast Los Angeles Club

Secretary Peterson reported letter had been received from Governor Dunlap of the California-Nevada-Hawaii District requesting that permission be given to the Southeast Los Angeles club when calculating individual and club attendance to ignore its meetings of August 17 and 24--canceled because of conditions caused by riots in the area.

Voted, that this request be granted and the Southeast Los Angeles club be so advised.

13. District Conventions

Observations

Members of the Board commented briefly on their visits to District Conventions.

Resolutions

Referred to Resolutions Committee.

14. Reports of Board Committees

Administration and Structure

Chairman Stout presented the report of the committee. This is attached as Exhibit #4.

Recommendation 1. The pension plan which is supplementary for eight employees not subject to our present plan be approved and referred to the Finance Committee.

Voted, that this recommendation be adopted.

Recommendation 2. The adoption of the accident travel policy covering all International officers for \$100,000 coverage each with a permanent total disability clause be approved at the present rates of approximately \$940.50.

Voted, that this recommendation be approved in principle and referred to the Finance Committee.

Recommendation 3. The problem of a Presidential Secretary be retained for future study.

Voted, that this recommendation be adopted.

Recommendation 4. That the training of the Governors emphasize the administrative visits so that each Governor will be advised that he should plan one visitation to each division; reduce special events visits to a minimum and thus develop his Lieutenant Governors to be the leaders in their respective divisions; further, that in addition to the three official visitations, the Lieutenant Governor confine his visitations to administrative visits and report when necessary.

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

Recommendation 5. (a) That the Bulletin for Kiwanis Officers be expanded to include individual mailings that are now being sent; that International Committees be urged to use it for promotion of their programs rather than individual mailings; that the format be changed and sections be set aside for special instructions to club presidents, etc.; that the Staff use this vehicle for some of their mailing and that its use be left to the discretion of the Staff.

Voted, that this recommendation be adopted.

Recommendation 5. (b) That the subject of the Bulletin for Kiwanis Officers be retained for further study now under way.

Voted, that this recommendation be adopted.

Recommendation 6. That the new assignments of the Staff in the following respects be placed in effect January 1, 1966:

1. Larry Hapgood's duties be broadened under the title Associate Secretary.
2. That the citizenship services administered by Percy Shue and Youth Services be combined and Percy Shue be assigned to work with all International service committees under the title of Assistant Secretary for Program Development.
3. That Frank McCabe be assigned to the Executive Department to handle administrative matters under the title Assistant Secretary for Administration.
4. That upon the retirement of Geneva Klauser, Robert Harrison be assigned many of the duties now carried on by her.

Voted, that this recommendation be adopted.

Report received.

Convention

Chairman Jetty presented the report of the committee. This is attached as Exhibit #5.

Recommendation 1. A dutch treat luncheon for Past International Officers and Past District Governors, with a separate luncheon for the wives of the same group, be held Sunday, July 3, during the 1966 International Convention.

Voted, that this recommendation be adopted.

Recommendation 2. Districts be encouraged to schedule district dinners or receptions on Monday evening, July 4, during the Portland convention.

Voted, that this recommendation be adopted.

Recommendation 3. The amended suggested district quotas for the 1966 convention be recommended to the District Governors during the Council Meeting as on the attached list.

Voted, that this recommendation be adopted.

Recommendation 4. San Francisco, California, with the Kiwanis Clubs of the San Francisco area as host, be the site of the 1971 International Convention, June 27-July 1.

Voted, that this recommendation be adopted.

Recommendation 5. That convention facilities in Boston, Massachusetts, be surveyed after receipt of request and Philadelphia, Pennsylvania; Atlantic City, New Jersey; and Minneapolis, Minnesota, be resurveyed as possible future convention sites.

Voted, that this recommendation be adopted.

Report received.

Extension

Chairman Moler presented the report of the committee. This is attached as Exhibit #6.

Recommendation 1. The procedure as outlined in the "Organization and Administration of Kiwanis Federations" be adopted and that such become a part of our policies, superseding all related portions of existing policies as may be determined by the Board Committee on Laws and Policies.

Voted, that this recommendation be adopted.

Recommendation 2. The procedure as outlined in the "Organization and Administration of Kiwanis Federations" be presented and interpreted at the November meeting of the European commission.

Voted, that this recommendation be adopted.

Recommendation 3. The President of Kiwanis International assign or cause to be assigned proper representation from Kiwanis International at the November meeting of the European commission.

Voted, that this recommendation be adopted.

Recommendation 4. The funding of International extension be approved as set forth in the proposed general budget plan and subject to securing a dues raise.

Voted, that this recommendation be adopted and referred to the Finance Committee. (See Supplemental Report of Finance Committee)

Recommendation 5. Immediate search be made for a European Administrator and that he assume duties in Europe as soon as his training can be accomplished.

Voted, that this recommendation be adopted.

Recommendation 6. The International Secretary instigate the procedure wherein the charter of the Frankford, Delaware, club may be revoked at the February meeting of this Board under bylaw provisions.

Voted, that this recommendation be adopted.

Recommendation 7. The recommendation of the Secretary regarding the assignment of a Field Service Representative to work with problem clubs be approved.

Voted, that this recommendation be adopted.

Report received.

Leadership and Council

Chairman Johnson presented the report of the committee. This is attached as Exhibit #7.

Recommendation 1. The committee recommends that the Report of the Official Representative to Leadership Training and Mid-Winter or Spring Meetings be approved.

Voted, that this recommendation be adopted.

Recommendation 2. The committee recommends that an award be made at the Portland Convention to Kiwanian Don Barbour of Orlando, Florida, for his action at the time of the New York convention in defense of the principles for which we stand, providing his authorization can be obtained for such publicity as deemed advisable. (It is suggested that such publicity carry an editorial note which would call this to the attention of Districts should they desire to use a similar award locally)

Voted, that this recommendation be adopted.

Recommendation 3. The committee recommends that the Councils for 1966 and 1967 be moved to the Ambassadors East and West, and that the 1966 dates be

October 16-20, and for 1967 be October 15-19, and that tentative dates of October 20-24 be reserved for 1968.

Voted, that this recommendation be adopted.

Recommendation 4. That the matter of prerequisites for a Kiwanian prior to his nomination and election as a Lieutenant Governor be referred to the Board Committees on Administration and Structure and Laws and Policies for study and framing of a suitable policy, and that this committee also retain it for further study.

Voted, that this recommendation be adopted and referred to the Board Committees on Administration and Structure and Laws and Policies.

Report received.

Membership Development

Chairman Olsen presented the report of the committee. This is attached as Exhibit #8.

Recommendation 1. That a Field Service man be assigned to work with small clubs and that this be an experienced man in preference to a new man being hired.

Voted, that this recommendation be adopted.

Recommendation 2. That the Classification and Membership Development Plan of Kiwanis International be prepared in booklet form for distribution. It is further recommended that this information be reproduced and made a part of the Manual for District Officers.

Voted, that this recommendation be adopted.

Recommendation 3. That the Community Classification Survey pamphlet as suggested by the 1966 Committee on Membership Development be made available to all clubs.

Voted, that this recommendation be adopted.

Recommendation 4. That the new form titled "Notice of Member Moving to Another Area" be prepared for distribution to all clubs.

Voted, that this recommendation be adopted.

Recommendation 5. That the matter of broadening the "reserve" class of members be retained by the committee for further study.

Voted, that this recommendation be adopted.

Report received.

Program Development

Chairman Weber presented the report of the committee. This is attached as Exhibit #9.

Recommendation 1. That the prices for the Freedom Leadership Manual and "Freedom and You" booklets, respectively, as shown in Item 1 of this report, be approved.

Voted, that this recommendation be adopted.

Recommendation 2. That 500,000 copies of "Freedom and You" at a cost of three cents per copy be purchased from the Channing L. Bete Company of Greenfield, Massachusetts, for delivery as soon as practical.

Voted, that this recommendation be adopted.

Recommendation 3. That Kiwanis International, if requested, accept responsibility of the coordinating agency for The National Farm-City Committee in 1966.

Voted, that this recommendation be adopted.

Recommendation 4. That approval be given for Kiwanis International to jointly sponsor with the American Public Works Association, "National Public Works Week" in May of 1966, if invited to do so.

Voted, that this recommendation be adopted.

Recommendation 5. That the Committee on Program Development be requested to meet one day ahead of the Mid-Winter Board Meeting for the purpose of reviewing our entire reporting procedure.

Voted, that this recommendation be adopted and referred to the Finance Committee. It is suggested that the Chairman of the Administration and Structure Committee be invited to attend this meeting. (See Supplemental Report of Finance Committee)

Recommendation 6. That a study be made as to the feasibility of having the Kiwanis year start at the same time at all levels.

Voted, that this recommendation be adopted and referred to the Administration and Structure Committee.

Recommendation 7. That a study of a uniform filing system, utilizing reference numbers on correspondence, be established and that this matter be referred to the Board Committee on Administration and Structure.

Voted, that this recommendation be adopted and referred to the Board Committee on Administration and Structure.

Recommendation 8. That all General Office correspondence when carbon copies are sent include the street and city, state or province of addressee.

Voted, that this recommendation be adopted.

Report received.

It was suggested that the committee give further study to the matter of informing clubs as to the needs of other clubs in time of disaster.

Property and Supplies

Chairman Ryder presented the report of the committee. This is attached as Exhibit #10.

Recommendation 1. A sum of not more than \$175.00 be approved for the purchase and installation of rubber bumpers for the loading platform.

Voted, that this recommendation be adopted.

Recommendation 2. The twelve new supplies items as mentioned in the body of the report be approved.

Voted, that this recommendation be adopted.

Recommendation 3. Permission be granted for the December 31, 1965, write-off of the remaining stock of the nine items referred to in the body of the report.

Voted, that this recommendation be adopted.

Recommendation 4. Approval be given for the new membership card as presented.

Voted, that this recommendation be adopted.

Report received.

Publications and Advertising

Chairman Putnam presented the report of the committee. This is attached as Exhibit #11.

Recommendation 1. That in the absence of any area of dissatisfaction with the performance and service of the Fawcett-Haynes Printing Corporation, the contract for the printing of The Kiwanis Magazine for a three-year period beginning with the issue of February, 1966, and continuing to and including the issue of December, 1968/January, 1969, be awarded to the aforementioned Fawcett-Haynes Printing Corporation of Louisville, Kentucky.

Voted, that this recommendation be adopted.

Report received.

Chairman Putnam presented a statement of the committee regarding the suggestion of the Board Committee on Sponsored Youth that two full pages of the magazine be devoted to Sponsored Youth. (See Exhibit 11-A) (See also Recommendation 9 of Sponsored Youth Committee)

Public Relations

Chairman Moylan presented the report of the committee. This is attached as Exhibit #12.

Recommendation 1. The committee in charge of this year's Service Club

Leaders Conference include an item on its agenda calling for each of the organizations represented to furnish the others with names and addresses of new international, or national, officers as soon as they are elected each year.

Voted, that this recommendation be adopted.

Recommendation 2. A study be made by the Staff to determine if a Parliamentary Luncheon will be feasible in May of 1966, with a report to be ready for the Board's consideration at its February, 1966, meeting.

Voted, that this recommendation be adopted.

Recommendation 3. The ¹⁵⁵~~1965~~-Golden Anniversary 24-sheet billboard posters still unsold be written off at \$4.00 apiece for a total of \$620.00.

Referred to Property and Supplies Committee.

Report received.

Sponsored Youth

Chairman Willis presented the report of the committee. This is attached as Exhibit #13.

Recommendation 1. That the revocation of Circle K Club charters, as approved by the International Board of Circle K, be approved.

Voted, that this recommendation be adopted.

Recommendation 2. That the dates of December 17, 18, and 19 be approved for the Mid-winter Board Meeting of Circle K and that the Board Counselor attend said meeting.

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

Recommendation 3. That the proposed 1966 budget for Circle K be approved and referred to the Finance Committee.

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

Recommendation 4. That the 1965 International Convention expense report for Circle K be approved with the appreciation of the Board.

Voted, that this recommendation be adopted.

Recommendation 5. That the revocations of the Key Club charters as approved by the International Board of Key Club be approved.

Voted, that this recommendation be adopted.

Recommendation 6. That the dates of December 27, 28, and 29 be approved for the Key Club Mid-winter Board Meeting and that the Board Counselor attend said meeting.

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

Recommendation 7. That the proposed 1966 budget for Key Club be approved and referred to the Finance Committee.

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

Recommendation 8. That the 1965 International Convention expense report for Key Club be approved with the appreciation of the Board.

Voted, that this recommendation be adopted.

Recommendation 9. That the Kiwanis Magazine contain a minimum of one page in each issue on Circle K and Key Club in action and an additional one-page minimum be devoted to feature articles, editorials, etc. on Circle K and Key Club.

Voted, that this recommendation be referred to the Publications and Advertising Committee for consideration and that the recommendation of the Publications and Advertising Committee be submitted at this session of the Board.

The Committee on Publications and Advertising submitted a statement on this matter. (See Report of Committee on Publications and Advertising, Exhibit 11-B) Chairman Willis stated that the committee recognized there were some problems involved and desired to withdraw the recommendation and hold it for further study at the next meeting. He asked, however, that the Publications and Advertising Committee and the Magazine Staff give some thought to the possibility of including in each issue of the Magazine something along the lines of Kiwanis in Action as related to Circle K and Key Club.

Recommendation 10. That approval be given to the employment of a full time field representative for the sponsored youth services and that this be referred to the Finance Committee.

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

Report received.

Laws and Policies

Chairman Bartlett presented the report of the committee. This is attached as Exhibit #14.

Recommendation 1. That consideration be given to the possible use of form replies such as a check list of items received and items lacking which may

in some instances reduce the amount of personal correspondence involved in the completion of incorporation.

Voted, that this recommendation be adopted.

Recommendation 2. That the Articles submitted by legal counsel provide a format for the registration of the Kiwanis name and emblem in Switzerland as contained in Exhibit A, that they be approved, and that the President and Secretary of Kiwanis International be authorized to sign these Articles together with Dr. Anton C. Heini, member of the firm of Baker, McKenzie & Hightower with offices in Zurich, Switzerland, and the legal counsel in this matter.

Voted, that this recommendation be adopted.

Recommendation 3. The approval of the definition of duties of the Board Committee on Laws and Policies as presented in the body of the report.

Voted, that this recommendation be adopted.

Recommendation 4. The approval of the Policies on Presidential Travel, as attached as Exhibit B.

Voted, that this recommendation be adopted.

Recommendation 5. The adoption of the policy relative to the election of a Trustee to fill in a one-year term as contained in this report.

Voted, that the policy contained in the body of the report be amended to include the additional provisions, as follows: "The Committee on Elections at Portland and the Secretary of Kiwanis International be instructed to prepare a separate ballot for two-year terms and one-year term for Trustee."

Voted, that the policy contained in the body of the report relative to the election of a Trustee to fill in a one-year term, as amended above, be adopted.

Recommendation 6. That the following wording be approved as the wording for Item 28 in the Report of the Board Committee on Extension: "All affiliates shall be independent of each other. However, to insure uniformity of action and adherence to the Objects of Kiwanis International, all affiliates shall maintain a close relationship to Kiwanis International, with the Board of Trustees having continuing and final authority in all relationships. The foregoing requirements shall be embodied in the Constitution, Articles of Association, Charter, and any other document which constitutes the legal entity of such affiliate."

Voted, that this recommendation be adopted.

It was suggested that all districts be notified that requests are being received to reopen at the Portland Convention the matter of making Past District Governors delegates-at-large at International Conventions; it

was further suggested that districts be asked to indicate whether they were willing to have their names placed on a list indicating support.

Voted, that the committee make the necessary arrangements to implement these suggestions prior to November 1.

Report received.

15. Report of Treasurer

Treasurer Marshall E. Jetty presented his report. This is attached as Exhibit #15.

Report received.

16. Report of Finance Committee

Chairman Heimbaugh presented the report of the committee. This is attached as Exhibit #16.

Recommendation 1. The Budget for 1966, which reflects an excess of income figure amounting to \$9,802, be approved.

Voted, that this recommendation be adopted.

Recommendation 2. The budget adjustments listed in the body of this report be made.

Voted, that this recommendation be made.

Recommendation 3. \$1,500 be allocated to the Pacific Northwest District to subsidize the Alaska-Yukon Division for 1966, and that this matter be reconsidered upon receipt of an actual expense statement for the year 1965.

Voted, that this recommendation be adopted.

Recommendation 4. The Board Committee on Laws and Policies consider the rewording of the policies indicated in the body of this report. The automobile mileage allowance be increased from seven cents to eight cents per mile in the policies covering travel of board and past presidents, and that Secretary Peterson be allowed to increase the automobile mileage allowance from seven cents to ten cents per mile in the Field Service area.

Voted, that this recommendation be adopted.

Recommendation 5. Secretary Peterson be given the authority to borrow funds, if needed, for not more than sixty days and not to exceed \$50,000.00.

Voted, that this recommendation be adopted.

Recommendation 6. Additional dues be allocated to the Convention Budget in order to balance out the Golden Anniversary Convention.

Voted, that this recommendation be adopted.

Recommendation 7. The Building Expansion Reserve be established with a \$20,000 balance, and that this amount be transferred from the Funded Reserve.

Voted, that this recommendation be adopted.

Report received.

Supplemental Report is attached as Exhibit 16-A.

Recommendation 1. The request of the Committee on Program Development to meet along with the Chairman of the Committee on Administration and Structure one day early at the time of the winter Board Meeting be approved.

Voted, that this recommendation be adopted.

Recommendation 2. That the Committee on Laws and Policies be instructed to prepare an amendment to the revenue section of the International Constitution and Bylaws providing for the increase of dues from \$3.50 to \$4.00 per member, said amendment to be presented to the delegates at our next International Convention in Portland. That this intent be announced at the Council which opens in Chicago on October 17, 1965. If this Board approves this recommendation, that the Governors and District Secretaries of the respective districts be asked to explain the increase and the need therefor at training conferences, district, and division meetings, and to alert their Lieutenant Governors for that purpose; and further that the members of the Board as Counselors to districts at every opportunity ask for time on the agenda at the meetings where they represent Kiwanis International to explain this increase.

Voted, that this recommendation be adopted.

Report received.

Voted, that dues raise of fifty cents over the present dues be based on the budget of the Extension Committee for funds with which to finance International extension. This in turn should release funds for other financial demands on the Treasury of Kiwanis International, which items have been set aside in the last two or three years because of International extension.

17. Report of Committee of Past International Presidents

Chairman Swain of the Past Presidents Committee appeared before the Board and reported as follows:

"It is a pleasure for me to extend to you greetings and best wishes from the Past Presidents Committee. The Past Presidents are looking forward to the joint meeting with the Board.

"We considered the outline of the agenda of the joint meeting and were of the opinion that Program Planning should be the major item, and sufficient time should be spent on that topic.

"The committee reviewed the Council Program and Leadership Training plans. We were very much impressed with the Theme and Objectives, and 'Freedom and You' received the endorsement of the committee.

"We had the pleasure of hearing from the President of Kiwanis Foundation, Roy Davis, who brought us up to date on the work of the Foundation. The Past Presidents were extremely interested in it. We believe that before funds can be solicited elsewhere for the Foundation, we must be sold on it ourselves. We know that the Board took action last year and the members have contributed in support of the Foundation practically one hundred per cent to the support of the Foundation so that they can go out and sell the Foundation to the districts.

"The Past Presidents would like to compliment the Board on the Citation of Service program and suggest that the criteria for grading should be kept in review as the program progresses in 1966 to make it more attractive to the clubs on the basis of the point system. We hope it will be a continuing program throughout the years.

"The Past Presidents felt that they needed to have a Brief Book, which would include the policies, the Constitution and Bylaws, and other pertinent materials, so that they might be kept current.

"We have no recommendations or suggestions to present to the Board, and are looking forward to the joint meeting where we may exchange ideas.

"Thank you for the opportunity of rendering this report."

18. Next Board Meeting

The next Board Meeting is scheduled to convene on the evening of February 17, with Board Committees meeting on the 18th and 19th. The Finance Committee and the Board Committee on Program Development will meet on the 17th.

19. Other Business

Joint Meeting with Past Presidents

A proposed agenda for the joint meeting with the Past Presidents was discussed and suggestions received.

Voted, that the joint meeting of the Past Presidents and International Board be recorded.

The Board Meeting was recessed on Sunday, October 17, and reconvened at the close of the Council in the Continental Plaza Hotel, Thursday noon, October 21. President Keefe called the meeting to order with all members in attendance except Trustees Willis and Fuller. Following a personal expression of thanks to the Board for its exceptional work and leadership in conducting the Council proceedings, the President asked to be excused and turned the meeting over to Vice-President Moler. Trustee Heimbaugh as Chairman of the Finance Committee presented the matter of an employment contract with the Secretary-designate effective August 1, 1966. After some discussion of the terms and legal aspects of such an agreement involving future administrations the following motion was adopted:

Voted: That the matter of an employment contract with the Secretary-designate be referred to the Board Committee on Laws and Policies and the Committee on Finance for study and report to the Board at its February meeting.

There being no further business to transact, the meeting adjourned.

REPORT OF THE PRESIDENTTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOCTOBER 13, 1965

As this pre-Council begins, it is only fitting that we should recognize the splendid job which has been done in preparing the 1965 Council program by Ted Johnson, Chairman of the Leadership Committee, and the members of that committee. In previous reports to the Board, this committee has stressed the fact that it hoped to concentrate more upon the administrative duties of a District Governor than at any time in the past. From examination of the program, it is apparent that this is more than mere wishful thinking. Participation by the International Board at past Councils has always been excellent. This present Board has the man power potentially to do the finest job in history as it fills its roles in the Council structure and as counselors to the various Districts assigned to them.

This must always be a Governor-centered Council. It has been noted that Council has increased greatly over the past five or six years in friendliness. I would hope that the 1965 Council might also show a similar increase in the area of helpfulness. We ask that the District Governor not leave Council with any questions unanswered. It might be a nice gesture of helpfulness if each member of the Board would check with the Districts he counsels sometime on Thursday morning, informally or perhaps even by telephone, to find out for certain whether the Governor believes all his questions have been answered, and at the same time to offer help during the year. This will be repetitious, but I think it will be a splendid piece of public relations, as well as having practical educational value.

Not long ago a carbon copy of a letter authorized by Trustee Robert Weber came across my desk. Bob was pointing to the article in the recent edition of Rotary's magazine entitled, "The Interact Explosion." Bob pointed out that we were going to face in the future considerably stiffer competition for the right to put a Key Club in the nation's high school than we have ever had to before. He made the point, and I think with logic, that few schools would allow two different service clubs. Bob went on to say that he felt we should take advantage of all promotional opportunities and facilities we have to mount an intensive drive to get Key Clubs into our schools, and at all times to maintain a superior position in this possible future competition with any and all other service clubs. I strongly endorse the position taken by Bob in his letter.

Realistically, however, I think if we would consider mounting any such offensive that we must realize, realistically and honestly (1) that vast numbers of Key Clubs are receiving inadequate to poor to non-existent sponsorship by the Kiwanis Clubs which form them, and (2) that even in 1965 there are thousands and thousands of Kiwanians who have not the slightest idea of what a Key Club truly is, and an even greater number who have not yet grasped the potential it holds for the future leadership of our country. Furthermore, many of the reports made by International representatives to District conventions this year indicate far too little supervision and control of Key Club, and Circle K as well, operations by the District Board of Trustees. It would, I think, be well for the Board Committee on Sponsored Youth Organizations to take a careful look at the information in the convention reports regarding district supervision of, and responsibility for, Key Clubs and Circle K. Then, it would be well for the committee, the Staff, and the International Committee on Key Clubs to keep up constant pressure on District Governors to try to improve these relationships.

A few days ago I received a frank and challenging letter from one of the newly elected members of the Board of Trustees of Circle K International. Let me quote for you from that letter.

"You . . . expressing a hope that the two organizations, Kiwanis and Circle K, can create a closer working relationship. I join you in this wish, but feel one thing stands in the way at the present time. In order for the two organizations to assume a position along side one another, as they should, Kiwanis must educate its members to the role Circle K is playing on college campuses throughout the North American continent.

"Last week I attended a workshop on Kiwanis youth services as part of the . . . District Kiwanis Convention. I was flabbergasted to find that the majority of the audience confused Circle K with everything from Key Club down to elementary school Kiwanis. Naturally, this is not the case in every District in every club or with every member, but I do feel that it is indicative of the general misunderstanding that prevails amongst Kiwanis members across the country.

"We as Circle K members want to be recognized by the organization that so faithfully sponsors our activities. We want to stand firm and high along side Kiwanis members in a supporting but serving role.

"I feel, with some compunction about being too impudent, Kiwanis must work hard in assisting Circle K members to educate Kiwanis members about the work and role of Circle K today."

At this Council meeting we will launch the first stage of the great new Heritage of Freedom Program. Just as that program primarily looks to the future, so do we have two other ready-made organizations through which we also look to the future. It would seem to be extravagant waste if we do not take advantage of the full potential of these two organizations to influence the teen-age and college age populations in helping to preserve those things and qualities which have made our nations great.

While I was attending the Florida District Convention, I received a long distance telephone call from Secretary Peterson. He told me that the Louisiana-Mississippi-West Tennessee District Governor and its Immediate Past Governor had asked that Kiwanis Clubs consider making voluntary contributions to help rehabilitate many people in the state of Louisiana who had suffered almost complete, or complete, loss of homes and possessions. You will recall that in the past Kiwanis International has responded magnificently to many such appeals. When I talked with Andy Gates, Immediate Past Governor and the Chairman of the Kiwanis group seeking to aid those who were distressed, I was surprised to learn that less than \$1,000 had been contributed by clubs outside the state of Louisiana. Certainly, we have no prerogative, as you know, to ask the clubs of Kiwanis to undertake support of any group, nor to help in any disaster, but we can suggest the desirability of doing so. Andy feels that the lack of response is largely due to the fact that it takes considerable time to get the message to the clubs and a comparable additional length of time before the club considers any action. In other words, Andy feels that if the need were quickly and effectively transmitted to these clubs, that participation might be more prompt and more effective. Certainly, from my telephone conversation with him, I learned that the need is not only desperate, but it is of the most immediate. I want to share with you certain paragraphs from an October 5 letter which I received from Andy.

"As you are aware, Hurricane Betsy visited our area on September 9 and 10 of this year. As a result of this disaster, I contacted Mr. Peterson in Chicago and he kindly sent out a memorandum to all District Officers on September 13, 1965 pointing out the losses which had been sustained and requesting their assistance on a purely voluntary basis. In my innocence, I felt that this simple notification of need would result in strong assistance from fellow Kiwanians across the nation. Today, almost one month since Pete's letter, I am sorry to advise you that our total disaster fund at this moment amounts to less than \$6,000 of which over \$5,000 came from our own District. Please do not interpret this as a complaint but instead I feel it is a factual result that illustrates so clearly why the various Governmental Bodies have been allowed to reach the power that they exert today on our way of life.

"In view of these disappointing results in this plea for help as a result of the fifth largest disaster in our country, I would like to make the following recommendation for your consideration and the consideration of the International Board if you so deem it advisable.

'We pride ourselves as Kiwanians as free thinking independent individuals. This is fine in theory. In fact, however, at this time when individuals could be of dramatic help, we find that we cannot convey the true story of this disaster. It would be my recommendation that consideration be given to a means of communication to each club through Kiwanis International so that when disaster strikes in major damage in any area of our world the story and need could be told quickly and dramatically.'

"In our particular instance, the stories of loss and suffering are tremendous. The need for help by our citizens will extend many months into the future. As an example, hundreds of homes must replace floors and walls; heating units, hot water heaters, and appliances are beyond repair due to immersion in salt water. Cold weather is upon us and if these basic repairs to make homes habitable are not accomplished soon, additional suffering will occur.

"The Federal Government has elected to make available 3% - 30 year small business administration loans. The side of the story that is untold is that many of the sufferers do not qualify for these loans because their economic standing will not permit them to repay the 3% interest added to the basis 6% interest of their original mortgage."

It seems only appropriate that this Board consider whether we might seek to develop plans by which disaster aid can be given more effectively and more promptly. There is certainly a question in my mind whether this should be the duty of one of the present Board committees, or whether it should be assigned to a special committee to be named by the president.

In early November, the clubs in Europe will hold a conference. You have heard this discussed at prior meetings of the Board. To date, I know of no plans to send representation from Kiwanis International to that meeting. Since this conference will be primarily concerned with procedures and operations, it seems to me that Kiwanis International should be represented at this conference by a member of the General Office Staff. I shall ask the Board Committee on Extension to consider this, at a special meeting, if necessary, so that a report can be made back to the Board prior to adjournment.

May I express my appreciation to members of the Board for the fine way in which they represented Kiwanis International at the various District conventions. Many of your reports were most complete and contain much information which will be of help to the General Office Staff and to the Board itself. If there is one impression which I have gained from reading the reports thus far submitted, it has been that conventions in this Golden Anniversary Year have been among the most outstanding, if not the most outstanding, in the history of the various Districts. Certainly, this is as it should be. I note the use of the Golden Anniversary format in convention programs - many of them used a gold coated paper and blue ink on the cover. In many cases I learned that strong emphasis was placed upon completion of additional important Golden Anniversary projects before the end of the year. In summary, there is ample evidence that Kiwanis Clubs have used the public relations potential of the Golden Anniversary to dramatize the Kiwanis story. Additional operations in the weeks ahead can be expected to further increase the benefits accruing to the organization.

Therefore I recommend that:

1. The Board Committee on Sponsored Youth Organizations consider the undertaking of a promotional campaign in the interest of Key Club with the object of extending that organization into all possible high schools in the United States and Canada at the earliest possible time.

I move referral of this recommendation to the Committee on Sponsored Youth Organizations.

2. The Board Committee on Sponsored Youth working with the Counselors to Districts devise and operate plan to secure improved control of Key Club and Circle K operation by District Boards of Trustees in those Districts where convention reports or other sources indicate the need for such action. Special attention should be directed to finance, conventions, and International Board policies.

I move referral of this recommendation to the Board Committee on Sponsored Youth Organizations.

3. The Board Committees on Program Development and Sponsored Youth Organizations jointly explore and implement ways in which Circle K and Key Club can become the potent force for the preservation of the American heritage which those organizations offer to us. Such planning should be especially concerned with the area of sponsorship and with precept and example rather than with outright indoctrination.

I move referral of this recommendation to the committees named in the resolution stated.

4. The Board Committees on Finance and Extension send a member of the General Office Staff to the conference of European Clubs in November and that the International Secretary counsel with these committees.

I move referral of this recommendation to the committees named.

5. The need for emergency procedures to inform clubs of the needs and opportunity for help be explored by a special committee of the Board to be appointed by the president.

I move adoption of this recommendation.

Respectfully submitted,

EDWARD C. KEEFE
International President

MESSAGE OF THE PRESIDENT-ELECTTo TheINTERNATIONAL BOARD OF TRUSTEESOctober 13, 1965

The time since my election as President-elect has been a very busy one. Correspondence has more than tripled and there has been a great abundance of suggestions as to what Kiwanis should do in the future.

I have attended four district conventions (including Georgia) and all have been very good.

One problem that occurred at two of the conventions was that there were three candidates for governor-elect and the bylaws are vague as to how the third man shall be dropped in the nominating conference. The bylaws state that "the conference shall vote (by such means as the conference shall determine)" and this has been interpreted in two different ways: (1) one vote for each man, the lowest being dropped, and (2) a vote for two men, the lowest being dropped. There was much confusion and there could have developed a bad situation. Since the International Bylaws use the same wording, I would suggest that the Laws and Policies Committee study this problem and possibly change the wording to an explicit procedure.

The lieutenant governors in almost all districts complained of receiving too much material from the International office and this should be considered.

I plan to send to each Board member a confidential evaluation questionnaire on recent governors. I hope that each of you will give me your appraisal of these men in order that we can select the very best men for International committees. Sometimes one man will notice either an adverse quality or a very good quality in a man that others will miss. This is valuable information and I will appreciate your help.

Finally, there is an obvious concern among Kiwanians over the trend of events. They believe in the resolutions and objectives that Kiwanis International adopts yearly. Their constant request is for an action program to remedy the situation. I believe that the new freedom program, properly implemented, could be the answer.

I will deeply appreciate the comments and suggestions of each of you at any time. I also believe that a more logical method of selecting lieutenant governors is absolutely essential to the improvement of our organization. (This has been discussed by the Executive Committee.)

Recommendation

1. That the Laws and Policies Committee study the bylaw provisions (International and district) on elimination of excessive candidates in the nominating conferences.

I move that recommendation 1 be referred to the Board Committee on Laws and Policies.

DR. R. GLENN REED, JR.
President-elect

REPORT OF THE SECRETARY
TO THE
INTERNATIONAL BOARD OF TRUSTEES

October 13, 1965

This meeting of the Board on the eve of the fall Council is always one of special significance. Since our midsummer meeting district conventions have been held; 1966 International Committees have completed their programs, and meticulous preparations have been made for the Council proceedings next week. In the annual calendar of Kiwanis there is no event more important to the success and progress of incoming administrations. How well we carry through this dynamic program of leadership training on the district, division and club levels in the weeks to follow will determine its ultimate success.

MAIL
BALLOT

It is a particular pleasure to welcome the return of Trustee Le Roy Olsen to his familiar place at this Board table. As a matter of official record, the minutes of this meeting should show that his election by the Executive Committee to fill the vacancy for this administrative year, created by the resignation of Harry S. Himmel, was unanimously approved by mail ballot by all members of the Board. President Ed has appointed Roy as Chairman of the Board Committee on Membership Development and as Counselor to the International Committee on New Club Building and the Utah-Idaho District. Trustee Hi Heimbaugh has been given the added assignment of Counselor to the Illinois-Eastern Iowa District.

ABSENTEES

We all deeply regret that Trustee Nelson's condition has not improved sufficiently to warrant his attendance at this meeting. He will be greatly missed in our fellowship and in the Council proceedings, as we continue to hope and pray for his early recovery. Past President Harper Gattton is recovering from eye surgery on October 5 for the removal of a cataract. This will be the first Council meeting in thirty years that Harper has missed. The latest report is that he is improving. There is no change in Past President Hixson's condition. It is also distressing to report that Office Manager "Red" Gillum was hospitalized last week and will be away from his duties for an indefinite period. To each of these friends we extend our fervent wish for a speedy return to normal health.

Past President Walter Ray and Marion are in the Orient. Past President Charlie Armstrong will also be unable to attend the Council due to an unforeseen commitment which he cannot postpone. The Board will wish to take note of the fact that on November 9, his 76th birthday, Dr. Charlie and Mabel will celebrate their Golden Wedding Anniversary.

DISTRICT
CONVENTIONS

In company with Trustee Wes Bartlett, it was my good fortune to attend the Nebraska-Iowa District convention in Des Moines. With registered attendance of over 1,200, this was the largest convention in the history of the district. The proceedings and the program under the leadership of Governor Plambeck can only be described in superlative terms. It reflected thorough and imaginative planning and was a tribute to Herb's rich experience in Kiwanis and radio programing. It was especially heartwarming to see the respect and affection held by everyone for their own International Trustee. Wes is a tower of strength in this district and to him and Mary, Maurine and I are greatly indebted for three memorable days which will not soon be forgotten.

Over-all attendance at district conventions this Golden Anniversary year reached the highest level ever. The total number registered was 30,036, as compared to 28,045 in 1964, with 10,009 voting delegates and delegates-at-large. There was a slight drop in the number of clubs represented - 4,183 as against 4,205 last year. Three new divisions were created to give us 513 lieutenant governors this coming year. In five districts dues were increased from 50¢ to \$1.50 per capita, all within the maximum permitted by the Constitution. The comparative showing of districts appears below.

<u>District</u>	<u>1965</u>				<u>1964</u>	
	<u>Clubs Repre- sented</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Clubs Repre- sented</u>	<u>Grand Total</u>
Alabama	59	452	48	500	62	392
California-Nevada-Hawaii	393	2,529	981	3,510	391	2,513
Capital	144	483	220	703	150	757
Carolinas	100	380	149	529	107	744
Florida	161	817	184	1,001	162	1,402
Georgia	111	450	267	717	106	713
Illinois-Eastern Iowa	210	919	368	1,287	194	1,108
Indiana	120	392	290	682	125	586
Kansas	87	763	293	1,056	94	480
Kentucky-Tennessee	122	1,203	162	1,365	113	745
Louisiana-Miss.-W. Tenn.	70	282	168	450	106	728
Michigan	178	573	206	779	174	1,012
Minnesota-Dakotas	97	561	255	816	104	680
Missouri-Arkansas	142	529	344	873	162	1,162
Montana	34	182	106	288	34	237
Nebraska-Iowa	107	858	381	1,239	104	962
New England	211	648	442	1,090	201	1,305
New Jersey	153	902	426	1,328	148	1,279
New York	244	943	722	1,665	228	1,517
Ohio	251	1,438	519	1,957	237	1,366
Ontario-Quebec-Maritime	159	605	511	1,116	161	1,268
Pacific Northwest	225	1,097	882	1,979	225	1,206
Pennsylvania	158	487	232	719	171	846
Rocky Mountain	74	390	167	557	76	571
Southwest	71	488	208	696	71	1,002
Texas-Oklahoma	230	730	595	1,325	237	1,774
Utah-Idaho	52	273	115	388	46	351
Western Canada	50	275	229	504	48	445
West Virginia	49	228	125	353	46	371
Wisconsin-Upper Michigan	121	375	189	564	122	523
Totals	4,183	20,252	9,784	30,036	4,205	28,045

COUNCIL ARRANGEMENTS

We believe everyone will be well cared for and pleased with the appointments and facilities of the Continental Plaza for our Council meeting this year.

Physical arrangements for all sessions and meal functions have been completed. The pre-Council luncheon on Saturday for the Board and Past Presidents will be in the new Chez Paul Restaurant across the street from the General Office. All materials for distribution at the Council - Governor's Logbooks, Leadership Training Outlines, Committee Folders and Manuscripts - are in good order. The

traditional visit to the General Office is scheduled at the close of our afternoon session Monday when the Board will act as hosts assisted by the staff. Chairman Ted and his Board committee have developed an exceptionally strong program which will be reviewed in detail on Friday. Our ladies will grace all luncheon and dinner functions except Tuesday noon when a special luncheon in their honor has been planned by Dorothy Keefe at the Lake Shore Club. A copy of the Objectives filmstrip "A Call to Leadership" will again be furnished gratis to every district officer and club president. Mailings to 1966 club presidents will begin on October 25. These will be addressed to current club secretaries plainly marked for delivery to the president-designate. Following this mailing, materials will be sent to district chairmen as names of these appointments are confirmed, beginning November 2.

FREEDOM
LEADERSHIP PROGRAM

Ten thousand copies of the "Freedom and You" booklet, and a similar quantity of the Freedom Leadership program manual have been printed for initial distribution at the Council, and mailing to club presidents and district officers. Additional copies of the manual will be sold at two for \$1.00 which should enable us to recover a substantial amount of the original cost. The booklets will be sold in bulk quantities at a price schedule to be determined by the committee when the next print order is placed. The next Bulletin for Kiwanis Officers will feature the Freedom Leadership program; and the magazine will carry the first of a series of six articles designed to support and promote this project in the December-January issue. They will deal with the following subjects:

The Magna Charta
Right to Vote
Freedom of Religion
Freedom of the Press
Private Enterprise
Trial by Jury

NATIONAL PUBLIC
WORKS WEEK

Early indications are that upwards of 1500 clubs observed National Public Works Week late in September. On September 24 your Secretary participated in the Sixth Annual Awards Dinner for the Ten Public Works Men-of-the-Year, jointly sponsored by the American Public Works Association and Kiwanis International. This affair, held in the Grand Ballroom of the Palmer House, was most impressive and drew an attendance of over 600 from all sections of the country. Many prominent public officials were present including the Mayor of Chicago and the Governor of Illinois. Two of the ten men honored this year for their accomplishments in public works were Kiwanians - Stafford W. Graydon, Sanitary Engineer, Atlanta, Georgia, and Robert J. McLeod, Chief Engineer, Suburban Sanitary Commission District of Columbia, and a member of the Prince Georges, Maryland Club. It was my privilege to present each of the ten winners a specially designed set of cuff links and tie bar, prepared by the Association. The following week all received a recognition plaque presented by the Kiwanis clubs in their home towns. Although the APWA assumes the entire cost of this promotion, Kiwanis receives generous credit and much good will for its supporting role. This has been a rewarding activity for the past six years and it is recommended that we continue to support the project as co-sponsors next year when the event will be held during the month of May.

CLUB

EXTENSION

There is much to be desired in our new club building progress. To date since January 1, we have completed 83 clubs compared with 97 a year ago in the same period. Seven more are under formation in the United States and Canada. With less than three months remaining, it is evident that the goal of 174 new clubs set by the district governors last fall, was unrealistic. Two districts have completed seven clubs each - California-Nevada-Hawaii and Texas-Oklahoma; three districts have scored six clubs each - Missouri-Arkansas, Ohio and Pennsylvania; and all but three others are credited with one to five clubs each. Montana, Utah-Idaho and West Virginia, hopefully, may yet score in the fourth quarter.

Since our report to the Executive Committee last month seven clubs have been completed in the following communities:

<u>New Club</u>	<u>Date</u>	<u>Membership</u>
Pittsburg-Sunflower, Kansas	9-22-65	25
Northwest Atlanta, Georgia	9-22-65	26
Cullowhee-Sylva, North Carolina	9-23-65	27
Glenview-Northbrook, Illinois	10- 4-65	25
Marilla, New York	10- 5-65	25
Elkridge, Maryland	10-11-65	25
Greater Ocala, Florida	10-11-65	30

On the international scene we have seven "clubs in formation" and five more have reached this point of development with membership ranging from 16 to 30.

Geneva, Switzerland	18 members
Amsterdam, Netherlands	30 members
Charleroi, Belgium	23 members
South Brussels, Belgium	16 members
Paris, France	25 members

Most of these clubs should be organized by December 31.

In evaluating our progress as compared with Rotary International's report of 209 new clubs built during the convention year, we find that only 70 of their clubs were organized in the United States and Canada. The total number of Rotary clubs in these two countries is 5512 compared to our 5345. Rotary's greatest growth outside of Asia was in continental Europe and Great Britain where 95 of their new clubs were built. When our European Federation is perfected, perhaps this, too, will be our experience and we should be prepared for it.

CHARTER

REVOCATIONS

We have presently 45 clubs in "Not Meeting" status. Five of these charters are being recommended for revocation at this time, bringing the total revocations this year to 38. Last year there were 42, and in the previous year, 40. During the past five years there have been 161 charters revoked. In this period we built 723 new clubs which resulted in a net growth of 562 clubs, or an average of 112 a year. In Pennsylvania there were 17 revocations and the same number in Texas-Oklahoma. There were 13 revocations in New York and an equal number in Georgia. In Ontario-Quebec-Maritime there were 11 revocations. In Nebraska-Iowa, Utah-Idaho and Western Canada there were none. At the

present time we are dealing with the merger of two clubs in the Vancouver, British Columbia area; there are two separate proposals of amalgamation in California, and since the New York convention, there have been three inquiries about such procedures from Michigan, New Jersey and Florida. The Board Committee on Special Club Services has made a signal contribution this past year in alerting the districts to this situation, and initiating a program of special assistance to smaller clubs. To reinforce these efforts, the Board Committee on Extension might further explore the feasibility of engaging a Field Representative to work directly with special district committees charged with the responsibility of rebuilding problem clubs.

MEMBERSHIP

The current operating membership total for all classes on October 11 was 267,716 including 3,058 honorary members. Exclusive of honorary, this represents a net increase in dues paying members of 3,430 for the twelve months' period. For the calendar year using revised certified billing figures as of December 31, 1964, the gain is 5,073. The exhibit below gives the comparative showing of dues paying members by districts for the nine months ending September 30, ranging from a high of 4.8% in Southwest to a loss of .37% in Michigan.

<u>District</u>	(Active, Reserve, Privileged and Senior)			
	<u>Membership</u> <u>12-31-64</u>	<u>Membership</u> <u>9-30-65</u>	<u>Net Gain</u> <u>or (Loss)</u>	<u>%Gain or</u> <u>(Loss)</u>
Southwest	3,833	4,017	184	4.80%
Nebraska-Iowa	6,877	7,162	285	4.14
Utah-Idaho	3,161	3,281	120	3.79
Montana	1,943	2,007	64	3.29
Ohio	16,610	17,117	507	3.05
Pennsylvania	10,727	11,049	322	3.00
West Virginia	2,345	2,412	67	2.85
Western Canada	3,245	3,327	82	2.52
New York	14,337	14,691	354	2.47
Carolinas	8,359	8,561	202	2.41
Wisconsin-Upper Michigan	7,428	7,601	173	2.32
Georgia	7,037	7,200	163	2.31
Texas-Oklahoma	15,493	15,841	348	2.24
Kentucky-Tennessee	7,728	7,895	167	2.16
Kansas	4,405	4,499	94	2.13
New Jersey	7,356	7,509	153	2.07
California-Nevada-Hawaii	23,655	24,133	478	2.02
New England	11,744	11,979	235	2.00
Kiwanis International	259,585	264,586	5001	1.93
Minnesota-Dakotas	6,938	7,070	132	1.90
Louisiana-Mississippi-West Tennessee	5,735	5,843	108	1.88
Florida	10,915	11,087	172	1.57
Missouri-Arkansas	8,858	8,978	120	1.35
Ontario-Quebec-Maritime	9,410	9,537	127	1.34
Pacific Northwest	14,248	14,410	162	1.13
Capital	8,630	8,726	96	1.11
Rocky Mountain	4,070	4,112	42	1.03
Indiana	8,593	8,677	84	.97

<u>District</u>	(Active, Reserve, Privileged and Senior)			
	<u>Membership</u> <u>12-31-64</u>	<u>Membership</u> <u>9-30-65</u>	<u>Net Gain</u> <u>or (Loss)</u>	<u>%Gain or</u> <u>(Loss)</u>
Illinois-Eastern Iowa	11,419	11,478	59	.51
Alabama	4,062	4,070	8	.19
Michigan	9,341	9,306	(35)	(.37)
International Affiliations	1,329	1,405	76	5.72
Includes clubs attached to the Ontario-Quebec-Maritime District				
Gain in Established Clubs	2745			
% of Gain from Established Clubs	54.89%			
Members in New Clubs	2256			
% of Gain from New Clubs (79)	45.11%			

The Citation of Service program continues to stimulate considerable interest. Nearly 11,000 additional score cards have been requested by clubs. To date 123 Kiwanians have qualified for the Gold Citation of Service card and these have been presented by their club presidents. The 1966 International committee has elected to continue this promotion through next year but will award an attractive certificate in lieu of the wallet card.

SPONSORED YOUTH

Plans are firm for the conference of 1966 district chairmen for Key Clubs and Circle K, scheduled for November 4-6 in the Sheraton-Chicago Hotel. Trustee

Willis will preside and the chairmen of 1965 and 1966 International committees will serve on the faculty. We have had a growing concern about the volume of administrative materials and frequent mailings to Key Club and Circle K club and district officers, to service these organizations without more costly administrative manuals as are available for Kiwanis officers. The high turnover among the members of these youth groups makes such information useful also for the training of future officers. By expanding the size of The Keynoter from 12 to 16 pages, and later when finances permit the Circle K Bulletin, we could reduce materially the number and frequency of their mailings. Dues income from Key Clubs will exceed budget this year by \$6,000. The additional cost of printing, paper and editorial material to increase the Keynoter would run approximately \$5,000 a year. It is recommended that the Board Committee on Sponsored Youth consider the advisability of so doing.

REPORTING PROCEDURES

In recent weeks the staff has given serious consideration to numerous complaints over the volume of mailings which Kiwanis officers receive and the number of reports they are required to submit. In Florida, in addition to the quarterly reporting of activities which we require, the district requires all clubs to file a monthly report of committee activities, as was done previous to the adoption of the Quarterly Report of Achievement. Some of their clubs are strenuously objecting. The same requirement is made in two or three other districts where monthly club ranking plans make it essential. In a constructive critique, filed by a lieutenant governor in California with the district board of trustees, he makes the following observation: "Nearly all Kiwanians bemoan the almost endless paper work and time in making and trying to read an overwhelming number of reports, statistics and bulletins. It is almost a full time job just trying

to read everything received in the mail Ours is too fine an organization to continue along lines that are now bogging us down." Several other points raised in his report persuaded the Board to schedule a special meeting to study the suggestions. From another lieutenant governor in Indiana comes this quote - "Kiwanis is rapidly reaching the point where the amount of paper work required, the reading of materials mailed, and the periodicals, is far exceeding human consumption. We all agree that each program is good . . . each mailing piece is good . . . each new theme is good . . . each new committee is good However few club, division or district officers can even read all the 'stuff' that is received . . . not to mention exercising the program or using the ideas. May this letter encourage your Board to take a serious look at the over-all program of Kiwanis and its volume of paper work." The staff is acutely aware of this problem and feels that a fresh evaluation by the Board Committees on Administration and Structure, and Program Development should be made of our procedures from the International level down.

MAGAZINE

A digest of the comparative bids received for the printing of The Kiwanis Magazine under a new contract, effective with the February, 1966 issue, was sent to the Publications Committee for their recommendation at this time. The November issue, now on the press, will be the second highest in advertising revenue this year. Un-audited figures bring the total for the issue to \$13,827, and for the year 1965 to \$110,866 . . . an all-time record. The first in a series of color ads from the Ford Motor Company will appear in November. This issue will also carry a page and post card insert from a new advertiser, "United Business Service" (similar to Dow Theory Service). Of special interest is the fact that this account selected three publications only for a test run - Forbes, Financial World and The Kiwanis Magazine. Reader's Digest will reprint in December an article from our next issue on Diabetics. A calendar insert, a highly popular feature in the past, will again be included in the December-January issue.

PORTLAND CONVENTION

A contract has been signed for our complete use of the Memorial Coliseum in Portland next July, including Arena, Exhibit Hall and eight large meeting rooms, at a total rental of \$9,520. Hotel contracts have been received from 84 hotels and motels in Portland for a total of 4,237 rooms, and 1,050 additional rooms in 43 hotels in outlying cities. We are assured by the Portland Hotel Association and the Convention Bureau that the number will be raised when we begin receiving firm registrations. General Chairman Hawley Gilbert will be in Chicago next week and will attend some of the Council sessions. It would be well for the Board committee, in discussing plans with him, to urge his personal cooperation in securing the maximum number of rooms possible in Portland hotels. Hawley has completed his appointment of host committee chairmen who will meet with the Board committee on Tuesday evening, December 28, in Portland for a joint planning dinner.

Survey data on San Francisco as a possible host for the 1971 convention is in the hands of the Board committee for consideration. An invitation has also been received from Atlantic City for 1972 with full particulars about their greatly expanded and improved facilities.

STAFF REALIGNMENT

In preparation for a smooth and efficient transition in the transfer of your Secretary's duties to his successor following the Portland convention, President Ed and I have discussed the desirability of effecting certain changes in staff

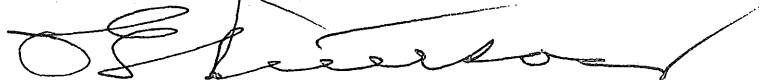
assignments beginning January 1, 1966. It is our combined judgment that the responsibilities of Assistant Secretary Hapgood should be broadened under a new title of Associate Secretary. We recommend that the area of Program Development, now administered by Percy Shue for Citizenship Services, and Youth Services by Frank McCabe be combined and that Percy be assigned to work with all International service committees under the title of Assistant Secretary for Program Development. We further recommend that Frank McCabe, whose duties now include staff responsibility for the Kiwanis Foundation, be assigned to the Executive Department to handle administrative matters under the title of Assistant Secretary for Administration. It is contemplated that Administrative Assistant Robert Harrison will assume many of the assignments now carried by Geneva Klauser, upon her retirement next year. Continued study is being given to augmenting the services of other departments. Approval of the foregoing recommendations will enable a realignment of staff committee relationships to begin in 1966.

RECOMMENDATIONS

Your Secretary cordially recommends:

1. That the Board Committee on Program Development approve a continuation of Kiwanis co-sponsorship of National Public Works Week in 1966, in cooperation with the American Public Works Association.
2. That the Board Committee on Extension consider the feasibility of engaging a Field Service Representative to assist special district committees charged with the responsibility of rebuilding problem clubs.
3. That the Board Committees on Sponsored Youth Organizations and Finance give consideration to expanding The Keynoter to provide for administrative material and to reduce the frequency of bulletin releases to club and district officers.
4. That the Board Committees on Administration and Structure, and Program Development evaluate present procedures and district requirements to effect a reduction in the amount of paper work and reporting required of club and district officers.
5. That the Board Committee on Administration and Structure recommend approval of the proposed staff realignment contained in the body of this report.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'O. E. Peterson', with a long horizontal flourish extending to the right.

O. E. PETERSON, Secretary

CONSIDERATION AND ACTION OF GENERAL OFFICE ACTIVITIESREPORTED TO THE INTERNATIONAL BOARD OF TRUSTEESOctober 15, 1965

a. Change of Territorial Limits of Established Clubs:

Rockledge, Florida
 Indianola, Iowa
 Mountain Road, Anne Arundel County, Maryland
 Columbia Heights, Minnesota
 Frankfort, New York

b. Elimination of Membership of Not-Meeting Clubs from Active Membership Files:

<u>Club</u>	<u>Number of Members</u>	<u>Date Meetings Suspended</u>
Fairfax, Virginia	13	7-29-1965
Archbold, Ohio	17	8- 5-1965
Ridgecrest, Louisiana	8	8- 9-1965
Woodside, New York	25	8-12-1965
Union Township, Ohio	16	9-20-1965

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

<u>Club</u>	<u>Territorial Limits</u>	<u>Membership</u>
Brewton, Alabama	The corporate limits of Brewton, Alabama.	26
Little Rock Airport-East, Arkansas	That portion of Pulaski County which lies south of the Arkansas River and east of Highway 167.	26
Amador County, California	Amador County.	25
Laguna Hills, California	A five mile radius of Laguna Hills.	25
Midtown, St. Petersburg, Florida	An area of the City of St. Petersburg, Florida bounded on the north by 42nd Avenue, North; on the east by 30th St., North and 30th Street, South; on the south by Tangerine Avenue, South; and on the west by Boca Ciega Bay. Both sides of 42nd Avenue, North; 30th Street, North; 30th Street, South; and Tangerine Avenue within this area are included in the territorial limits of this club.	29
West Volusia County, DeLand, Florida	Bounded on the west by St. John River, North to the County Line, East to Tomoka Estates, South to Graves Avenue, Orange City, Florida.	28

<u>Club</u>	<u>Territorial Limits</u>	<u>Membership</u>
Jonesboro, Georgia	The corporate limits of Jonesboro, Georgia.	26
Norwalk, Iowa	The corporate limits of Norwalk, Iowa.	28
Pittsburg-Sunflower, Kansas	The corporate limits of Pittsburg, Kansas.	26
Newport, Maine	That portion of Penobscot County within a radius of eight miles of the center of Newport.	26
Lake City, Minnesota	The corporate limits of Lake City, and Central Point Township.	25
Eatontown, New Jersey	The Borough of Eatontown.	26
Neptune-Ocean Townships, New Jersey	Neptune and Ocean Townships.	27
Monticello-Browns Summit, North Carolina	That portion of Guilford County lying within a five mile radius of the intersection of Federal Highway 29 and State Highway 150.	28
Columbus-Northeast, Ohio	An area bounded on the north by State Highway #161; on the east by State Highway #3; and on the west by U.S. Highway #71; with the most southerly boundary being the point where State Highway #3 and U.S. Highway #71 con- verge; and including an area of the corporate limits of the City of Columbus, Ohio lying north of State Highway #161 and east of U.S. Highway #71.	50
Heath, Ohio	Licking County with the exception of Bennington Township.	25
Tulsa Southeast, Oklahoma	That portion of the corporate limits of Tulsa, Oklahoma which lies south of 21st and east of Yale.	30
Brockway, Pennsylvania	The area within a five mile radius from the intersection of Highways U.S. 219 and Pennsylvania 28 in the center of Brockway.	32

<u>Club</u>	<u>Territorial Limits</u>	<u>Membership</u>
Green Tree-Scott Area, Pennsylvania	The Boroughs of Green Tree, Carnegie and Heidelberg, Scott Township and that part of the City of Pittsburgh between Green Tree Road and Banksville Road.	29
Tyler-Rose City, Texas	The corporate limits of Tyler, Texas.	30
Manila, Philippines	The Republic of the Philippines in general and the Greater Manila Area in particular.	50
San Juan, Puerto Rico	Greater Metropolitan Area of the City of San Juan, Puerto Rico.	50

d. Club Incorporations:

Ashland, Kansas	Maple Shade, New Jersey
Bowie, Maryland	Milton, Massachusetts
Brown Deer, Wisconsin	Perryville, Missouri
Cap de la Madeleine, Quebec	Portland, Indiana
Columbia Heights-Fridley, Minnesota	Preston-Hespeler, Ontario
Eau Gallie, Florida	Pulaski Heights, Little Rock, Arkansas
Frankfort, New York	Rockledge, Florida
Girard, Illinois	Seymour, Wisconsin
Hazel Crest, Illinois	Vernon, Cincinnati, Ohio
Herlong, California	Winter Haven, Florida
Malden, Missouri	

e. Incorporation of Kiwanis Club Foundations:

Denver, Cherry Creek, Colorado - Kiwanis Club of Cherry Creek Foundation, Inc.
 Industry, Illinois - The Kiwanis Club of Industry Foundation
 Santa Fe, New Mexico - Santa Fe Kiwanis Scholarship Foundation
 Southside, St. Louis, Missouri - The Southside Kiwanis Foundation
 West Belmont, Chicago, Illinois - Kiwanis Club of West Belmont Foundation
 West Hempstead, New York - Kiwanis Foundation of West Hempstead, Inc.

f. Additional Key Clubs Completed:

<u>Key Club</u>	<u>Kiwanis Sponsor</u>
Waterford High School	New London, Connecticut
Geneva County High School	Dothan, Alabama
Waldwick Junior, Senior High School	Ridgewood, New Jersey
Karns High School	Norwood, Knoxville, Tennessee
Zachary High School	Audubon, Baton Rouge, Louisiana
Samuel W. Wolfson Sr. High School	South Jacksonville, Florida
Northwood High School	Silver Spring, Maryland
Kaukauna High School	Kaukauna, Wisconsin
Upper Sandusky High School	Upper Sandusky, Ohio
Jefferson Senior High School	Jefferson, Wisconsin

f. Additional Key Clubs Completed, continued

<u>Key Club</u>	<u>Kiwanis Sponsor</u>
Merritt Island High School	Merritt Island, Florida
Plantation High School	West Broward-Plantation, Florida
Ames High School	Ames, Iowa
Buckeye High School	Pineville, Louisiana
Greeley West High School	Greeley, Colorado
Liberty High-School	Liberty, Missouri
University High School	Morgantown, West Virginia
Weed High School	Weed, California
Madison South High School	London, Ohio
Joseph P. Wheeler High School	Metropolitan Marietta, Georgia
West Lauderdale County High School	Queen City, Meridan, Mississippi

g. Additional Circle K Clubs Completed:

<u>Circle K Club</u>	<u>Kiwanis Sponsor</u>
The University of Guelph, Guelph, Ontario, Canada	Guelph, Ontario
Colorado State College, Greeley, Colorado	Greeley, Colorado
Azusa Pacific College, Azusa, California	Azusa, California
Florida Atlantic University, Boca Raton, Florida	Boca Raton and Boca Raton-Sunrise, Florida
DeKalb College, Clarkston, Georgia	Decatur, Georgia

h. District Bylaw Amendments:

Alabama:	Article V, Section 1. Amend to provide for senior membership.
	Article V, Section 2. Amend to provide for senior membership.
	Article X, Section 8. Amend to provide for senior membership.
	Article X, Section 9. Amend to provide for senior membership.
	Article XII, Section 2 (b). Amend to provide for senior membership.
	Article XIII, Section 1. Amend to provide for senior membership.
	Article XIII, Section 6. Amend to provide for senior membership.
	Article VII, Section 1, C. To change name of Committees to conform to Standard Form.

h. District Bylaw Amendments, continued

Alabama, continued

Article VIII. To redefine duties of committees as now listed in Section 1, C.

Article VI, Section 6. To provide for Acting Governor.

Article X, Section 13. To provide for Acting Governor.

Article XV, Section 1. To increase dues by fifty cents.

Indiana:

Article XII, Section 3. Add a sub-section (a) to this section to provide for the nomination of lieutenant governors.

Kansas:

Article V, Section 1 (a). To add the sentence "No offices other than those of Secretary and Treasurer may be combined in one person."

Article V, Section 4 (e). To add the sentence: "He shall cooperate with the Governor in forwarding all official reports required by Kiwanis International."

Article VI, Section 5. To change advance notice requirement of a board meeting from two weeks to three weeks in conformity with Standard Form.

Article VIII, Section 19. Revision of section to conform to Standard Form.

Article X, Section 1. To change permissible period for the holding of district conventions from "first day of August and fifteenth day of October" to "fifth day of August to tenth day of October" in conformity with Standard Form.

Article X. Add a new Section 2 providing for invitations from chartered clubs for the holding of district conventions in their respective cities. Renumber succeeding sections of this article increasing each by one.

Article XIII, Section 1. To substitute "during an administrative year" for "between conventions" in provision for filling vacancies in office.

h. District Bylaw Amendments, continued

Kansas, continued

Article XIII, Section 6. Add a new Section 6 to provide for filling office of Governor in case of the Governor being temporarily incapacitated.

Article XV, Section 1. To increase district dues by one dollar.

Louisiana-Mississippi-
West Tennessee:

Article XV, Section 1. To increase district dues by fifty cents.

Michigan:

Article V, Section 1. To add office of Governor-elect.

Article V, Section 4, (b). To add duties of Governor-elect. Renumber present subparagraphs (b), (c), and (d) as (c), (d), and (e).

Article VI, Section 1. To add Governor-elect to board of trustees.

Article X, Section 13. To add Governor-elect.

Article XII, Section 4 (h). To add Governor-elect.

Article XIV, Sections 1, 2, and 4. To provide for filling vacancy in office of Governor-elect during administrative year. To remove the words "between conventions" and substitute therefor "during the administrative year." To remove the obsolete word "elect" in referring to a district officer between time of election and time of assuming office and substitute therefore "designate."

Article VII, Section 3. To substitute "are" for "is" to make the sentence grammatically correct.

Article VI, Section 5. To conform to Standard Form by substituting "three weeks" for "two weeks," in requirements for advance notice of meetings of board of trustees.

Article X, Section 1. To substitute "fifth day of August" and "tenth day of October" for "first day of August" and "fifteenth day of October" as permissible period for holding district conventions.

h. District Bylaw Amendments, continued

Michigan, continued

Article X, Section 7. To substitute the words "such clubs" for "each club" in order to conform to Standard Form.

Article XII, Section 2 (3). By substituting "leadership training conferences" for "organization conferences" in order to conform to Standard Form.

Article VIII, Sections 17 and 21. To substitute "Secretary-Treasurer" for "District Secretary" and "designate" for "elect." This is to correct errors previously overlooked in bylaws.

Article X, Sections 2 and 8. To substitute "Secretary-Treasurer" for "District Secretary."

Article XII, Section 4, (d), (e), (g), (i), (j), and (k). To substitute "Secretary-Treasurer" for "District Secretary."

Article XVII, Section 11. To substitute "Secretary-Treasurer" for "District Secretary."

Article XXI, Section 2. To substitute "Secretary-Treasurer" for "District Secretary."

Article XIV, Section 4. To substitute the word "designate" for "elect."

Minnesota-Dakotas:

Article III, Section 2. Change of territory of Division 9.

Article VI, Section 9. Deletion of this section which makes it mandatory for the Governor-designate to convene all presidents-designate in one place for the Leadership Training Conference.

Montana:

Article XV, Section 1. To increase dues by \$1.50.

New York:

Complete revision of district bylaws.

Ohio:

Article VII, Section 2 (a). To increase the members on the Executive Committee by adding the Immediate Past Governor and the Governor-elect.

Article XV, Section 1. To increase the dues by fifty cents.

Ontario-Quebec-Maritime:

Article XV, Section 1. Increase in dues of seventy-five cents.

h. District Bylaw Amendments, continued

Southwest:

Article I, Section 2. To change territorial limits to include the Counties of Culbertson, El Paso, Hudspeth, Presidio, and Jeff Davis, in the State of Texas.

Article V, Section 1. To include office of Governor-elect.

Article V, Section 4. Add a new subsection (b) describing duties of Governor-elect. Reletter subsections (b), (c), and (d) as (c), (d), and (e) respectively.

Article VI, Section 1. To add Governor-elect to Board of Trustees.

Article X, Section 13. To add Governor-elect.

Article XII, Section 4 (h). To add Governor-elect.

Article XIII, Section 1. To add Governor-elect.

Texas-Oklahoma:

Article I, Section 2. To change territorial limits to exclude the Counties of Culbertson, El Paso, Hudspeth, Presidio, and Jeff Davis, in the State of Texas.

Article III, Section 1. Redivisioning by relisting of counties.

Article X, Section 9. Addition of Treasurer and Ki-Notes Editor as delegates-at-large to all district conventions.

Wisconsin-Upper Michigan:

Article II, Section 1. Add the word "of" preceding the word "Kiwanis" in the last sentence.

Article IV, Section 2. Delete the words "with this District" at the end of the section.

Article IV, Section 3. Amend Section to read the same as the Standard Form for District Bylaws.

Article V, Section 1. Amend the section to provide for a Governor-elect.

Article V, Section 3. Delete the entire present section and add a new Section 3 which is the same as that of the Standard Form for District Bylaws.

h. District Bylaw Amendments, continued

Wisconsin-Upper Michigan, continued

Article V, Section 4 (a). Add the word "an" after the word "be" in the second sentence.

Article V, Section 4. Add a new subsection (b) and reletter the subsequent subsections (b), (c), and (d) to read (c), (d), and (e). The new subsection (b) provides for duties of the Governor-elect.

Article V, Section 4 (c). Add the word "other" after the word "such" in the last sentence.

Article V, Section 4 (d). Add the word "other" after the word "such" in the fourth sentence, and change the last sentence so that it reads the same as the Standard Form for District Bylaws.

Article V, Section 4 (d). Delete the word "and committees" from the first sentence and change the last sentence to follow the wording of the Standard Form.

Article VI, Section 1. Amend this section to make Governor-elect a member of the board of trustees.

Article VI, Section 3. Amend the section to conform with the Standard Form for District Bylaws.

Article VI, Section 4. Delete the present section. Add a new Section 4 which follows the wording of the Standard Form for District Bylaws.

Article VI, Section 8. Add the word "the" preceding the word "Secretary" in the last sentence.

Article VII, Section 1. Correct the names of committees and renumber to conform to Standard Form in Kiwanis Administration section.

Article VIII, Section 4. Delete the present section and substitute for it the Section 4 from the Standard Form on duties of the Committee on Vocational Guidance.

h. District Bylaw Amendments, continued

Wisconsin-Upper Michigan, continued

Article VIII, Section 6. Add the word "and" after the word "nations" in the first sentence.

Article VIII, Section 17. Amend the third sentence so it follows the wording of the Standard Form.

Article VIII, Section 17. Delete all of the last sentence after the word "chairman." This is so it will follow the Standard Form.

Article VIII, Section 20. Delete the second sentence. This is so the section will follow the Standard Form.

Article X, Section 6 (a). Delete the word "club" preceding the word "president" in the first sentence.

Article X, Section 13. Delete the entire present section and substitute for it the proper sentence from the Standard Form.

Article XII, Section 4. To provide for submitting name of Governor-elect to Nominating Conference as sole candidate for office of Governor, etc.

Article XII, Section 4 (new subsection h). Providing for nominations from the floor of the convention.

Article XII, Section 8. Amend this section to bring it into conformity with the Standard Form.

Article XII. Renumber Section 6 as Section 4. Present Section 4 to be numbered Section 5 and subsectioned with letters from (a) through (i) inclusive. Present Section 5 to be numbered Section 6.

Article XIII, Section 2. Add a new section 2 and renumber subsequent sections as 3, 4, 5, 6, and 7. The new Section 2 has reference to a vacancy in the office of Governor-elect.

Article XIII, Section 3. Add the following sentence at the end of section: "Vacancies in the office of Lieutenant Governor shall be filled by election from the division where such vacancy occurs."

h. District Bylaw Amendments, continued

Wisconsin-Upper Michigan, continued

Article XIII, Section 6. Substitute the word "action" for the word "election" in the last sentence.

Article XIII, Section 7 (new member). Add at the end of the section: "The Governor-elect shall not be appointed to serve as Acting Governor."

Article XX, Section 1. Amend the section to provide for approval by the Board of Trustees of Kiwanis International.

i. Clubs suspending meetings because of disaster affecting entire community:

- | | |
|----------------------------------|---|
| (1) Biscayne Bay, Miami, Florida | (7) Miami-Midtown, Florida |
| (2) Boca Raton, Florida | (8) Southside, West Palm Beach, Florida |
| (3) Boynton Beach, Florida | (9) Southwest Miami, Florida |
| (4) Clewiston, Florida | (10) West Broward-Plantation, Florida |
| (5) Fort Myers, Florida | (11) West Palm Beach, Florida |
| (6) Jupiter-Hobe Sound, Florida | |

1965 DISTRICT CONVENTION RESOLUTIONS

Alabama

- a. WHEREAS, there recently has been detected a disorder afflicting the human body known and called by the name of Phenylketonuria, or PKU, which can be corrected by special diet if discovered or known within a short time after birth; and

WHEREAS, said disorder could not be diagnosed in times past, which caused those born with it to be doomed to lifelong mental retardation and lifetime institutional care costing as much as one hundred thousand dollars; and

WHEREAS, a new test which costs only fifty cents has been discovered which allows said condition or disorder to be diagnosed and treated before any brain damage has occurred, and thus makes it possible for a child born with such a disorder to grow and develop as normally as any other child; and

WHEREAS, other States of the Union, such as Massachusetts, New York, Rhode Island, and Louisiana now require such tests to be applied to each newly born child;

NOW, THEREFORE, BE IT RESOLVED, by the Alabama District of Kiwanis International that we urge the early adoption of a measure by law or Executive Order, requiring the newly discovered test for the disorder known as Phenylketonuria, or PKU, to be applied to each new born child in the State of Alabama, as a routine procedure.

BE IT FURTHER RESOLVED, that copies of this Resolution be sent to the Governor of the State of Alabama, The Speaker of the House of Representatives of Alabama, the Chairman of the Senate of the State of Alabama, and to the Director of the State Health Department.

- b. The structures of government and the rights of citizens secured thereby are the stated will of the people, as expressed in State and Federal Constitutions.

When these constitutionally fixed rights of citizens and their forms of government, long established in their nature, are stricken down, taken away or changed by court, Congress or executive department, it is the legitimate business of the people to determine, through the regular processes of constitutional amendment or constitutional convention, whether they shall retain such rights and such forms of government, or wherein they shall be changed.

BE IT THEREFORE RESOLVED, that we do petition the Congress of the United States that it move expeditiously to submit to the people of the United States opportunity for determination by them as to whether their forms of government, and their rights thereunder, shall be retained, or how they shall be changed.

BE IT FURTHER RESOLVED, that copies of this resolution be sent to the President of the United States, to all Alabama Senators and Representatives in the Congress of the United States, and to the Governor of the State of Alabama.

- c. WHEREAS, the Fourth Object of Kiwanis is "To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship," and

Alabama, continued

WHEREAS, the quality of government, and the strengthening of our heritages of freedom, depends on an informed, intelligent and responsible electorate actively participating in the affairs of government;

NOW, THEREFORE, BE IT RESOLVED, the Kiwanis Clubs of the Alabama District shall institute or assist in worthy programs to encourage voter registration of eligible and intelligent non-voters; to encourage voting by such persons in all elections; and to inform all voters as to issues and candidates.

Capital

- a. At the International Convention of Kiwanis in Los Angeles in 1964, the following resolution was approved:

"All good citizens should be greatly concerned with depleted resources, eroded lands, wasted forests, and the pollution of air and water.

"Effective conservation practices begin with an understanding of both the general problems and its application to local areas of concern.

"Therefore, Kiwanis calls for increased research in the causes, effects, and possible solutions to these growing problems of wasted resources, and for initiating and cooperating in projects compatible with local needs."

Resolutions are too often passed with no follow up action.

THEREFORE, BE IT RESOLVED, that Kiwanis Clubs of this District support measures to reduce pollution of air and water.

Carolinas

- a. WHEREAS, Kiwanis has always been personally interested in boys and girls and their welfare,

WHEREAS, we must depend upon them to carry the doctrine of the American way of life into the future,

WHEREAS, boys and girls have already demonstrated that Kiwanians can trust them to plan and lead,

WHEREAS, Kiwanians are justly proud of its youth organizations,

BE IT RESOLVED, by the delegates of this District Convention in Columbia, South Carolina,

That Kiwanians commend heartily the activities of their youth organizations, particularly, Key Club and Circle K,

That Kiwanians support and actively participate in the activities of these clubs,

That Kiwanians teach and demonstrate to youth the advantages of our way of life,

That Kiwanians give greater emphasis on vocational guidance, not as a directive, but as enlightenment,

That Kiwanians do everything within their knowledge and power to prevent dropouts, and to encourage students to strive for knowledge.

- b. WHEREAS, this nation was founded on the republican principle of government and with the consent and voluntary joinder of all the political subdivisions which then constituted its geographical mass; and,

Carolinas, continued

WHEREAS, it was the consensus of opinion of the consenting states that they entered into the compact of union freely and voluntarily and with the constitutional guaranty that all powers and authority not specifically delegated to the central (or Federal) government were reserved to the various states and the citizens thereof; and,

WHEREAS, one of the intentions of the founding fathers was that the Constitution and the supporting Bill of Rights were created for the purpose of limiting the power of the central government and reserving the same to the various states then composing the union; and,

WHEREAS, it is the traditional concept of American constitutional government that the sovereign authority of the various states composing the union must be protected and maintained in order to insure the dignity and individual liberty of the citizens composing the population of these United States; and,

WHEREAS, it was the opinion of the founding fathers, and it is still not legitimately refuted, that the powers and authorities reserved to the states by the Constitution are sovereign authorities which can only be exerted on a local level and cannot be arbitrarily delegated to, or taken by, the central (Federal) government; and,

WHEREAS, it is absolutely essential to the continued existence of the American free enterprise system, the integrity of the United States Constitution and the Bill of Rights, and the individual and continuing freedom of the American citizen that the division of sovereignty among the various units of the Federal system of government organized under the Constitution of the United States be strengthened and maintained,

NOW, THEREFORE, BE IT RESOLVED, that this body go on record as seriously deploring the inroads and incursions made upon the powers and authorities of the various states comprising the United States of America; that every effort be made to stem the tide of centralization of the government of the United States into a monolithic authority which has rapidly increased and expanded in the last several years; that the integrity of the constitutional system of government, in accordance with the American concept of the same, be aided and abetted through a program to return to the various sovereign states the authorities never delegated by them to the central government; that a definite program be begun across the face of this nation for the purpose of re-instituting in the hearts and minds of the American people a full understanding and import of the nature of the American constitutional system and specifically the position of the various sovereign states therein; and that all the authority of the various organizations composing KIWANIS in America be marshalled and mobilized for the purpose of re-creating, maintaining and revitalizing the traditional American constitutional system of government and particularly that portion thereof which guarantees to the states of the union the prerogatives inherent in any system of democracy which guarantee the individual liberty and freedom of the citizenry.

Florida

- a. The Federal Government has increasingly centralized authorities in Washington with a resulting erosion of powers of the local and State governments.

Government support often leads to government control and such control often means the sacrifice and loss of local choice and individual freedoms.

BE IT RESOLVED, that we study our government, educate ourselves in its operation and with intelligence guard our liberty and freedom as guaranteed by our Constitution by opposing at all times the surrender of our basic and essential liberties in exchange for temporary security or safety.

BE IT FURTHER RESOLVED, that copies of this Resolution be given to the members of the Florida delegation in the Congress of the United States and to the Governor of the State of Florida.

- b. The creation of new clubs of Kiwanis, the induction of new members, the charge of the 5,000+ are all good, and no doubt sound and necessary; but the loss of members is so great that the turnover causes concern.

Certainly, Kiwanis should not need to induct 1,000 new members in order to establish a very small net gain. There are too many who "get out of Kiwanis." We must do something.

BE IT RESOLVED, by the Florida District of Kiwanis International, that we, with deliberation and concern, deplore the large number of withdrawals from membership and urge special attention and emphasis be given to the selection of new members for their character and determination, their capacity and dedication, and

BE IT FURTHER RESOLVED, that our program of pre-induction indoctrination be carefully administered, and after induction education and assignment to service, be both complete and continuing to insure the instilling of Kiwanis objects and objectives into the thinking and the life of both new and old Kiwanians.

- c. It is obvious that tomorrow's problems cannot be solved with yesterday's techniques.

BE IT RESOLVED, that leadership at all levels be urged to do some intensive research and planning toward the end of suggesting objectives and activities of such magnitude and vitality as to excite the imagination, arouse the ingenuity, and hold the interest of Kiwanians throughout the World.

Kansas

- a. WHEREAS, we urge speed in the international extension of Kiwanis.

NOW THEREFORE, BE IT RESOLVED, that this convention and the Kansas District of Kiwanis International do hereby:

1. Reaffirm our hope for more rapid expansion particularly to each continent and the great cities of the world.
2. Request the International Board and the Committee of Past International Presidents to explore the possibilities of cooperating with the U. S. State Department via its embassies and consular offices, the large industrial corporations, airlines and the international, educational, religious and health associations.
3. Suggest that each of the Districts of Kiwanis International be given the opportunity and be assigned the responsibility of organizing Kiwanis Clubs in assigned areas of the world -- areas to which task forces could be sent at local expense financed by contributions.

- b. BE IT RESOLVED, that the Kansas District of Kiwanis International request the International Board to submit the following constitutional amendments to the 1966 International Convention:

1. No group of men who sincerely pledge their belief in the objects of Kiwanis and to the heritage of freedom shall be denied a Kiwanis charter because of race, religion or geographic location.
2. No chartered Kiwanis club shall be denied the right and privilege of organizing and sponsoring a Circle K or Key Club or both.

- c. WHEREAS, it is desirable to give wider and fuller dissemination of the objectives of the Kansas Kiwanis Foundation, Inc.

NOW THEREFORE, BE IT RESOLVED, that each Club in the Kansas District of Kiwanis International be directed to select a Kansas Kiwanis Foundation salesman to serve on a District Committee to promote the Foundation and that it shall be the duty of the club "SALESMAN":

1. To serve as chairman of the club's Foundation activities during February -- the Kansas Kiwanis Foundation month.
2. To serve as the liaison with his club and the Executive Committee of the Kansas Kiwanis Foundation.
3. To explain and interpret the aims of the Kansas Kiwanis Foundation, Inc. to his fellow club members, and
4. To assist in other ways to strengthen and promote the Foundation.

- d. WHEREAS, at International and District Conventions of Kiwanis International, many matters of major importance are submitted to the delegates for consideration by a voice vote and there have arisen questions in the minds of the delegates as to whether the matters carried, and,

Kansas, continued

WHEREAS, a voice vote when the vote is close could be misinterpreted and leave the delegates with the impression that the matter could have failed, and,

WHEREAS, since at such meetings, there are at times many non-delegates and visitors present who could be voicing their opinions which could not be distinguished from the voice vote of delegates.

NOW THEREFORE, BE IT RESOLVED, that this convention and the Kansas District of Kiwanis International recommend that in matters submitted to a voice vote where such vote is close, that such vote be submitted to the delegates for either a standing or written ballot.

- e. WHEREAS, the clubs in the Kansas District of Kiwanis International should emphasize major projects, and,

WHEREAS, the present system of reporting involves tedious, detailed reports of matters of questionable merit and in many cases not planned by the clubs or committees thereof, but carried on by individuals in other capacities in their communities.

NOW THEREFORE, BE IT RESOLVED, that this convention and the Kansas District of Kiwanis International recommends that the International Office of Kiwanis International place the emphasis on projects involving substantial club planning and substantial participation of the membership rather than many of the reports accepted as presently filed by the clubs in the various Districts, which might be considered as fill-ins of individual members' activities not subject to club planning and substantial participation.

- f. WHEREAS, there is a growing feeling that certain additional emphasis be placed in the program of Kiwanis International.

NOW THEREFORE, BE IT RESOLVED, that this convention and the Kansas District of Kiwanis International propose that new international programs be created:

1. To fortify and emphasize the family as a unit, advocating more family activities including family worship,
 2. To stress the need for physical fitness for all -- especially for Kiwanians,
 3. To stress the need of governmental agencies, not only to provide financial needs of children who are now or would otherwise be raised and reared in poverty, but to insist that such subsidized and all other homes of our children provide a reasonable standard of morality and integrity.
- g. WHEREAS, the District Board of the Kansas District of Kiwanis International has approved and recommended to this convention the following resolution:

"WHEREAS, the International Constitution presently provides that elective officers, past presidents and chairmen of standing and special committees of Kiwanis International shall be delegates-at-large to all conventions and Lieutenant Governors may be elected delegates from any other club in their division, and,

Kansas, continued

"WHEREAS, there is no provision by which Past District Governors may be either delegates-at-large or elected delegates from any other club except the Past Governor's own home club, and,

"WHEREAS, at every convention of Kiwanis International there are always many clubs from every District who have no delegate representation, and,

"WHEREAS, Past District Governors have Kiwanis background, training, experience and continuing interest which will make their inclusion as delegates to all conventions of great value to Kiwanis International, and,

"WHEREAS, in the past many Past District Governors have been reluctant to regularly monopolize one of their own home club's two delegate positions from the club president, president-elect, vice-president or other club officer.

"NOW THEREFORE, BE IT RESOLVED, by this convention and the Kansas District of Kiwanis International that a recommendation be made to Kiwanis International that the International Constitution and bylaws be amended as may be necessary to allow a Past District Governor to be elected as one of the two delegates representing any club in his District in the same manner that Lieutenant Governors can now represent any club in their Division."

and,

WHEREAS, the delegates to the 1965 Kiwanis International convention defeated decisively a proposal to make all Past Governors delegates-at-large, and

WHEREAS, this proposal does not seem to recognize the greater Kiwanis background, training, experience and continuing interest of Past International Presidents and Past International Trustees, and,

WHEREAS, this proposal has not been studied by the Past Governors of this District.

NOW THEREFORE, BE IT RESOLVED, by this convention and the Kansas District of Kiwanis International, that this subject be referred to the Past Governors of this District for further study and recommendation before further action be taken by the Kansas District of Kiwanis International in convention assembled.

Kentucky-Tennessee

- a. WHEREAS, there has been a recognized need for broadening the scope of membership, and

WHEREAS, many excellent men of recognized leadership potential have been excluded from the ranks of Kiwanis because of the present requirements for active membership as defined in Article III, Section 2, Paragraph "A" of the Standard Form for Club Bylaws,

NOW THEREFORE, BE IT RESOLVED, by the delegate body of the 47th annual convention of the Kentucky-Tennessee District of Kiwanis International, herein assembled, to hereby instruct the District Secretary to take the proper steps to request the International Board that consideration be given to the

Kentucky-Tennessee, continued

following club bylaws change: That portion of Article III, Section 2, Paragraph "A" which reads - "The active membership of this club shall consist of men of good character and community standing residing or having other community interests within the territorial limits of this club, and who are engaged in recognized lines of business, agricultural, institutional, and professional life as owners, partners, executives, corporate officers, managers with administrative duties and discretionary authority, or district or local agents or branch representatives having executive authority, or who are engaged in any worthy and recognized profession for which they have received the recognized standard education; or who, having been so engaged, shall have retired," would be amended to insert the words "or trade" after the words "recognized profession"; the amended portion thus reading, " . . . or who are engaged in any worthy and recognized profession or trade for which they have received the recognized standard education; or who, having been so engaged, shall have retired."

- b. WHEREAS, general communications media by practice, use the terminology of "The" when referring to government, and

WHEREAS, this suggests or implies a lack of personal feeling of real sincere concern and partnership with government, and

WHEREAS, Kiwanis, in over fifty years of existence, has demonstrated a leadership role in support of good government, and

WHEREAS, a more positive terminology suggesting to individuals that each person regardless of status must be a partner with government seems desirable;

NOW THEREFORE, BE IT RESOLVED, that in reference to government that "Our" be substituted for "The" in order that we will be mindful that government is our personal responsibility as citizens and each is a partner with good government.

Louisiana-Mississippi-West Tennessee

- a. WHEREAS, the essence of Kiwanis International is its recognition of individual responsibility, and of action by voluntary associations for the betterment of mankind, as embodied in the annual objectives adopted by Kiwanis over the past fifty years; and,

WHEREAS, the first object of Kiwanis is to give primacy to the human and spiritual rather than the material values of life; and,

WHEREAS, during this Fiftieth Anniversary of Kiwanis, it is apparent that the trend of government is toward centralization of political power and the reduction of the roll of the individual and socialism of our economy;

NOW THEREFORE, BE IT RESOLVED, that every Kiwanis Club and individual Kiwanian of the Louisiana-Mississippi-West Tennessee District is urged to provide leadership in reversing the trend to centralized government and socialism in our economy and to enlist the aid of all well intentioned citizens to insure that our country will not abandon the vision of its founders, but return to the practice of giving primacy to the human and spiritual rather than the material values of life;

Louisiana-Mississippi-West Tennessee, continued

BE IT FURTHER RESOLVED, that this resolution be circulated to all Kiwanians through the media of the District Bulletin; that it be submitted to the 1966 Convention of Kiwanis International at Portland, Oregon, with a recommendation for adoption.

Michigan

- a. WHEREAS, individual freedom under the law is the birthright of every American, and the laws and courts exist to protect every citizen in his person and property and in the individual rights and privileges he enjoys under federal and state constitutions, and

WHEREAS, there has been an alarming tendency on the part of certain elements of our society, in disregard of the common good, to viciously undermine and condemn law enforcement, and

WHEREAS, it is recognized by us that while the majority of our citizens are genuinely desirous of sincere and honest law enforcement, nevertheless we are too often apathetic in our support of those who courageously risk their lives in the protection of ourselves and families to effectively combat crime, and

WHEREAS, it is appropriate that the deep reservoir of appreciation felt for these dedicated officers and judicial officials should be made manifest, and that we should openly praise and defend the efforts made by them on our behalf, therefore,

RESOLVED, that the Michigan District of Kiwanis International in convention assembled hereby strongly urges its members to openly commend and actively support, on every possible occasion, our local, state and federal law enforcement agencies in their untiring efforts to carry out their duties in stemming the rising tide of crime.

- b. WHEREAS, Past Governors are often called upon to perform important duties at International Conventions and have been unable to undertake said duties in the past because of last of Delegate Status, and

WHEREAS, conferring Delegate-at-Large Status upon Past Governors will not deprive regularly elected Delegates of their status, and

WHEREAS, conferring Delegate-at-Large Status upon Past Governors will entail no expense to the Clubs, Divisions, or Districts of said Past Governors, and

WHEREAS, Past Governors are now Delegates-at-Large at their own District Conventions, therefore,

RESOLVED, that the Michigan District of Kiwanis International proposes that the Bylaws of Kiwanis International be amended to confer Delegate-at-Large Status on any Past Governor who is registered and in attendance at any International Convention.

RESOLVED, that a copy of this Resolution be forwarded to the Secretary of Kiwanis International and to the Chairman of the Resolutions Committee of Kiwanis International for presentation to the International Convention of 1966.

Minnesota-Dakotas

- a. During the past few years, some private industries have been hiring many handicapped people and have found them very satisfactory. There are many such handicapped people in all areas who only need encouragement to prepare themselves for some self-supporting employment and if each of us would make every effort to help these people, we would have a much smaller welfare load.

THEREFORE, BE IT RESOLVED, that every emphasis should be made at the International level, the District level, and the Club level to encourage the employment of and promote the best interests of handicapped people.

- b. Individual initiative and self reliance have been the keynote and life blood of Kiwanis from the time of its inception and has always been one of the ultimate aims of Kiwanis International and its program, and

WHEREAS, the Kiwanis members of the Minnesota-Dakotas District feel that there has been a trend away from private enterprise and individual initiative and toward the so-called welfare state and lack of individual responsibility,

NOW THEREFORE, BE IT RESOLVED, by the Minnesota-Dakotas District of Kiwanis International and each and every Club of our District to emphasize and re-emphasize to the utmost ability individual initiative, private responsibility, and the fundamental concept that work is the basis of all good things upon which this nation is founded.

- c. From its inception Kiwanis has always stood for and has incorporated into its official objects and policies an insistence on the highest degree of loyalty, patriotism, and respect for law and order.

WHEREAS, it is felt that there has been an increasing amount of disrespect shown by some of our citizens toward law and order and a breaking down of the moral fibers of our citizenry,

NOW THEREFORE, BE IT RESOLVED, that the Minnesota-Dakotas District of Kiwanis International are of the firm opinion that there should be inculcated in the minds of our citizenry more respect for law, order, justice, decency, and fundamental morality.

Missouri-Arkansas

- a. The acts of violence, the lack of respect of law enforcement and other items lead us to the unhappy conclusion that a moral decay has developed in our American way of life that seriously threatens our domestic tranquility and the peaceful pursuit of life, liberty, and justice.

It is imperative that all persons recognize what is happening to our way of life to the extent that unless ways and means of facing this problem are developed and put into operation, our way of life may be threatened and even destroyed.

NOW THEREFORE, BE IT RESOLVED, that we of the Missouri-Arkansas District of Kiwanis International in Convention assembled:

1. Rededicate ourselves to the development and improvement of the American way of life.

Missouri-Arkansas, continued

2. That we work for a genuine revival of respect for law and orderly processes, a reawakening of individual responsibility, a new impatience with those who violate and circumvent laws, and a determined insistence that laws be enforced, courts respected and due process followed.
3. That we openly and actively oppose any effort or trend that would be contrary to the best interest of the American way of life to the end that our morality and good conduct may be substantially improved.

Montana

- a. WHEREAS, each year many Kiwanis Clubs in the United States are discovering in the Fellowship of Christian Athletes Movement, a dynamic technique for implementing the youth objectives of committees on Support of Churches in Their Spiritual Aims; and

WHEREAS, the purpose of this movement is to help our youth put their lives together properly by challenging, encouraging and directing them to the fellowship of the church and the leadership of Christ;

BE IT RESOLVED, that the Montana District of Kiwanis International endorse the program of the Fellowship of Christian Athletes and specifically recommend to each club that they implement a program within their local high schools and colleges and carry on a continuing program of financial and moral support of local student athletes by encouraging their attendance at the national conferences of this worthy organization.

- b. WHEREAS, throughout the state and our nation, highway fatalities reap a high toll of our beloved;

WHEREAS, these accidents result in huge financial losses to the citizens of our state and nation; and

WHEREAS, the state laws of Montana need to be studied and revised to meet today's driving requirements;

BE IT RESOLVED, that our district officers and clubs give increased attention to how Kiwanians in Montana can more effectively develop and implement a highway safety program.

BE IT FURTHER RESOLVED, that this program be commended to the International Board for its consideration and action.

Nebraska-Iowa

- a. WHEREAS, the word big is commonly used in describing Agriculture, Business, Cities, Education, Government, Labor, to mention but some of the giants of our society, and

WHEREAS, there exists everywhere the temptation of thinking, living, and working as if the individual had little personal worth and dignity, and

WHEREAS, individuals in some industries become unemployed because of automation, and

Nebraska-Iowa, continued

WHEREAS, this decline of concern for the individual by individuals has given rise to massive state and national programs,

NOW THEREFORE, BE IT RESOLVED, that every Kiwanis Club through its membership encourage fellow citizens to make the most of their potential, to discover personal satisfaction in their employment, to strive for self-improvement through education, and to live creatively and helpfully as members of the human family.

- b. WHEREAS, the American home is an important factor in the neighborhood, in the school, in the churches, and in the varied occupations of an inter-dependent nation, and

WHEREAS, a top tragedy in society today is the failure to recognize fully the significance of family breakdown,

NOW THEREFORE, BE IT RESOLVED, that every effort be made by Kiwanians through their clubs and individually to urge parents to realize that the privilege of raising a family for God is still the biggest and most important responsibility in the world.

- c. WHEREAS, many peoples throughout the world are denied the rights inherent in human dignity, and

WHEREAS, many peoples are seeking all their rights, and

WHEREAS, relatively few people see other peoples through the eyes of God,

NOW THEREFORE, BE IT RESOLVED, that this convention accept in principle equal voting rights, equal education, and equal opportunities for all men, remembering always that equal rights also mean equal responsibilities.

- d. WHEREAS, our nation is engaged in preserving and extending human freedom at home and abroad, and

WHEREAS, just and constructive debate on governmental policies is an essential right of a democracy, and

WHEREAS, some elements are using the privilege of free speech and assembly to obstruct and subvert our democratic procedures,

NOW THEREFORE, BE IT RESOLVED, that this convention give all-out support to those democratic procedures which are essential for our national freedom and for a free world.

- e. WHEREAS, Past District Governors have Kiwanis background, training, experience and continuing interest which will make their inclusion as delegates to all conventions of great value to Kiwanis International, and

WHEREAS, in the past they have been reluctant to regularly usurp one of their own home club's two delegates' positions from the club president, vice-president or other club officer,

NOW THEREFORE, BE IT RESOLVED, by the delegates of this convention that recommendation be made to Kiwanis International that the International Constitution and Bylaws be amended as may be necessary to allow all Past District Governors to be delegates-at-large to all conventions.

New Jersey

- a. WHEREAS, the high schools of the State of New Jersey are annually graduating an increasing number of students who are qualified to go on to college, but cannot do so due to lack of adequate facilities within our state, and

WHEREAS, the future of these students, and therefore the future of our nation, would be greatly enhanced by furthering the education of these students, and

WHEREAS, presently throughout most of the counties of the State of New Jersey, studies are being made and consideration being given to the feasibility and advisability of establishing county colleges, by the Board of Freeholders of these counties;

NOW THEREFORE, BE IT RESOLVED, that the New Jersey District of Kiwanis International, through its clubs and individual members, will do all in its power to assist in and urge the establishment of colleges in the counties of the State of New Jersey, for the education of these students; and

BE IT FURTHER RESOLVED, that it will endeavor to promote the enlargement of existing college facilities through all reasonable means.

New York

- a. District Circle K Governor Robert Keefe, in his fine presentation to the Convention, outlined the financial plight of the New York District of Circle K. The effort of the Officers of Circle K to strengthen existing Clubs, and to promote the building of new clubs, has been severely hampered by lack of funds. The District Circle K Governor suggested a plan to revitalize Circle K in the New York District.

RESOLVED, THEREFORE, that the New York District of Kiwanis International, in Convention assembled at Lake Placid, pledges its renewed support to the Circle K program and recommends that all Kiwanis Clubs in the New York District which do not now sponsor or support a Circle K Club, contribute to the New York District of Circle K, on a voluntary basis, the sum of Five (\$5.00) per Club, and

FURTHER RESOLVED, that a copy of this Resolution be entered in the Minutes of this Convention.

Ontario-Quebec-Maritime

- a. WHEREAS, more and more of the welfare and community projects that Kiwanis was concerned about in the past are taken over by government agencies, and

WHEREAS, Kiwanis must make available to its members new fields of community service and leadership, and

WHEREAS, many of our present occupational obligations are taking precedence over the home and the church in providing guidance and leadership to our youth,

THEREFORE, BE IT RESOLVED, that this Convention go on record as favouring a major shift in emphasis of our Community Services and promote as an example, the moral guidance and leadership among the youth of this nation.

- b. WHEREAS, the clubs of Kiwanis International are presently engaged in many projects designed to highlight the Fiftieth Anniversary of Kiwanis International, and

WHEREAS, each of these clubs are to be commended on their interest in and support of this outstanding celebration, and

WHEREAS, 1966 will be the Fiftieth Anniversary of Kiwanis in Canada;

NOW THEREFORE, BE IT RESOLVED, that each club in the O.Q.M. District develop suitable recognition of this anniversary in their respective community by undertaking and completing projects designed to commemorate this anniversary.

- c. WHEREAS, Farm-City Week is presently observed during the American Thanksgiving week in November in both Canada and the United States; and

WHEREAS, while acknowledging that it is both desirable and beneficial that Farm-City Week continue to be identified with a Thanksgiving week period in this way, it is felt that the differing climatic conditions in this Country from those in the United States render it more suitable to observe Farm-City Week in Canada during our own Thanksgiving week period in October of each year.

BE IT AND IT IS HEREBY RESOLVED, that Kiwanis International be requested to hereinafter designate the week in which Canada's Thanksgiving Day falls as the appropriate period for the observance of Farm-City Week in this Country.

- d. WHEREAS, the rapid growth of Kiwanis in the Caribbean Islands is most gratifying, and

WHEREAS, the problems and customs of these countries are peculiar to the area and not necessarily those of this District, and

WHEREAS, a growing desire has been evidenced by the Clubs of this division to possibly become a separate district;

NOW THEREFORE, BE IT RESOLVED, that Kiwanis International be petitioned to set up a provisional district in the Caribbean area upon the completion of at least 20 Clubs, and

BE IT ALSO RESOLVED, that these clubs be given the right to organize clubs of 25 members or more on certain small islands.

Ontario-Quebec-Maritime, continued

- e. WHEREAS, the rapid increase of fatalities and injuries from traffic accidents has continued unabated, and

WHEREAS, in the interests of safety, every effort should be used to reduce this ever increasing toll, and

WHEREAS, the delegate body of the 47th Annual Convention recommended a program of Highway Safety as a Kiwanis Centennial project in 1967;

NOW THEREFORE, BE IT RESOLVED, that Kiwanis groups in each province make representations to their respective provincial legislative bodies demanding that legislation be designed to reduce this toll such as:

1. Stricter enforcement of drinking driver regulations;
2. A certificate of car worthiness be required at the time of ownership transfer and at regular designated intervals on renewal of license;
3. All drivers be re-examined after conviction following an accident involving public liability, bodily injury, property damage or negligence;
4. Equipment of all cars with front and back safety belts;
5. Adoption of all recommended safety improvements by car manufacturers;
6. Stricter enforcement of all highway traffic act regulations; and

BE IT FURTHER RESOLVED, that all Kiwanis Clubs participate in or sponsor a safety campaign designed to reduce the toll of traffic accidents.

Pacific Northwest

- a. WHEREAS, the year 1967 is the Centennial Year of the State of Alaska and the Centennial Year of Canada; and

WHEREAS, Kiwanis International and the Pacific Northwest District are represented in the State of Alaska and in Canada; and

WHEREAS, Kiwanis International has since its inception 50 years ago been recognized as a leader in this State of Alaska and in Canada in promoting good will and peace;

BE IT HEREBY RESOLVED, that the Pacific Northwest District recommend that Kiwanis International formally recognize the year 1967 as Alaska-Canada Centennial Year.

- b. In view of the misunderstanding arising out of the committee titles Public Relations and Public and Business Affairs, we hereby recommend to Kiwanis International and its Board of Trustees that the name of the Public and Business Affairs Committee be changed to that of the Civic and Business Affairs Committee.

Southwest

- a. WHEREAS, the average, American, middle-aged adult does not follow a planned, regular schedule of exercise to maintain muscular strength and respiratory endurance; and

WHEREAS, medical authorities, without exception, agree that a physically conditioned body maintained at high efficiency means a longer and more fruitful life, and

WHEREAS, a national program of youth physical fitness has been established and nurtured by our Nation's Chief Executives for the past several years, and

WHEREAS, no organized effort has been established to maintain a continuous and effective educational program for adults throughout America, and

WHEREAS, Kiwanis International is qualified to promote such a program through its over 5,000 individual clubs, and

WHEREAS, the value of a sustained promotional program as envisioned by Kiwanis sponsorship would be of tremendous impact on the increasing longevity of human life as well as the actual saving of untold number of lives;

NOW THEREFORE, BE IT RESOLVED, that the Southwest District of Kiwanis International recommends that its parent organization, Kiwanis International, (1) adopt an appropriate educational program for promoting adult physical fitness, (2) suggest an appropriate period of time be established, i.e., Adult Physical Fitness Month, on an annual basis in cooperation with the National Committee for Physical Fitness, and (3) establish within the framework of one of the standing Club Committees an emphasis on adult physical fitness, i.e., Sub-Committee on Adult Physical Fitness.

- b. WHEREAS, in recent years there is seen developing in this country a trend on the part of the adults, as well as the younger generation, to ignore or show disrespect toward the law and its enforcement officers in pursuit of their duties, and

WHEREAS, in our society we live under a government and laws designed to preserve the freedoms we enjoy and without which a program of civic betterment will fail if the rule of law is destroyed or its enforcement and officers are impeded, and

WHEREAS, the community needs to develop a deeper respect for the law and a universal determination to aid in its enforcement, and

WHEREAS, if the younger generation is to learn due respect for the law they must first observe proper examples set by adults.

THEREFORE, BE IT RESOLVED, that the Southwest District of Kiwanis International does hereby reaffirm its convictions that we shall uphold the law to the best of our abilities and to so show, by example and deed, that all laws and those charged with enforcement thereof do hereby have our fullest respect and support.

Texas-Oklahoma

- a. WHEREAS, we have enjoyed fifty successful years in Kiwanis building, and

WHEREAS, we desire to express our faith in the future of our organization,

WHEREAS, Edward C. Keefe, our distinguished International President is worthy of our honor and deep appreciation,

BE IT RESOLVED, that the Texas-Oklahoma District present a suitable award to Kiwanis International to honor our International President and as a memorial to the 50th Anniversary of Kiwanis International.

BE IT FURTHER RESOLVED, that this money shall be taken from our reserve fund not to exceed Fifty (\$50.00) Dollars per Division.

- b. WHEREAS, this year Kiwanis International is observing its 50th Anniversary;

WHEREAS, the late O. Sam Cummings, greatly contributed to the success of our organization,

BE IT RESOLVED, that in recognition of our 50th Anniversary and in memory of the late O. Sam Cummings, Past International President from this District, we make a gift to the International Foundation which would represent Fifty (\$50.00) Dollars per Division for use in boys' and girls' work throughout Kiwanis International and that such fund be taken from our reserve fund.

- c. WHEREAS, the International Constitution presently provides that elective officers, past presidents and chairmen of standing and special committees of Kiwanis International shall be delegates-at-large to all conventions; and that Lieutenant Governors may be elected delegates to represent any club in their Division; and

WHEREAS, there is no provision by which Past District Governors may be either delegates-at-large or elected delegates from any other club except the Past Governor's own home club; and

WHEREAS, at every convention there are always many clubs from every District who have no delegate representation; and

WHEREAS, Past District Governors have Kiwanis background, training, experience and continuing interest which will make their inclusion as delegates to all conventions of great value to Kiwanis International; and

WHEREAS, in the past they have been reluctant to regularly usurp one of their own home club's two delegates' positions from the club president, vice-president or other club officer;

NOW THEREFORE, BE IT RESOLVED, by the delegates to the 47th Annual Convention of the Texas-Oklahoma District that recommendation be made to Kiwanis International that the International Constitution and Bylaws be amended as may be necessary to allow a Past District Governor to be elected as one of the two delegates representing any club in his District in the same manner that Lieutenant Governors can represent any club in their Division.

- d. WHEREAS, for many years Kiwanis International has championed a good neighbor policy between the United States and Canada; and

Texas-Oklahoma, continued

WHEREAS, Kiwanis in both the United States and Canada has through the U. S. - Canada Goodwill Week fostered splendid international relationships; and

WHEREAS, we desire that a similar program further develop good will between the United States and Mexico, our good neighbor to the south,

BE IT RESOLVED, that this District urge Kiwanis International to establish a U. S. - Mexico Goodwill Week, and

BE IT FURTHER RESOLVED, that the Texas-Oklahoma District, as a next-door-neighbor to our friends in Mexico, strive to be exemplary in actions which would further these desirable relations.

- e. WHEREAS, there is a tendency in this country toward disrespect for law and order and disobedience to the duly constituted legal authorities and a tendency toward disregard for the rights of others and toward disrespect for the established moral codes and laws; and

WHEREAS, this has been evidenced by numerous public outbreaks and by private fraud and deception unprecedented in the history of this country; and

WHEREAS, the Edinburg Kiwanis Club has presented a resolution to this convention asking that this District urge Kiwanis International to take appropriate action to fight this disrespect for law and order,

NOW THEREFORE, BE IT RESOLVED, that clubs throughout Kiwanis International sponsor a movement to increase respect for law and order and to support fully those in charge of law enforcement and to promote an era of revival to restore respect for civil authority so that rights of others shall be protected and established moral codes defended.

Utah-Idaho

- a. WHEREAS, it is the opinion of this Committee, that the Resolutions on Safety and Youth and their Future by Kiwanis International should be extended and intensified:

THEREFORE BE IT RESOLVED, that the Utah-Idaho District investigate the feasibility of calling for an investigation by the respective states into the mounting traffic fatality toll; principal reasons for the increase; suggestions for corrective measures in the future to combat the unnecessary loss of human lives -- it now having reached a critical stage -- bordering on criminal calamity.

In furtherance of this program we ask each Club in the District to take direct action by urging such an investigation and by sponsoring the formation of a Special Safety Council in each county -- members to include, by appointment, a wide cross-section of citizens, both men and women, non-partisan and non-sectarian -- from all walks of life including law-enforcement agencies, the Courts, the mortuary profession, medical, drug and educational associations, high school and college students, power and phone company officials, newsmen, highway engineers, new car dealers, municipal officials, tavern and drive-in operators, auto mechanics, legislators and any others who can contribute practical aid in planning the correction of in-county traffic abuses.

Utah-Idaho, continued

Kiwanians can perform no altruistic service more important right now than combatting this menace; by taking concrete steps as Clubs and as individuals to save the lives and limbs of our people, their children, our families and even ourselves. Direct action can be brought to bear by Clubs and Special Public Safety Committees supporting municipal, school, highway district, county and state officials in traffic control and traffic studies.

There has to be an intelligent, concerted approach to a solution.

Kiwanians, as individuals, have a personal responsibility to set examples to their families, neighbors and the communities at large. Clubs must take the lead in each of their communities -- but, if necessary to procure widespread support, divest Kiwanis from dominance in the activity, once the Special Public Safety Committee is functioning. It's not the credit we seek, but results in lives saved, families preserved and humans protected from maiming and disfigurement -- in addition to the resulting savings in insurance premiums and losses from demolished property, hospitalization, drugs, doctors and mortuary bills.

In furtherance of this campaign against a mounting modern crisis, we as Kiwanians pledge ourselves to assume a greater personal responsibility than ever before; and we call upon the public to respond to this appeal to aid in preventing the increasing dangers of traffic accidents while yet there's time for us in our generation desperately to make a bold contribution to a solution of the great problem of tragic and loathsome slaughter of humans on the highways and streets of an otherwise comparatively peaceful land.

- b. Because of the intense concern and participation of Kiwanians in youth services in all of our Kiwanis Clubs in the Utah-Idaho District of Kiwanis, your Committee desires to submit the following Resolution:

WHEREAS, (1) the population explosion, the modern ways and means of bringing into the homes instant dramatic tragedies of human life, the availability of sex information, pornographic material, and sensuous literature are commonplace in most of our areas in the Utah-Idaho District, and

(2) the world wide racial problems and sociological crimes, including wars, riots, murders, crimes of all types against nature - all continue to be the news of the day and the theme of the play in nearly all of our communication media, which has become so instantly available around the clock in most of our homes today, and

(3) it is universally recognized that the incidence of broken homes, mothers having to work out of the homes, high school dropouts, crimes of all types, especially in the age group of 14 to 21, fatal traffic accidents under the age of 21, alcoholism and drug addiction under the age of 21, - has been on a dramatic and progressive increase during the past ten years, - and

(4) juvenile delinquency per se, nation-wide, has increased remarkably in the past ten years and is admittedly a mental health problem caused mostly by broken homes, emotionally unstable parents, and unfavorable community social health problems, - and

Utah-Idaho, continued

(5) there is an obviously increasing trend in many areas of our two States and over the entire nation toward civil disobedience and loss of respect for the law on one hand, and a deepening apathy toward citizenship responsibility, general morality, and sound spiritual health on the other hand, -

NOW THEREFORE, BE IT RESOLVED, by the Delegates here assembled, that each and every Kiwanis Club in this the Utah-Idaho District of Kiwanis International, re-dedicate their knowledgeable resources in their individual communities and re-commit their individual members to the proposition:

(1) that the boys and girls, ages 15 to 21, are indeed our greatest state and national resource, and

(2) that these boys and girls are indeed our community responsibility, just as truly as they are the future citizens and leaders of our two great states and our nation, and

(3) that our constructive participation in our individual community with these boys and girls in

(a) recognized educational program, such as Boy Scouts, Girl Scouts, Camp-fire Girls, 4-H groups, Key Clubs and Circle K Clubs,

(b) vocational guidance programs and projects and inspirational guidance to a higher level of voluntary education,

(c) selected high school, junior college and university programs,

(d) the church programs of their choice, both educational and recreational,

(e) the community youth services programs and projects, as outlined by Kiwanis International, and

(4) that to "shape a boy or girl" in the community is one of our greatest challenges and commitments of our time, and if, indeed, it is done reasonably well, it becomes our greatest legacy, -

(5) that we actively participate in and support a sound community mental health program that encompasses the community problems of every day living which creates better mental health among the youth of our community, thus preventing our increased incidence of mental illness, -

(6) and in our relationship to the boys and girls in our community, we become understanding and compassionate leaders for parents, boys and girls alike and not just apathetic participants of the community life, - and that each of us develops a personal philosophy in our community relationship and community service that is God-centered, and will relate our everyday life to purposeful living, - and finally,

(7) that we never lose sight of our primary objectives with the youth of the community and their responsible relationship, as here clearly defined:

(a) their community relationship as an individual.

(b) their development physically and mentally.

Utah-Idaho, continued

(c) their citizenship training and responsibility.

(d) their concept of God and their understanding of sound moral values.

BE IT FURTHER RESOLVED, that a copy of this Resolution be sent to each and every Kiwanis Club in the Utah-Idaho District, as well as to Kiwanis International, and that it further be resolved that each and every Kiwanis Club in the Utah-Idaho District be requested to hold a minimum of two well planned and constructive meetings a year on several aspects of this Resolution on Juvenile Delinquency as best fits into their particular community needs.

Western Canada

- a. WHEREAS, the trend of the Convention is toward encouraging family participation and,

WHEREAS, the usual dates of the Convention which come late in August are too close to that period of time when families are beginning to arrange the return of their children to school and,

WHEREAS, it is usually too late to incorporate attendance to the Convention in their annual summer holiday:

"WE, THE KIWANIS CLUB OF WEST FORT WILLIAM MOVE THAT THE CONVENTION DATES HEREFTER BE SET AS SOON AFTER AUGUST 5 IN EACH YEAR AS MAY CONVENIENTLY BE ARRANGED."

- b. WHEREAS, more and more of the welfare and community projects that Kiwanis was concerned about in the past are taken over by government agencies, and

WHEREAS, Kiwanis must make available to its members new fields of community service and leadership, and

WHEREAS, our present occupational obligations in our affluent society are handicapping the home and the church in providing guidance and leadership to our youth,

THEREFORE, BE IT RESOLVED, that this Convention go on record as favouring a major shift in emphasis of our Community services and promote as an example, the moral guidance and leadership among the youth of this nation.

- c. WHEREAS, there is a need for greater and more effective means of raising funds for community services, and

WHEREAS, lotteries and games of chance are approved by and legal in many states and provinces, and

WHEREAS, lotteries and games of chance where legal are normally subject to stringent government regulations, and

WHEREAS, many service organizations other than Kiwanis now raise funds through lotteries and games of chance, and

Western Canada, continued

WHEREAS, there is no other service organization whose ideals and objects make it better fitted to conduct lotteries or games of chance in a manner above public reproach,

NOW HEREBY, BE IT RESOLVED, by the Western Canada District of Kiwanis International at its 47th Annual Convention that all necessary steps be taken to amend the provisions of the Constitution of Kiwanis International to permit its member clubs to raise welfare funds through the conduct of adequately organized and controlled lotteries and/or games of chance in those states or provinces in which lotteries and/or games of chance are permitted by law.

Moved, that this Resolution be referred to the individual clubs in Western Canada District for such action as they deem advisable.

West Virginia

- a. WHEREAS, the International Constitution presently provides that elective officers, past presidents and Chairmen of standing and special committees of Kiwanis International, shall be delegates-at-large to all conventions; and that Lieutenant Governors may be elected to represent any club in their division; and

WHEREAS, there is no provision by which Past District Governors may be either delegates-at-large or elected delegates from any other club except the past Governor's own home club; and

WHEREAS, at any convention there are always many clubs in every District who have no delegate representation; and

WHEREAS, Past District Governors have Kiwanis background, training, experience and continuing interest which would make their inclusion as delegates to all conventions of great value to Kiwanis International; and

WHEREAS, in the past they have been reluctant to regularly usurp one of their own club's two delegates' positions from the club president, vice-president or other club officers;

NOW THEREFORE, BE IT RESOLVED, by the delegates to the 46th Annual Convention of the West Virginia District that recommendation be made to Kiwanis International that the International Constitution and Bylaws be amended as may be necessary to allow Past District Governors to be elected as one of the two delegates representing any club in his District in the same manner that Lieutenant Governors can represent any club in his Division.

Wisconsin-Upper Michigan

- a. WHEREAS, the Wisconsin-Upper Michigan District of Kiwanis International has pledged a campaign of Traffic Safety during the Golden Anniversary Year of Kiwanis International; and

WHEREAS, Kiwanis Clubs in this District are carrying out local community service projects dealing with traffic safety; and

Wisconsin-Upper Michigan, continued

WHEREAS, courtesy is an important part of safe driving;

NOW THEREFORE, BE IT RESOLVED, that the Kiwanis Clubs of the Wisconsin-Upper Michigan District adopt the following Traffic Safety Slogan:

"Make COURTESY Your Code of The Road"

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

October 13-17, 1965

DATE OF COMMITTEE MEETING: October 14, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - James M. Moler, Jack Willis
Chairman - Phillip V. Stout
Staff Members: G. Robert Harrison and L. A. Hapgood
Others who attended portion of meeting: Dr. R. Glenn Reed, Jr.,
O. E. Peterson, A. P. Invergo

A thorough discussion of the proposed supplemental pension plan was held; brochures had been mailed prior to meeting. The plan will benefit eight women employees from the ages of 59 through 63, who had been employed after the age limit requirement of our general pension plan. Each upon retirement will benefit from the amounts of \$30 per month to \$80 as the highest participant.

The employer contributions for the entire eight will start in 1966 at \$7,951.48 to a peak of \$8,564.34 in 1967 then reduces each year to 1975 at \$3,953.34. In addition, death benefits will need to be paid by the employer in the amount of \$685.41, decreasing each year until 1975, when the amount will be \$39.23. This plan is with our general insurer and will become effective as of April 30, 1966. It is an entirely voluntary plan. Total funding cost is about \$66,000 for ten years.

Recommendation 1. The pension plan which is supplementary for eight employees not subject to our present plan be approved and referred to the Finance Committee.

I move that recommendation 1 be adopted.

The travel insurance for death from accidental causes for the eighteen Board members was checked. It will provide \$100,000 maximum per individual coverage with a permanent and total disability clause. This would be effective only on actual designated International activities that would be subject to per diem expense. We computed this to be an average of about fifty-five days per member. The total cost would be approximately \$940.50. It can be carried with our present agency.

Recommendation 2. The adoption of the accident travel policy covering all International officers for \$100,000 coverage each with a permanent total disability clause be approved at the present rates of approximately \$940.50.

I move that recommendation 2 be adopted, and referred to the Finance Committee.

The problem of a secretary for the President of Kiwanis International was discussed. As you recall, an evaluation of this problem was sought from President Ed Keefe. He was consulted and has given us his thinking that three months is not enough time to make an evaluation. We can understand that this may vary from year to year with each individual, and believe it would be wise to have the President-Elect also express his views.

We have reached a conclusion that if the president wants to employ a secretary that the secretary's wages should be paid by the General Office, and further, that a two weeks training period should be required in the General Office to provide adequate knowledge of Kiwanis procedures, etc.

Recommendation 3. This problem of presidential secretary be retained for future study.

I move that recommendation 3 be adopted.

The recommendation 7 from the Special Committee on Presidential Travel pertaining to governors and lieutenant governors referred to this committee was explored. As you will recall, this was beyond the scope of the special committee but has been followed, we know, by the Leadership and Council Committee. We do not want to presume to take any of the Laws and Policies Committee functions but we have tried to reword this policy to meet the proposed intent and so, therefore, submit -

Recommendation 4. That the training of the governors emphasize the administrative visits so that each governor will be advised that he should plan one visitation to each division; reduce special events visits to a minimum and thus develop his lieutenant governors to be the leaders in their respective divisions; further that in addition to the three official visitations, the lieutenant governor confine his visitations to administrative visits and report when necessary.

I move that recommendation 4 be adopted, and referred to the Laws and Policies Committee.

The problem of duplicate mailing was checked and it was explained by Staffmen that this will eventually disappear. In other words, if a member of an International Committee is also a district officer or chairman of a district committee, the changeover to mailing by IBM will eventually take care of it.

The problem of voluminous mailing to everyone was a rather large order. Some of the best suggestions came from the Staff in this regard. The use of the Bulletin for Kiwanis Officers be expanded to cut down mailings, was discussed. In other words, it costs only \$125.00 for one additional page. Therefore, in expanding this, it could be used with a slight change in format (which, incidentally, will have to be done anyway in 1966) to include a section for club presidents and for International Committee promotions to the clubs; in other words include and use the Bulletin for several of these special mailings and inserts on the house organ type and style. It will, of course, be necessary for this to be left to the Staff's discretion on what to include. Each item that is not specially sent, saves 6,000 individual mailings, and will visibly reduce the mail load to individuals.

This subject was too much to be decided in the short time allotted, so we would like to retain this portion for further study. This is now under way.

Recommendation 5. (a) That the Bulletin for Kiwanis Officers be expanded to include individual mailings that are now being sent; that International Committees be urged to use it for promotion of their programs rather than individual mailings; that the format be changed and sections be set aside for special instructions to club presidents, etc.; that the Staff use this vehicle for some of their mailing and that its use be left to the discretion of the Staff.

I move that recommendation 5 (a) be adopted.

Recommendation 5. (b) That the subject of the Bulletin for Kiwanis Officers be retained for further study now under way.

I move that recommendation 5 (b) be adopted.

We believe that the study of problems of leadership in the office of lieutenant governor have been partially answered by the planned training as expressed in recommendation 4 above. Further problems in this area will be settled when a conclusion is reached by the Board regarding selections of candidates for the office of lieutenant governor.

We would like to retain Item 7 concerning the methods of selection of lieutenant governor for further study before a presentation to the Board. This is a much debatable area of our operations that needs a possible general discussion at the Board level before a conclusion is reached.

A review of Records and Data Processing was made by Tony Invergo. The magazine audit shows very satisfactory. The department, in spite of some personnel problems, is well within the budget and the overtime is reasonable.

The Staff was warned that the districts would be complaining about membership figure variances. The time lag will always be present, we are told, but that the lists are only what are paid memberships with the cash to back it up, and are accurate.

The item on our agenda for reporting procedures is premature. The district secretaries are the parties who proposed the change last year; therefore, we should hear their views before we discuss it. The committee, if it is possible, will try to get a report back to the Board before Council is over if a change is recommended. A further point to be kept in mind is that the General Office as such needs only a quarterly report, but those districts who use it for grading purposes are the places where discontent exists.

The staff realignment, it was the consensus of opinion, is a step in the right direction.

Recommendation 6. That the new assignments of the staff in the following respects be placed in effect January 1, 1966.

1. Larry Hapgood's duties be broadened under the title Associate Secretary.
2. That the citizenship service administered by Percy Shue and Youth Services be combined and Percy Shue be assigned to work with all International service committees under the title of Assistant Secretary for Program Development.
3. That Frank McCabe be assigned to the Executive Department to handle administrative matters under the title Assistant Secretary for Administration.
4. That upon the retirement of Geneva Klauser, Robert Harrison be assigned many of the duties now carried on by her.

I move that recommendation 6 be adopted.

I move this report be received.

Respectfully,

JAMES M. MOLER

JACK WILLIS

PHILLIP V. STOUT, Chairman

REPORT OF BOARD COMMITTEE ON CONVENTIONTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOctober 13-17, 1965

DATE OF COMMITTEE MEETING: October 14, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Harold M. Heimbaugh, Ted R. Johnson
Chairman - Marshall E. Jetty
Staff Members - L. A. Hapgood, Don S. Vaughn
Also present - O. E. Peterson

The committee reviewed the progress of plans for the Portland convention, July 1-5, 1966. Convention Manager Don Vaughn has spent several days in Portland surveying facilities and arranging for the opening of the Convention Office in February.

The meeting hall facilities at the Memorial Coliseum are best described as excellent. We will be able to hold the General Sessions, many workshops and all of the areas dealing with Club Clinic, Meetin' House and various committee booths in a new air-conditioned Coliseum. An economical cafeteria will be available for luncheons under the direction of the Coliseum, which will encourage delegates to remain in the area after the General Sessions for other meetings.

There is some concern on the hotel room allotment, but it is felt with the assistance of the General Convention Committee and after the opening of the Convention Office in February, additional rooms in Portland will be allocated. Fifteen hotels have been selected as district headquarters and assignments will be made following the Council Meeting and the acceptance of district quotas. The International Family headquarters will be at the Portland Hilton Hotel.

Enthusiasm is high among Kiwanians in the Pacific Northwest District and especially in the host area. One club of forty-six members has already submitted its check for 100% registration. Chairman Hawley Gilbert, who will be in attendance at the Council, has selected the host committee chairmen. After the Board Committee Planning Conference in Portland December 27-28, a meeting will be held with the host committee chairmen.

The program format will change considerably for the Portland convention. The committee reviewed overall convention format and will develop a tentative program for its December meeting and presentation of the Board at our next meeting.

Basically, we will open on Friday evening with a keynote speaker, Saturday morning with the usual session and Canadian speaker, Saturday afternoon workshops, forums and clinics and a ladies' program, Saturday evening "All Kiwanis Night" with President Ed Keefe as the principal speaker to be followed by the President's Reception and Ball. The district caucuses will be held on Saturday afternoon. Sunday morning and afternoon will be open for church services and sightseeing, with the nominating caucus Sunday afternoon. Sunday evening will be the In Memoriam service with Governor Mark Hatfield confirmed as the principal speaker.

The committee discussed the suggestion presented by Past President Albert Tully and President Ed Keefe that a luncheon be planned for the past and present International officers. This committee feels such a meeting would be worthwhile and will recommend that a dutch treat luncheon be held on Sunday noon for past International officers and past district governors. A luncheon will be held for the wives of the same group simultaneously.

Monday morning will feature the election of officers and general business, with the usual workshops, forums and clinics on Monday afternoon. Monday evening we are recommending that district dinners or receptions be held. The feature entertainment program will be planned for Monday evening at 9:00 P.M. to allow for district dinners prior to this occasion. Extensive plans are already in progress for an exceptionally fine show in keeping with our past entertainment. Tuesday morning we will close the convention on a high note with an outstanding speaker and dedicated Kiwanian O. E. "Pete" Peterson. The usual installation of officers will precede Pete's closing address.

The committee reviewed the matter of taping Convention Proceedings and felt additional facts relative to the taping of the New York convention are necessary before a recommendation on future plans can be made. This matter will be held for additional study at the February Board meeting.

The matter of future International convention sites was thoroughly discussed. A survey report recently made by Convention Manager Don Vaughn of San Francisco was studied and the committee feels San Francisco will make an excellent meeting site for 1971. The hotel and meeting facility requirements are in order. The committee will recommend San Francisco for the 1971 convention, ~~June 27~~ July 1, Friday through Tuesday.

The committee reviewed invitations from Atlantic City and Philadelphia, both of which indicate remodeled and new facilities capable of handling a future convention. In addition to previous recommendations that Convention Manager Don Vaughn survey Atlanta, which he plans to do in November, we feel that a survey within the next year of facilities in Atlantic City and Philadelphia must be made. After these three surveys are completed, the site for 1972 will be selected.

The committee also took under advisement a bid for 1974 from the Rocky Mountain District and Denver, Colorado.

Plans for the On-to-Portland dinner dance at the Council are completed. An enjoyable and inspirational kick-off will highlight the Tuesday evening affair.

The committee appreciates the promotion and support contributed by the Kiwanis Magazine for the New York convention. We feel this type of convention promotion is important to achieve our budgeted attendance.

District quotas were considered and a list of suggested quotas is attached to this report. We hope that each Board member will counsel with his districts and encourage them to accept or exceed our suggested quota.

The convention budget was reviewed and found to be in order.

The committee recommends that:

1. A dutch treat luncheon for past International officers and past district governors, with a separate luncheon for the wives of the same group, be held Sunday, July 4, during the 1966 International convention.

I move that recommendation 1 be adopted.

2. Districts be encouraged to schedule district dinners or receptions on Monday evening, July 4, during the Portland convention.

I move that recommendation 2 be adopted.

3. The amended suggested district quotas for the 1966 convention be recommended to the district governors during the Council Meeting as on the attached list.

I move that recommendation 3 be adopted.

4. San Francisco, California, with the Kiwanis clubs of the San Francisco area as host, be the site for the 1971 International convention, June 27-July 1.

I move that recommendation 4 be adopted.

5. The convention facilities in Boston, Massachusetts be surveyed after receipt of request, and Philadelphia, Pennsylvania; Atlantic City, New Jersey; and Minneapolis, Minnesota be re-surveyed as possible future convention sites.

I move that recommendation 5 be adopted.

I move this report be received.

Respectfully,

HAROLD M. HEIMBAUGH

TED R. JOHNSON

MARSHALL E. JETTY, Chairman

SUGGESTED QUOTAS
51ST ANNUAL CONVENTION

PORTLAND, OREGON

<u>District</u>	<u>Suggested Quota</u>
Alabama	100
California-Nevada-Hawaii	1,400
Capital	300
Carolinas	200
Florida	300
Georgia	250
Illinois-Eastern Iowa	600
Indiana	300
Kansas	175
Kentucky-Tennessee	200
Louisiana-Mississippi-W. Tennessee	225
Michigan	450
Minnesota-Dakotas	200
Missouri-Arkansas	250
Montana	200
Nebraska-Iowa	200
New England	150
New Jersey	150
New York	350
Ohio	450
Ontario-Quebec-Maritime	200
Pacific Northwest	3,000
Pennsylvania	300
Rocky Mountain	150
Southwest	200
Texas-Oklahoma	600
Utah-Idaho	150
Western Canada	150
West Virginia	75
Wisconsin-Upper Michigan	175
International Clubs	25
TOTAL	11,475

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

October 13-17, 1965

DATE OF COMMITTEE MEETING: October 13, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Steve A. Alford, Jr., Wes H. Bartlett, Marshall E. Jetty,
Edward B. Moylan, Jr., Robert F. Weber
Chairman - James M. Moler
Staff Members - O. E. Peterson, Kenneth P. Greenaway

As authorized by this Board at its last meeting, the chairman of the committee met during parts of two successive days with President Ed, Secretary Pete, and members of the staff to plan the implementation of the President's two recommendations to the August 1 meeting of the Board which related to International Extension, namely:

That the Board Committee on Extension prepare detailed procedures for the operation and formation of separate federations in International Extension,

and,

That the Board Committee on Extension develop a proposal concerning the administration, financing, and promotion necessary to afford optimum safeguards and efficiency in all aspects of International Extension.

At the meeting to which we refer, an outline was drafted under the title of "Organization and Administration of Kiwanis Federations." The draft was forwarded to each member of the committee early in September and in the interval, each has given considerable private study and some views were exchanged in correspondence.

Notwithstanding all this preliminary work, the committee met during this current week for a total of six and one-half hours. We believe that we have arrived at a plan that is practical and possible of fulfilment within a reasonable period of time.

A copy of the "Organization and Administration of Kiwanis Federations" was distributed to each Board member on Thursday of this week. Those pages are part of this report at this time. We will recommend the adoption of this plan and that it supersede other related portions of the "Policies Governing the Organization and Administration of Kiwanis Clubs Outside Canada and the United States" as now existing.

We shall also recommend that this plan of procedure, as may be amended and adopted by this Board, be provided for the consideration of the European commission under the chairmanship of Dr. Werner Bartschi of Bern, Switzerland when it meets in November, 1965 and that this commission be asked to present its views for further consideration of this Board Committee on Extension when it meets at the time of the next Board meeting.

Attached to this report is a proposed budget for International Extension. The primary divisions of the proposal calls for the establishment in the General Office

of a Department of International Extension, the creation of an Administrative office in Europe, and provision for extension promotion in countries other than in Europe. If these 3 main parts of the proposed budget cannot be instigated at the same time, we believe that it would be feasible to create the Administrative office in Europe first, and at as early a date as possible. We will therefore recommend that immediate search be made for this European administrator and that he be located as soon as his training can be accomplished.

Three members of this Board Committee had the privilege of visiting with President Gerhard Christ and Secretary Rudy Kadanka of the Vienna, Austria club on the occasion of their visit to the General Office on October 14, 1965. Their visit was for the specific purpose of outlining some problems and concerns which they face in connection with the orderly development of Kiwanis in Europe. The discussion seemed to emphasize the three following areas: the lack of close liaison between the European clubs; a satisfactory interpretation of the broad Kiwanis program; and the planning and operation of the proposed European conference in Vienna next year.

The three committee members present at this meeting conclude that the answers to their basic concerns are set forth explicitly in the plan that we are presenting.

Our club at Frankford, Delaware for several years has caused successive district administrations great concern as to its performance of standards outlined in constitution and bylaw structures of Kiwanis on all levels. In a letter to this Board in April of this year, Governor John R. Rogers, Jr. outlined in detail how this club has failed to conform to procedure and how it has ignored many standards required of it as an integral part of the Capital District and Kiwanis International. His letter reviewed the difficulty as long standing and not just of recent origin. Periodically during the past several years our field representatives have visited Frankford to investigate the problems. A field representative has visited the club on two occasions since the receipt of the Governor's April letter, in the hope that problems could be rectified. Following his second recent visit, the representative has expressed that there is little hope of a change of attitude. The Board of Trustees of the District has adopted a resolution asking the International Board to revoke the charter. This committee shall recommend that the International Secretary instigate the procedure wherein the charter of this club shall be revoked at the February meeting of this Board, granting a hearing to the club if such be desired, under the provisions of Section 3 of Article IV of the Bylaws of Kiwanis International.

The committee reviewed the recommendation of the Secretary that a Field Service Representative be assigned to assist special district committees charged with the responsibility of rebuilding problem clubs. We believe such a representative should make a supreme effort to reduce the number of clubs listed as inactive prior to the revocation of their charters and also to prevent the continued listing of clubs as inactive. We shall recommend full support of the Secretary's proposal.

We reviewed new club building in the United States and Canada and it is recognized that we are not organizing the number of clubs that we would like. There does not seem to be any reason for our lesser production unless it be the attitude of district officers who believe that if they have a substantial program in the formation of new Key clubs and new Circle K clubs, the promotion of new Kiwanis clubs can be of lesser importance. In our contacts with districts every effort should be made to urge officers to strengthen the promotion of new Kiwanis club building.

The committee recommends that:

1. The procedure as outlined in the "Organization and Administration of Kiwanis Federations" be adopted and that such become a part of our policies, superseding all related portions of existing policies as may be determined by the Board Committee on Laws and Policies.

I move that recommendation 1 be adopted.

2. The procedure as outlined in the "Organization and Administration of Kiwanis Federations" be presented and interpreted at the November meeting of the European commission.

I move that recommendation 2 be adopted.

3. The President of Kiwanis International assign or cause to be assigned proper representation from Kiwanis International at the November meeting of the European commission.

I move that recommendation 3 be adopted.

4. The funding of International extension be approved as set forth in the proposed general budget plan and subject to securing a dues increase.

I move that recommendation 4 be adopted and referred to the Board Committee on Finance.

5. Immediate search be made for a European Administrator and that he assume duties in Europe as soon as his training can be accomplished.

I move that recommendation 5 be adopted.

6. The International Secretary instigate the procedure wherein the charter of the Frankford, Delaware club may be revoked at the February meeting of this Board under bylaw provisions.

I move that recommendation 6 be adopted.

7. The recommendation of the Secretary regarding the assignment of a Field Service Representative to work with problem clubs be approved.

I move that recommendation 7 be adopted.

I move this report be received.

Respectfully,

STEVE A. ALFORD, JR.

WES H. BARTLETT

MARSHALL E. JETTY

EDWARD B. MOYLAN, JR.

ROBERT F. WEBER

JAMES M. MOLER, Chairman

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SUGGESTED ANNUAL BUDGET

Department of International Extension

Salaries - Staff	\$13,300
Salaries - Clerical	5,000
Stationery and Supplies	1,000
Postage and express	3,000
Telephone and telegraph	3,000
Office	100
Unclassified	125
Travel	17,000
New club supplies	4,000
Materials and translations	5,000
Pension	<u>1,200</u>

\$52,725

Administrative Office - Europe

Salary - Staff	\$10,000
Salaries - Clerical	4,000
Stationery and supplies	500
Postage and express	800
Telephone and telegraph	1,200
Office Rent	1,200
Unclassified	200
Office furniture and equipment	3,000
Travel	7,500
New club supplies	500
Materials, translations, and conferences of clubs	<u>5,000</u>

\$33,900

International Extension Promotion Other than Europe

Two field representatives	\$16,000
Travel	20,000
Materials and supplies	1,000
Translations	2,000
Area conferences of related clubs in places other than in Europe	8,500
Adaptations of Kiwanis program to and for use by clubs in extension	<u>8,500</u>

\$56,000

\$142,625

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ORGANIZATION AND ADMINISTRATION OF KIWANIS FEDERATIONS

1. The countries of Europe shall be divided into six regions that are basically capable of having a sufficient number of clubs in the future to form a provisional Kiwanis district. The regions are set forth in Exhibit A attached hereto.
2. It shall be our objective that a provisional district shall be constituted in each of the regions outlined in Exhibit A.
3. Upon the official organization of at least five (5) clubs in any region, a provisional district shall be constituted at the direction of the Board of Trustees of Kiwanis International.
4. Each provisional district shall elect a provisional governor as hereafter provided.
5. Upon the official organization of ten (10) clubs and in excess of that number, the provisional district shall be subdivided from time to time into provisional divisions, each with a provisional lieutenant governor. No provisional division shall have fewer than five (5) clubs or more than ten (10).
6. Upon the establishment of at least four (4) provisional districts including a combined total of at least one hundred (100) organized clubs, the Board of Trustees of Kiwanis International shall direct the foundation of "Kiwanis International - Europe."
7. In preparation for the establishment of "Kiwanis International - Europe" in a manner that is mutually beneficial, mutually advantageous and mutually agreeable, the Board of Trustees of Kiwanis International shall appoint a commission, empowered to discuss and formulate in a preliminary manner the structure and constitution of "Kiwanis International - Europe."
8. "Kiwanis International - Europe" shall be established at a constitutional convention, for which the secretary of every club and the officers of every provisional district shall receive notice in writing at least sixty (60) days in advance of said constitutional convention.
9. The President of Kiwanis International or his appointed representative shall preside at the constitutional convention.
10. Upon examination by the Board of Trustees of Kiwanis International of the constitution, bylaws, articles of association, or comparable written governing authority adopted at the constitutional convention, "Kiwanis International - Europe" shall be officially declared by the Board of Trustees of Kiwanis International within sixty (60) days after the constitutional convention and shall instruct "Kiwanis International - Europe" to proceed with proper registration of the articles of association.
11. The constitutional convention shall elect a commission and empower it to negotiate minor amendments to the constitution, bylaws, articles of association, or comparable written governing authority with the Board of Trustees of Kiwanis International during the sixty (60) day period mentioned in paragraph 10.
12. Until "Kiwanis International - Europe" is established, Kiwanis clubs in Europe shall continue to pay dues to Kiwanis International at the established rate per member per annum in semi-annual installments based on the membership as of

December 31 and June 30 of each year, and payable on January 1 and July 1 respectively.

13. Commencing on January 1, 1966, the Board of Trustees of Kiwanis International shall deposit in a restricted fund an amount equal to one dollar and twenty-five cents (\$1.25) from each individual European member's semi-annual payment of dues until such restricted fund accumulates not more than \$5,000.
14. Upon the official declaration of "Kiwanis International - Europe" by the Board of Trustees of Kiwanis International, the latter shall provide to "Kiwanis International - Europe" the amount accumulated in the restricted fund.
15. It is the objective of the Board of Trustees of Kiwanis International that "Kiwanis International - Europe" shall be self-sustaining and self-supporting as soon as practical following its establishment.
16. During the early years of "Kiwanis International - Europe" and thereafter, the governing bodies shall be constituted as set forth in Exhibit B.
17. The suggested written authority of "Kiwanis International - Europe" is set forth in Exhibit C.
18. Upon the establishment of "Kiwanis International - Europe" a Kiwanis world-wide federation shall come into being. Initially the "world federation" will be comprised of Kiwanis International as it existed prior to July 5, 1961 and "Kiwanis International - Europe."
19. There shall be a connecting liaison organization which shall have the name of "Kiwanis International World Federation." It shall be devised or established as set forth in Exhibit D.
20. Members of clubs of one affiliated group may visit clubs and attend the annual convention of the other affiliated group but shall not have delegate status. Officers of one affiliated group may attend the annual convention of the other affiliated group without delegate status and may participate in the sessions and conferences upon invitation. Kiwanians visiting clubs, conferences, and conventions of the other affiliated group shall receive attendance credit provided in the Official Attendance Rules of Kiwanis International.
21. "Kiwanis International - Europe" and the clubs thereof, shall pay no dues or fixed charges to Kiwanis International but may be required to reimburse Kiwanis International, at costs and charges to be fixed by the Board of Trustees of Kiwanis International, for services, including travel and literature requested of Kiwanis International. The cost of translations of any supplied literature or other printed matter will be the responsibility of "Kiwanis International - Europe."
22. Until "Kiwanis International - Europe" is established in a manner outlined in this procedure, Kiwanis clubs of Europe shall continue to pay dues to Kiwanis International. Upon the establishment of "Kiwanis International - Europe," the clubs of Europe shall cease to pay dues to Kiwanis International but shall conform to the dues structure of the new organization.

23. Until such time as "Kiwanis International - Europe" is established, clubs of Europe may have delegate representation at the conventions of Kiwanis International.
24. Upon the establishment of "Kiwanis International - Europe" and "Kiwanis International World Federation," Kiwanis International shall turn its attention to the establishment of other affiliates such as:
 - "Kiwanis International (Caribbean)"
 - "Kiwanis International (Mexico-Central America)"
 - "Kiwanis International (Pacific)"
25. Each additional affiliate shall be founded in a manner following the pattern set forth for the establishment of "Kiwanis International - Europe."
26. Upon the establishment of additional affiliates the "Kiwanis International World Federation" shall be enlarged to include the new affiliates with membership in "Kiwanis International World Federation" under rules included in this procedure.
27. Prior to the establishment of any additional affiliate, the Board of Trustees of Kiwanis International shall name the original countries which may be included as has been done for the foundation of "Kiwanis International - Europe." Clubs shall be permitted to exist only in countries and nations which permit freedom of individual expression and action.
28. All affiliates shall be independent of each other. However, to insure uniformity of action and adherence to the Objects of Kiwanis International, all affiliates shall maintain a close relationship to Kiwanis International, with the Board of Trustees having continuing and final authority in all relationships. The foregoing requirements shall be embodied in the Constitution, Articles of Association, Charter, or any other document which constitutes the legal entity of such affiliate.
29. The Board of Trustees of Kiwanis International may require certain reports from affiliates and their several districts.
30. It is recognized that affiliated bodies, and the clubs thereof, will be established and maintained under conditions that require some variation in practice, procedure, and internal organization form as compared with Kiwanis International, and the clubs thereof, and as compared with each other.

<u>Countries Included</u>	<u>Existing Clubs</u>	<u>Clubs In Formation</u>	<u>Club Prospects</u>
<u>Region 1</u>			
Italy	Basel, Switzerland	Lugano, Switzerland	Geneva, Switzerland
Liechtenstein	Bern, Switzerland		Lausanne, Switzerland
Switzerland	Luzern, Switzerland		Aarau, Switzerland
	Neuchatel, Switzerland		Rapperswil, Switzerland
	St. Gallen, Switzerland		Altdorf, Switzerland
	Zurich, Switzerland		Vaduz, Liechtenstein
			Milano, Italy
<u>Region 2</u>			
Austria	Vienna, Austria	Salzburg, Austria	Linz, Austria
Germany	Frankfurt/Main, Germany	Mannheim, Germany	Graz, Austria
		Bonn, Germany	Friedberg, Austria
		(Pending)	Innsbruck, Austria
			2nd cl. in Vienna, Austria
			Cologne, Germany
			Essen, Germany
			Dusseldorf, Germany
			West Berlin, Germany
			Mainz, Germany
<u>Region 3</u>			
Belgium	Brussels, Belgium	Liege, Belgium	Luxembourg, Luxembourg
France	Metz, France	(Pending)	Nancy, France
Holland		Brussels South, Belgium	Thionville, France
Luxembourg		Charleroi, Belgium	Strasbourg, France
Monaco		Antwerp, Belgium	
		Paris, France	
		Amsterdam, Holland	
<u>Region 4</u>			
Denmark	Reykjavik, Iceland	Copenhagen, Denmark	Akureyri, Iceland
Iceland	Oslo, Norway	Drammen, Norway	Westman, Iceland
Norway		Kolbotn, Norway	2nd cl. in Reykjavik, Iceland
Sweden			Moss, Norway
			Trondheim, Norway
			Stavanger, Norway
			Bergen, Norway
			Stockholm, Sweden
<u>Region 5</u>			
United Kingdom			
Ireland			
<u>Region 6</u>			
Greece			
Malta			
Turkey			

- A. For five (5) years following the establishment of "Kiwanis International - Europe," the governing body shall be a Council of Founders which shall comprise two (2) representatives from each of the several districts with the district governor of each district being an ex officio member but who shall not hold office. The representatives of each district will be elected to the Council of Founders by the clubs of that district. To assure continuity of membership and termination of the Council of Founders at the end of five (5) years, each district shall, in the first year, elect one (1) Founder for a term of two (2) years and one (1) Founder for a term of one (1) year. In the second, third, and fourth year, one (1) Founder shall be elected by each district and he shall serve for a term of two (2) years; the one (1) Founder elected by each district in the fifth year shall serve for a term of one (1) year. In a meeting convened following the annual convention each year, the Council of Founders from their own membership shall elect the officers of "Kiwanis International - Europe." The immediate past president, when such there be, shall be an officer automatically. The other officers shall be a president, a first vice-president, a second vice-president, and a treasurer.
- B. Commencing with the sixth year, there shall be created an International Council which shall be comprised of the members of the Board of Trustees, the governor of each of the several districts and of the immediate past president. The Board of Trustees shall be comprised of representatives as provided in the Constitution and Bylaws of "Kiwanis International - Europe." In a meeting held in connection with the International Convention, the International Council shall elect the officers of "Kiwanis International - Europe." The governing body of "Kiwanis International - Europe" shall be the Board of Trustees herein defined as the officers and the remaining trustees. The officers shall serve for a term of one (1) year and shall be elected from the Board of Trustees. District governors shall not be eligible to hold office. Elected officers shall be a president, a first vice-president, a second vice-president, and a treasurer.

Trustees shall be elected for a term of two (2) years except that at the inception of the International Council in the sixth year of "Kiwanis International - Europe," it shall be determined by lots which districts, and not to exceed one more than half of the districts, shall elect trustees for a term of two (2) years and the remaining districts shall elect trustees for a term of one (1) year. Thereafter all trustees shall be elected for a term of two (2) years.

The International Council shall confer and advise with the Board of Trustees on matters relating to "Kiwanis International - Europe" and may by a two-thirds (2/3) vote, adopt amendments to the Bylaws if notification of such amendments is mailed to each member at least fifteen (15) days in advance of the meeting and subject to the provisions of the Amendment Article of the Constitution of "Kiwanis International - Europe."

- C. The president of Kiwanis International shall be an advisory member of the Council of Founders and of the International Council of "Kiwanis International - Europe." The president of "Kiwanis International - Europe" shall be an advisory member of the International Council of Kiwanis International. Each president shall not have a vote in the Council of the other affiliate, nor can he hold office. Each organization shall pay the expenses of its own president while attending meetings of the Council of the other affiliate.
- D. The Board of Trustees of "Kiwanis International - Europe" shall appoint a Secretary and shall fix his salary, and shall have the power to appoint and fix the compensation of such other administrative officers as in its judgment may be necessary.

The written governing authority shall:

- (A) State the name of the affiliated body as "Kiwanis International - Europe."
- (B) Contain the Objects of Kiwanis International, translated accurately into some language commonly used and understood.
- (C) Provide that the word Kiwanis, and the name, emblem, and/or insignia of Kiwanis International shall not be used as a trade name or trademark; and further provide that the word Kiwanis, and the name, emblem, and/or insignia of Kiwanis International shall not be used for any purpose other than that authorized by the Board of Trustees of Kiwanis International.
- (D) Provide, in order to insure uniformity of action and adherence to the Objects of Kiwanis International, that a close relationship to Kiwanis International shall be maintained, with the Board of Trustees of Kiwanis International having continuing and final authority in all relationships.
- (E) Contain provisions which will not be required to be in precise or specified form, but which will meet the following general standards of the Constitution and Bylaws of Kiwanis International:
 - (a) Provide for its membership to consist of clubs accepted and chartered by it, and provide that any club failing to conform to its requirements may have its charter and membership suspended or revoked.
 - (b) Provide for the chartering of its clubs, and for classes of membership by men.
 - (c) Describe its powers, which shall be consistent with those of an affiliated Kiwanis organization.
 - (d) Provide for the establishment of districts.
 - (e) Provide for its officers and its trustees.
 - (f) Provide for a Council of Founders for the first five (5) years and thereafter for an International Council.
 - (g) Provide for the holding of an annual convention of its members.
 - (h) Provide for such constitutional committees as it may deem wise.
 - (i) It shall provide for its revenue.
 - (j) It may provide for an official publication but shall not be required to do so. (Its members may subscribe to The Kiwanis Magazine, at subscription rates to be fixed and determined by the Board of Trustees of Kiwanis International.)
 - (k) Contain provisions concerning auxiliary and incorporated bodies.
 - (l) Provide for the establishment of bylaws, and amendments thereto.
 - (m) Provide for constitutional amendments.
 - (n) All amendments to the written governing authority must have the approval of the Board of Trustees of Kiwanis International.

- (F) There shall be further documented authority, in the nature of bylaws, which shall not be required in prescribed form, but shall be required to conform to the following general standards of the Bylaws of Kiwanis International:
 - (a) Provide for the officers and committees of clubs, and further provide that such clubs shall hold one weekly breakfast, luncheon, or dinner meeting.
 - (b) Provide for active membership in the clubs consisting of men of good character and community standing.
 - (c) Provide for the chartering of such clubs.
 - (d) Provide the conditions of membership.
 - (e) Provide for the Standard Form for District Bylaws and conventions of districts.
 - (f) Provide for the duties of its officers and trustees, and for their meetings.
 - (g) Provide for its convention procedures, including the election of its officers.
 - (h) Establish its service committees of such nature as will assure provision for programs of community service to be carried out by its member clubs.
 - (i) Provide that the Objects of its member clubs shall be the Objects of Kiwanis International translated accurately in the language commonly used and understood within each respective member club.
 - (j) Provide for a motto, which motto shall be an accurate translation of the motto of Kiwanis International.
- (G) In addition, it will be required, as a condition to approval, to establish or agree to establish a training program for the district officers, and a training program for the officers of its member clubs.
- (H) In general, the standards for a member club shall be:
 - (a) It shall be comprised of men of good character and community standing.
 - (b) It shall hold a weekly breakfast, luncheon, or dinner meeting.
 - (c) It shall subscribe and adhere to the Objects of Kiwanis International.
 - (d) It shall have prescribed officers.
 - (e) It shall have a prescribed dues revenue.
 - (f) It shall have a committee structure.
 - (g) It shall have a program of community service activities.
- (I) It shall develop statements of policies and procedures explanatory and interpretive of the administration of the organization, its member clubs, and its properties and affairs.

General format of "Kiwanis International World Federation"

- A. (a) Its membership shall consist of a designated number (not less than two nor more than four) from Kiwanis International and from "Kiwanis International - Europe," and other affiliates as they may be formed, the number of representatives from each to be the same as to each.
- (b) The members of the committee shall serve two years, staggered terms.
- (c) Kiwanis International and "Kiwanis International - Europe" shall elect its own members to the committee and shall pay the expenses of its own members when meetings are held.
- B. The committee shall not exercise operational, financial or program control but shall be advisory only, working principally in the establishment and maintenance of standards to be observed by each affiliate. It may appropriately plan future activities involving the affiliates, and their members, with particular emphasis upon matters of International Relations.
- C. (a) The budget of the committee other than travel expenses shall be financed by pro-rata apportionment determined by the governing Boards of the affiliates.
- (b) The headquarters office of the committee shall be in the General Office of Kiwanis International.
- D. The secretary shall be the secretary of Kiwanis International ex officio. The remaining officers shall be a chairman and a vice-chairman to be elected by the committee for a one-year term.
- E. The committee shall meet once each year at a place set by it which could be the time and place of the annual convention of either affiliated body.

REPORT OF BOARD COMMITTEE ON LEADERSHIP AND COUNCIL
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13-17, 1965

DATE OF COMMITTEE MEETING: October 14, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - James M. Moler, Claude L. Ryder, Robert F. Weber
Chairman - Ted R. Johnson
Visitor - R. Glenn Reed
Staff - Lawrence A. Hapgood
Also present - O. E. Peterson, Don S. Vaughn

The committee unanimously expresses its thanks to all in the General Office who have made possible an outstanding Council Program by their diligence at detail, their experience in planning and their thorough knowledge of Leadership Training. All this without regard to the matter of hours necessary to produce the desired results.

The committee reviewed all activities pertaining to Pre-Council events, and in detail the Council program.

All arrangements have been finalized and the committee is optimistic in their hope that the Continental Plaza will provide the atmosphere for a very friendly Council. No effort has been spared in an attempt to make all participants of Council feel welcome, comfortable and needed.

The committee reviewed the Leadership Training Outlines included in your Board folder as well as Mailing Schedules to be followed in sending training materials to governors, lieutenant governors and faculty in each district. This mailing schedule you will find in your Board folders.

The committee discussed Guidelines on the International Council for Board Members, and Guidelines for Workshops, which guidelines we review now.

The committee reviewed and presents as Exhibit #1 for your approval the Report Form of the Official Representative to Leadership Training and Midwinter or Spring Meetings. You will notice the form has not changed but where questions were previously answered by yes or no, we now request more detail for future guidance.

Recommendation 1 - The committee recommends that the Report Form of the Official Representative to Leadership Training and Midwinter or Spring Meetings be approved.

I move that recommendation 1 be adopted.

At our last meeting we approved the Club Assembly as a vital step in Leadership Training. You will find the Agenda for Club Assembly as Exhibit #2. Your committee feels that this addition to Leadership Training can be of invaluable assistance to Club and Division leadership in keeping membership informed of activities, programs, and projects carried on at their source. We will be interested to see if this addition will provide a deterrent to deletions, dropouts and resignations,

and that through the dissemination of information out of this assembly will provide a means for more knowledgeable Kiwanians everywhere. The committee recognizes that Kiwanis Education is almost universally a signal to not attend meetings scheduled as Kiwanis Education. It is therefore suggested that the Club Assembly can subtly accomplish the same purpose without stigma.

In keeping with the policy of our President to encourage more Kiwanis related meetings at all levels and to discourage the social oriented meetings of Division and District leadership, there is attached as Exhibit #3 a suggested agenda for use of District Governors in conducting a Division Meeting. It is suggested that each member of our Board as Counselor to their district become thoroughly familiar with this agenda and to stress its importance at District Board meetings.

The committee discussed the desirability of creating an International Award in recognition of outstanding citizenship of an individual beyond the normal connotation of responsibility or for personal involvement in defense of the principles for which we stand. We refer to Don Barbour of Orlando, Florida, who at the New York Convention without regard for personal safety acted swiftly and surely to overcome an armed thug. This we consider worthy of an award such as we speak of.

Recommendation 2 - The committee recommends that an award be made at the Portland Convention to this gentleman providing we can obtain his authorization for such publicity as we deem advisable.

(It is suggested that such publicity carry an editorial note which would call this to the attention of districts should they desire to use a similar award locally.)

I move that recommendation 2 be adopted.

The committee heard a presentation by Convention Manager Don Vaughn in regard to future Councils, their possible location and dates. After careful and considered review the committee requests for 1966, 1967, and tentatively for 1968, that negotiations be entered into with the Ambassadors East and West who are now in the Loew Hotel chain and are in process of a \$2,000,000 renovation.

Recommendation 3 - Your committee recommends that the Councils for 1966 and 1967 be moved to the Ambassadors East and West, and that the 1966 dates be October 16-20, and for 1967 be October 15-19, and that tentative dates of October 20-24 be reserved for 1968.

I move that recommendation 3 be adopted.

The committee offers this CAUTION - Due to the fact that we must be discreet in this decision, it is requested that no negotiations be entered into by our Convention Manager until the conclusion of this Council.

The committee considered briefly problems of leadership related to the office of lieutenant governor. It is our opinion that we could adopt ground rules or prerequisites for this office, to the extent of prior to his nomination and election to such office he should be a past club president and that he agrees to:

- Attend all meetings of the District Board
- Attend all conferences and conventions called by the district governor
- Make required visitations in his division
- Participate as required in all matters of administration of the district governor

We do not anticipate that revision of District Bylaws be made, but rather a policy be promulgated to cover salient requirements before a Kiwanian becomes a lieutenant governor.

Recommendation 4 - That this matter be referred to the Board Committees on Administration and Structure, and Laws and Policies for study and framing of a suitable policy and that this committee also retains it for further study.

I move that recommendation 4 be adopted.

The committee briefly considered the matter of the Kiwanis Administrative Year. We feel there would be many advantages to have common dates for Kiwanis International and district administrative years. This we acknowledge cannot be done hurriedly but we request that all committees affected commence a study with reports at subsequent Board meetings.

I move this report be received.

Respectfully,

JAMES M. MOLER

CLAUDE L. RYDER

ROBERT F. WEBER

TED R. JOHNSON, Chairman

(For LT Conf. and MW Meetings)

Report of the Official International RepresentativeOn Meeting of District Board of Trustees

Please forward with any program and other material to: O. E. Peterson, Secretary,
Kiwanis International, 101 East Erie Street, Chicago, Illinois 60611

District _____ Place _____ Date _____

1. Time allotted _____

2. Were all district officers in attendance? _____

If not, list those absent _____

List others present (if any) _____

3. Please check topics discussed:

Subjects for PresentationOther Matters receiving consideration

a. Theme and Objectives	()	a. District Finance	()
b. Use of committee materials -		b. Club Visitations	()
Program Sheets and		c. District Committee Functioning	()
Bulletins	()	d. District Convention	()
c. International Convention	()	e. District Bulletin	()
d. Filing of Achievement	()	f. District Goals	()
Reports	()	(1) Membership	()
e. Freedom Leadership	()	(2) New Clubs	()
Programs	()	(3) International Convention	()
		(4) Key Clubs	()
		(5) Circle K Clubs	()

Appraisal of district leadership: Governor _____ Lt. Governors _____

Will Kiwanis have wholehearted support of administrative policies from all
district leaders? _____

Constructive action taken _____

Other comments on meeting _____

4. Governor's Conference - Leadership Training - Plan A

Did you have a pre-conference meeting with the governor? _____

Did the district follow a suggested format and guide:

If not, why not?

Were physical arrangements adequate? _____ If not, what inadequacies were observed?

Did you present the Theme and Objectives?

If not, who did? _____

Was filmstrip used in presenting Theme, Objectives, and Major Emphasis Programs? _____ If not, how were these presented? _____

Were presentations to lieutenant governors and district chairmen effective? _____ If not, do you have suggestions as to what further could be done to aid those assigned to these tasks? _____

Did the teaching do an adequate job on

a. New clubs? _____ b. Saving weak or failing clubs? _____

c. Membership? _____ d. Lt. gov's. training conference? _____

Comments on a, b, c, or d: _____

Was there a separate training conference for district chairmen? _____

If not, have adequate arrangements been made for such a conference? _____

When? _____

Was the immediate filing of the report of the conference stressed? _____

Generally speaking, were the presentations

Excellent _____ Good _____ Fair _____ Poor _____

(Add extra page, if necessary)

Signed _____
International Representative

4. Governor's Leadership Training Conference for district and club leadership - Plan B or Plan C

Did the district follow a suggested format and agenda? _____

If not, why not? _____

Were physical arrangements adequate? _____ If not, what inadequacies were observed _____

Did you present the Theme and Objectives? _____

If not, who did? _____

Was filmstrip used in presenting Theme, Objectives, and Major Emphasis Programs? _____ If not, how were they presented? _____

Were presentations to lieutenant governors and district chairmen effective? _____ If not, do you have suggestions as to what could be done to aid those assigned to these tasks? _____

Were the presentations to club presidents and secretaries effective? _____ If not, how could these be improved? _____

Was training provided for club secretaries? _____ If not, how will secretaries be trained? _____

Was there a separate training conference for district chairmen? _____ If not, have adequate arrangements been made for such a conference? _____ When? _____

Number of club presidents in attendance _____

Number of club secretaries in attendance _____

How well were sessions attended? _____

Special features _____

Was the immediate filing of the report of the conference stressed? _____

Signed _____
International Representative

(Add extra page, if necessary)

4. Midwinter or Spring Conference

Did the program follow Outline 1 or Outline 2? If not, why not? _____

Number of clubs represented _____

How well were sessions attended? _____

Was the conference effective? _____ If not, why not? _____

Were conference arrangements satisfactory? _____

If not, what inadequacies were observed? _____

General appraisal of the conference:

Signed _____
International Representative

SUGGESTED AGENDA
FOR USE BY CLUB PRESIDENTS
IN CONDUCTING A QUARTERLY CLUB ASSEMBLY

1. Call to Order by Club President
2. Review of significant Board actions taken during the previous quarter by Club Secretary
3. Review of completed activities as listed on the quarterly report of achievement by Chairman of the Club Committee on Achievement
4. Membership status by the Chairman of the Club Committee on Membership Development.
 - a. Growth or lack of growth in club membership
 - b. Plans of the committee for the next three months
5. Inter-Club Relations by the Chairman of the Club Committee on Inter-Club Relations and Fellowship
 - a. Number of inter-club visits to other clubs and total number of members participating
 - b. Total number of visits by other clubs and total number of members participating
 - c. Projected inter-club activities for the next three months
 - d. Analysis of club fellowship and activities proposed for the next three months.
6. Appraisal of club meeting programs by Chairman of the Club Committee on Programs and Music
 - a. Status of firm programs for the next three months
 - b. Discussion of any special features planned for club meetings
7. Public Relations by the Chairman of the Club Committee on Public Relations
 - a. Lines of publicity in the press
 - b. Cooperation with local radio and/or television stations
8. Kiwanis Education and Attendance by the Chairman of the Club Committee on Kiwanis Education and Attendance
 - a. Induction of new members including full induction education
 - b. Kiwanis Education features planned for the next three months
 - c. Discussion of attendance record of the club

9. Discussion of any concerns regarding the meeting place and food by the Chairman of the Club House Committee
10. Reception by Chairman of the Club Reception Committee
 - a. Discussion of reception plans and their effectiveness in building club fellowship and solidarity
11. Finance by the Chairman of the Club Finance Committee
 - a. Status of income and expenditures as related to the club budget
 - b. Funds available or anticipated for use by the activity committees
 - c. Fund-raising projects planned
12. Reports on projects completed and anticipated
 - a. Youth Services by Chairman of the Club Committee on Boys and Girls Work, Chairman of the Club Committee on Key Club, Chairman of the Club Committee on Vocational Guidance, and Chairman of the Club Committee on Circle K
 - b. Citizenship Services by the Chairman of the Club Committee on Agriculture and Conservation, International Relations, Public and Business Affairs, and the Chairman of the Club Committee on Support of Churches in Their Spiritual Aims
13. Reports by Special Committees appointed by the President
14. Comments on the general status of the club by officers and/or Board members
 - a. Discussion
15. Comments by the lieutenant governor (if present)
16. Adjournment

A good club assembly is worthy of the best organization and planning possible. All members of the club should be invited to attend. The date for the club assembly each quarter should be included in the club Calendar of Events for the year.

It may be logical in many clubs for the club assembly to follow directly a meeting of the Board of Directors with the Board possibly meeting for dinner and completing its business following which the club assembly would be held. If such is not feasible due to the business of the Board a separate evening would be recommended. In any case, the officers and Board members should be in attendance.

SUGGESTED AGENDA
FOR USE OF DISTRICT GOVERNORS
IN CONDUCTING A DIVISION MEETING

1. Call to Order -- District Governor
2. Invocation
3. Introduction of District Officers or District Chairmen present
4. Roll Call of clubs
5. Review of the status of clubs in the division
 - a. Membership Growth
 - b. Activities completed or in progress
 - c. Discussion of plans for the coming months
6. Status of sponsored Key Clubs and Circle K Clubs
 - a. Evidence or lack of evidence of cooperative effort and supervision by sponsoring clubs
7. Relation of the Division to District Goals
 - a. Attendance at International Convention
 - b. New Club Building
8. Clubs needing attention or special assistance
 - a. Work of the District Special Club Services Committee and assistance available from this source
9. Program Sharing
10. Club Assemblies
11. Reports lacking
(List will depend upon the period of the year in which the visit is made)
 - a. Monthly Reports
 - b. Quarterly Reports
 - c. Certificate of Delegates to International and District Conventions
 - d. Achievement Reports
 - e. Leadership Training Reports by Club Presidents

12. Assistance needed by clubs in any areas
 - a. Administration problems
 - b. Program promotion
13. Visits by International Officers in District
 - a. Protocol
 - b. Follow-up by Host Club(s)
14. The District looks to the days ahead
 - a. Comments by the Governor on strengths and weaknesses
 - b. Discussion on how the Division leadership can help
15. Adjournment

MAILING SCHEDULE OF LEADERSHIP TRAINING MATERIAL
FOR 1966 OFFICERS

October 6

- To District Governors-Designate

Leadership Training Outlines for the Governor's Conference involving three approved formats--Plan A, Plan B, and Plan C--will be mailed to the District Governor-Designate with a copy to the District Secretary. The Governor-Designate will be asked to bring to the International Council the names and addresses of participants in the Leadership Training Conferences for Lieutenant Governors and District Committee Chairmen.

October 12-19

- To District Governors-Designate

Preparations for this mailing will be completed as soon as the District Governor-Designate indicates the exact Plan he proposes to follow for his District. A decision must be reached no later than the opening of the International Council.

For Districts Using Plan A

1. Mailing Schedule
2. Two complete sets of Governor's Conference Outline Plan A (Includes Governor's, Lieutenant Governors, District Chairmen, Mid-Winter or Spring Conference, and Club Program Development Outlines)
3. 1966 Theme Folders (5 more than the total number of divisions)
4. KIWANIS IN ACTION - 1965 Edition (five more than the total number of divisions)
5. Two copies LT4 (Report of Governor's Conference for Lieutenant Governors-Designate)
6. Two copies of LT6 (Report of Governor's Conference for District Committee Chairmen)

For Districts Using Plan B or Plan C

1. Mailing Schedule (Three more than the total number of divisions - extra for Governor, District Secretary, Governor-elect)
2. Two complete sets of Governor's Conference Outline for either Plan B or Plan C (Includes the Agenda for Training of Lieutenant Governors-Designate, District Chairmen, Club Officers and Club Program Development)
3. 1966 Theme Folders (twice the number of clubs in the district plus five more than the total number of divisions)

4. KIWANIS IN ACTION - 1965 Edition (five more than the total number of divisions)
5. Lieutenant Governor's Conference Outline (three more than total number of divisions in the district to be used by the lieutenant governors in conducting training for club officers not in attendance at the district-wide session)
6. Manual on Convention - District Section (one more than the total number of divisions in the district)
7. Two copies of LT12 (Report of Governor's Conference for Lieutenant Governors Plan B or Plan C)
8. Supplemental Report Form LT15 (eight times the number of divisions. These eight represent two complete sets of four for use by each Lieutenant Governor who must conduct training conferences for club officers not in attendance at the district-wide session)

IMPORTANT to all District Governors-Designate

Whether a District uses Plan A, Plan B, or Plan C, it will be holding a Conference for Lieutenant Governors-Designate and the following supplies will be mailed in bulk:

October 22

- 1. Manual for Club Presidents (two more than the total number of divisions in the district)

Each Lieutenant Governor should be given one of these Manuals for Club Presidents and the filmstrips on the Theme, Objectives, and Major Emphasis for 1966. The package mailed to the Governor-Designate will include separate packages marked for each division. The package that the Lieutenant Governor gets will have one filmstrip in it for each club president in his division.

If the district uses Plan A, and therefore the lieutenant governor is holding a Conference for Club Officers at the division level, he can use one of these filmstrips for showing at his division conference and turn it over to his home club president.

October 19-26

- To Lieutenant Governors-Designate (In Districts using Plan A, which requires the lieutenant governor to hold a Conference for Club Officers at the division level)
 1. Covering Letter and Mailing Schedule
 2. Two sets of Lieutenant Governor's Conference Outline and two sets of the Outline on Club Program Development
 3. 1966 Theme Folders (twice the number of clubs in the division)

4. One Manual on Convention (District Section)
5. Four copies of LT14 (Report of Lieutenant Governor's Conference for Club Officers--sample page is in Outline listed under #2 above)
6. Eight Supplemental Report Forms LT15 (these eight will represent two sets of four to be used to cover extra training sessions. Additional forms can be requested from the General Office, if required)

November 1-5

- To 1965 Club Secretaries (Label attached directing delivery of package to President-Designate for 1966)
 1. Covering Letter
 2. Model Agenda for Club Program Development and Club President's Conference
 3. One copy of Club Secretary's Manual
 4. One copy of Kiwanis Clubs are Featuring
 5. Fifteen 1966 Theme Folders
 6. One 1966 Theme flyer and order blank
 7. One 1966 Manual for Club Presidents (this contains the Theme and Objectives. It is for use of the Club President-Designate)
 8. An extra copy in duplicated form of the presentation of the Theme and Objectives, for use by the one operating the filmstrip projector
 9. Two complete sets of committee program sheets for club committee chairmen
 10. One copy Public Relations Handbook
 11. One copy Official Attendance Rules (for use of Club Secretary)
 12. Two copies of KIWANIS IN ACTION - 1965 Edition
 13. Flyer and order form on filmstrip "The Man Who Wears the K"
 14. Four order cards for club committee materials or administrative items
 15. Summary of service projects contained in the 1964 winning achievement reports (for Committee on Achievement)

REPORT FORMS

The club president will not find a form for reporting on his Club Program Development and Conference. The form will be mailed to him about December 1 with the reminder that he should send this form immediately upon the completion of his conference.

Beginning November 1, the following material will be forwarded to each District Chairman. Obviously, the mailing date will depend upon the receipt in the General Office of the list of names and addresses of the district chairmen for 1966, as appointed and confirmed by the District Governor-Designate.

1. A program sheet for his committee
2. Program sheets equal to the number of divisions in the district
3. Bulletin on the responsibilities of the district committee chairmen
4. Presentation of the International Committee Chairman

October 18

- Literature Packet will be mailed to Governors, Lieutenant Governors, District Secretaries, Immediate Past Governors, Treasurers, and Governors-Elect. It contains:
 1. Constitution and Bylaws of Kiwanis International
 2. Standard Form for Club Bylaws
 3. Kiwanis in Action
 4. Financing Kiwanis Activities
 5. The Work of The Sponsoring Committee
 6. The Key Club
 7. Youth Serves Youth
 8. Circle K in Brief
 9. Kiwanis in Brief
 10. Club Secretary's Manual
 11. Handbook for Kiwanis Public Relations Chairmen

November 22

- Report forms (contact, official club and official board), together with a set of file folders for use by Lieutenant Governors will be mailed.

December 1

- Each club will receive the Freedom Leadership materials along with a full explanation of methods for putting this organization-wide program into operation.

REPORT FORMS

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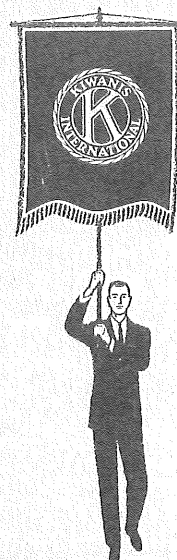
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December 1

- Each club will receive the Freedom Leadership materials along with a full explanation of methods for putting this organization-wide program into operation.



LEADERSHIP

BEGINS WITH EFFECTIVE TRAINING

Plan



For use of the
**DISTRICT
GOVERNOR**
in training
1966

Lieutenant Governors
and
District Chairmen

LEADERSHIP TRAINING OUTLINES:

1. Governor's Conference
for Lieutenant Governors
2. Governor's Conferences
for District Chairmen
3. District Mid-Winter
or Spring Conference

REPORT FORMS



1966 KIWANIS THE ABC OF LEADERSHIP

Plan **A**

International Council
Chicago
October 17-21, 1965

Governor's Conference
for Lieutenant Governors
October 29-November 9, 1965

Governor's Conference
for District Chairmen
October 29-November 9, 1965

Lieutenant Governor's
Conference for Club Officers
November 12-23, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

Plan **B***

International Council
Chicago
October 17-21, 1965

Conference for District
and
Club Leadership

*with presentations by district
committee chairmen in conferences
according to size of clubs

November 11-December 5, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

Plan **C***

International Council
Chicago
October 17-21, 1965

Conference for District
and
Club Leadership

*with presentations by district
committee chairmen in general
sessions of the conference

November 11-December 5, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

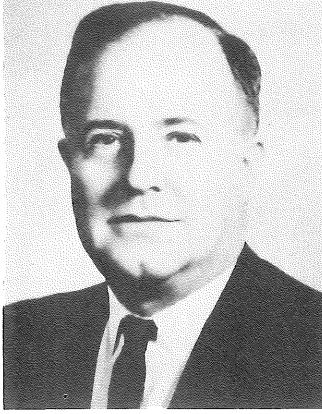
The successful promotion of the effective and on-going program of Kiwanis in 1966 will depend in large measure on how each and every Kiwanian in a position of leadership both is trained and shares the results of this training with all with whom he works.

The Leadership Training Program of Kiwanis International was instituted more than forty years ago. Improvements have been made each year and these have been possible through critical appraisal of the outlines used. This year, as always, the prime objective is to assure that those chosen for leadership shall be thoroughly prepared for the responsibilities they are to assume.

The first step in the Leadership Training Program is the International Council. Here each District Governor receives the information and inspiration needed when he assumes his office. The International Council provides the guidelines for effective year-long district administration.

Equally important, it provides the District Governor with the know-how to assure the effective training of the Lieutenant Governors, District Chairmen, and Club Officers.

Three Plans, designated as "A", "B", and "C", are provided for the guidance of the District Leadership. They are of equal stature and should be carefully reviewed before reaching a decision on how the Leadership Training Program will be handled in the District. Plan "A" requires the Lieutenant Governor to handle the training of club officers in a Division Leadership Training Conference. Plan "B" and Plan "C" provide for training of the District and club officers in a conference held at the District level. Complete outlines for all three plans are available to assist in the development of the most effective training program possible, no matter which format is selected.



MR. GOVERNOR: What happens in the clubs of your district will depend in no small measure on your Conference. An excellent Lieutenant Governor is one who has had excellent training. He must know what materials he has, how to use them, and when he will receive them. Again this year a filmstrip covering the Theme, Objectives, and Major Emphasis Programs will be made available to every club throughout Kiwanis International. The Training Outlines for Plans "A", "B" and "C" provide for the showing of this filmstrip and the club president will, of course, use this filmstrip as a most effective part of his club organization meeting. Another filmstrip entitled, "Time for Reflection," is still available to Lieutenant Governors on request. As Governor, you should stress the usability of this filmstrip especially when the Lieutenant Governor is dealing with a club which has leadership problems.

1966 is OUR year. Its quality will be affected by the stature of our Leadership Training procedures. Working together, let us be ready for the opening of the new year through the best Leadership Training ever. Then, I am confident 1966 will be the finest in all Kiwanis history.

Edward C. Keefe
PRESIDENT, KIWANIS INTERNATIONAL





GOVERNOR'S CONFERENCE

CONDUCTED FOR LIEUTENANT GOVERNORS-DESIGNATE

District Governor-Designate Presiding

WHEN? Between October 29 and November 9, 1965

WHERE? At a central and accessible location

HOW LONG? At least one and one-half days

STAFF? The Governor-designate, International Representative, District Secretary, District Treasurer, and the best available past district officers

METHOD? Lecture, round-table, questions and answers, discussion

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

MODEL AGENDA

1

Call to order

District Governor for 1965

2

Invocation

3

Introduction of District Governor-designate

4

Introduction of District Officers-designate and guests

5

Purpose and Plan of the Conference

District Governor-designate

6

1966 THEME and OBJECTIVES

TRAINING THE LIEUTENANT GOVERNOR FOR HIS YEAR'S WORK

1

The vital role of the Lieutenant Governor in Kiwanis operation and training

- A. He is unique in the service club field
- B. His role is varied
- C. The effective performance of his duties is vital to Kiwanis functioning

Title _____

Club _____

Address _____

2

What the Lieutenant Governor should do between the Governor's Training Conference and December 20 to prepare for a successful year

- A. Meet with his predecessor

- B. Appoint division chairmen (if district uses this plan)
- C. Schedule installations of club officers
- D. Plan and hold Lieutenant Governor's Training Conference for Club Officers
- E. Visit clubs of the division with his predecessor, if practical

Presented by _____

Title _____

Club _____

Address _____

3

The Leadership Training Program for the Division

- A. Plan and execute the Lieutenant Governor's Training Conference for Club Officers
- B. Present the Seven Stage Plan for Club Program Development
- C. Follow-up training of club officers not present
- D. Continue training throughout the year

Presented by _____

Title _____

Club _____

Address _____

4

The Division Council

- A. Composed of Presidents of the Division
- B. Advantages

Presented by _____

Title _____

Club _____

Address _____

LEARNING TO BE A SUCCESSFUL LIEUTENANT GOVERNOR

1

You must know the International Committee
Programs for 1966

2

You must know the District Goals and Set Goals for
your Division

Presented by the District Governor and/or the
District Secretary

3

You must know your responsibilities as a
District Officer

- A. As a member of the Board of Trustees
- B. Attending and promoting attendance at International and district functions
- C. Understanding district policies, programs, activities and projects
- D. Conferring with the District Governor on matters of mutual concern
- E. Assist the Governor in planning Division events to conserve his time
- F. Consult with the District Secretary on problems of mutual concern
- G. Cooperate with the district committees

Presented by _____

Title _____

Club _____

Address _____

4

Duties as chief executive of your division

- A. Install Officers
- B. Make required visits and full report

- C. Recognize danger signals in clubs
- D. Work with clubs to overcome weaknesses
- E. Arrange division conferences, caucuses and inter-club meetings
- F. Preside at new club charter presentations
- G. Co-ordinate the work division chairmen (if division chairman plan is used)
- H. Know and inform clubs on how district rating plan functions
- I. Assist clubs in membership development
- J. Promote new club building
- K. Understand Key Club and Circle K club operation
- L. Be familiar with support material available from International

Presented by _____

Title _____

Club _____

Address _____

Summation—"1966 Is Our Year"

By the District Governor-Designate

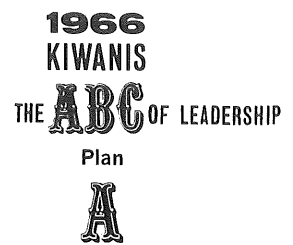
Adjournment

SUGGESTED AGENDA FOR MEETING OF DISTRICT BOARD OF TRUSTEES

Held at time of Governor's Conference—District Governor-designate Presiding

- A. Preparation of and Action on Budget
 - 1. Source of fund
 - 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 GOVERNOR'S CONFERENCE FOR LIEUTENANT GOVERNORS



District _____ Date _____

Place _____ Time Allotted _____

OFFICERS PRESENT:

Governor-designate _____

1965 Governor _____

No. Lieutenant Governors-designate present _____

No. Lieutenant Governors-designate absent _____

Treasurer-designate _____

Secretary-designate _____

Other District Officers _____

Name District Officers not present _____

Faculty for Conference _____

Was suggested outline followed? _____ (Attach sample of agenda)

If not, describe plan used and attach a detailed agenda _____

Describe plan and give time schedule for training of officers not present _____

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, Illinois, 60611.)

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

GOVERNOR'S CONFERENCE

CONDUCTED FOR DISTRICT CHAIRMEN

District Governor-designate—Presiding

WHEN? Between October 29 and November 9, 1965

WHERE? At a central and accessible location

HOW LONG? One day

STAFF? Past District Officers as selected by the Governor-designate

METHOD? Lecture, round table, questions and answer, discussion

MODEL AGENDA

1

Call to Order, Invocation and Introduction of the Training Staff—Governor-designate

2

The Purpose of the Conference—Governor-designate

3

Relationship to the District

- A. The Position of the District Chairman
- B. The District Chairman and the District Goals
- C. The District Chairman and the District Officers

Presented by _____

Title _____

Club _____

Address _____

4

The District Chairman and his Committee Members

- A. Promotion of the Program
- B. Stimulation of non-active club committees
- C. Work with the Club President

Presented by _____

Title _____

Club _____

Address _____

5

Assistance that the District Chairman Can Expect Throughout the Year

- A. Five Year Comparison Charts from the General Office
- B. General Office Tabulation of Participation Percentages
- C. Letters and Bulletins from International Committee Chairmen and Members
- D. Suggestions from the Governor and Lieutenant Governors
- E. Club Service Bulletins available from the General Office

Presented by _____

Title _____

Club _____

Address _____

6

Promotion Know-How and Follow-Up

- A. Use of Club Ranking Plan, if used in District
- B. Make use of Bulletins and Letters
- C. Establish a Working Plan for the Year
- D. Develop percentages of participation as a measuring device
- E. Use Committee Members

Presented by _____

Title _____

Club _____

Address _____

7**Reports by District Chairman**

- A. Forms furnished by the General Office—Progress and Annual Reports
- B. Making Effective Reports
- C. Special Reports required by the Governor

Presented by _____

Title _____

Club _____

Address _____

8**The District Chairman Prepares for Conferences in Which He Will Participate**

- A. Review Theme and Objectives
- B. Study Committee Program—especially Major Emphases
- C. Secure and Study Bulletins related to Major Emphases and other Programs
- D. Plan Presentation

Presented by _____

Title _____

Club _____

Address _____

9**The District Chairman and His Committee Bulletin**

- A. Mailing Schedule
- B. Contents

Presented by _____

Title _____

Club _____

Address _____

10**Summary by the Governor-designate**

- A. Know your job
- B. Establish your plan
- C. Train yourself and your committee
- 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
- G. Keep all informed of your plans and promotional efforts
- H. Correct any lack of effectiveness
- I. Reap a rich harvest of results

11**Committee Round Tables—Governor-designate, Immediate Past Governor and District Secretary Presiding**

- A. Chairmen of Youth Services Committees
- B. Chairmen of Citizenship Services Committees
- C. Chairmen of Administrative Committees

The Function of the Round Tables are threefold:

- 1. Implement International Committee Programs—especially Major Emphases
- 2. Integrate committee operations
- 3. Plan district programs to carry out Theme and Objectives for the year

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
- ☐ International Relations
- ☐ Public and Business Affairs
- ☐ Support of Churches in
Their Spiritual Aims

KIWANIS ADMINISTRATION

- ☐ Achievement
- ☐ Convention Program
- ☐ Finance
- ☐ Inter-Club Relations and Fellowship
- ☐ Kiwanis Education and Attendance
- ☐ Laws and Regulations
- ☐ Membership Development
- ☐ 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 Governor's Conference is held, to the General Office of Kiwanis International, 101 East Erie Street, Chicago, Illinois, 60611.)

**SUGGESTIONS AND RECOMMENDATIONS FOR
IMPROVEMENT OF THIS PHASE OF THE LEADERSHIP TRAINING PROGRAM**

THE DISTRICT MID-WINTER OR SPRING CONFERENCES

Outline I

TIME: At the most convenient time for district and club leaders

PLACE: At a centrally located place which has sufficient facilities to accommodate all required sessions

HOW LONG: Two one-half days with a meal function

PRESIDING OFFICER: The District Governor

WHO SHOULD ATTEND: Club Presidents, Club Secretaries, District Officers, District and Club Committee Chairmen

MODEL AGENDA

FIRST HALF DAY

1

General Session

- A. Call to Order
- B. National Anthems
- C. Pledge of Allegiance
- D. Invocation
- E. Purpose of the Mid-Winter Conference
- F. Greetings from the International Representative
- G. Presentation—Theme and Objectives
(Break into Committee Program Conference)

2

Committee Program Conferences

- A. Conference on Committee Programs
 - 1. District Chairmen are assigned separate meeting rooms
 - 2. Division and Club Chairmen attend
 - 3. Chairmen make brief introductory statements regarding programs
 - 4. Chairman conducts most of the meeting himself
 - 5. The discussion involves problems, policies, projects
- B. Conference for Club Presidents and Vice Presidents
 - 1. Show Filmstrip—"A Time for Reflection"—request loan of a copy from the General Office
 - 2. Same format with Governor presiding
 - 3. May use Past Governors, if they have current knowledge of programs and policies, but he personally handles the major share of the operation of the conference
- C. Conference for Club Secretaries with District Secretary (Same format as for Club Presidents) With District Secretary presiding

3

Banquet or Luncheon

- A. Meal Function should be an inspirational Highlight of the Conference
- B. Installation of officers may be a district tradition
- C. Invite the International Representative to make the main address or, if preferable, another top inspirational speaker may be scheduled on Kiwanis related subject
- D. A Meal Function may serve to honor the District Board and Past Governors
- E. Make full use of the District Chairman on Programs and Music
- F. Make group singing a highlight
- G. Entertainment features will add to the fellowship impact

SECOND HALF DAY

4

Round Table Conferences on Keys to Administration

- A. Follow form of Round Table Workshops developed by Kiwanis International
- B. Use interest areas
 - 1. Presidents and Vice-Presidents
 - 2. Secretaries
 - 3. New Clubs
 - 4. Membership Development
 - 5. Fund Raising
 - 6. Public Relations
 - 7. Other general areas, if desired
- C. Write Kiwanis International for the bulletin on Round Table Workshops

5

Closing Session

- A. District Goals by the District Governor
- B. Achievement Recognition (optional)
- C. "1966—Our Year"—the District Governor
- D. Adjournment



THE DISTRICT MID-WINTER OR SPRING CONFERENCES

Outline II

TIME: At the most convenient time for district and club leaders

PLACE: At a centrally located place which has sufficient facilities to accommodate all required sessions

HOW LONG: Two one-half days with a meal function

PRESIDING OFFICER: The District Governor

WHO SHOULD ATTEND: Club Presidents, Club Secretaries, District Officers, District and Club Committee Chairmen

MODEL AGENDA

FIRST HALF DAY

1

General Session

- A. Call to Order
- B. National Anthems
- C. Pledge of Allegiance
- D. Invocation
- E. Purpose of the Mid-Winter Conference
- F. Greetings from the International Representative
- G. Presentation—Theme and Objectives
(Break into Committee Program Conference)

2

Committee Program Conferences

- A. Set up three sections
 - 1. Administration
 - 2. Citizenship Services
 - 3. Youth Services
 - NOTE: Because of the number of administration committees, an additional section may be added splitting the administration committee into two parts
 - B. Select the best presiding officers possible for these conferences. Past Governors can serve well in this capacity
 - C. Provide three adequate rooms
 - D. Divide those attending the Mid-Winter Conference by the size of club from which they come. Three groups—
 - clubs up to 45 members
 - clubs of 46 to 75 members
 - clubs over 76 members
 - E. For easy scheduling designate the groups as A, B, and C
 - F. Designate the Administration Committees as Team I the Citizenship Services Committees as Team II the Youth Services Committees as Team III
 - G. Using three groups, the following illustrates the effective use of the TEAMS
Those attending the conferences remain in the rooms designated for their size of clubs. ONLY THE TEAMS ROTATE
- First Period: Team I with Group A, Team II with Group B, Team III with Group C
- Second Period: Team II with Group A, Team III with Group B, Team I with Group C
- Third Period: Team III with Group A, Team I with Group B, Team II with Group C

- H. These conferences are for discussion of program areas and the Teams are the District Chairmen

NO FORMAL PRESENTATION SHOULD BE ALLOWED

A simple statement by each Chairman as to his goals and giving a few of his program highlights will serve to stimulate the discussion in that service area

The presiding officer will divide the time of each session in such a way that each committee will have an equal share of the time

The order of discussion by the Teams should be changed in each one of the three groups they visit so that one District Chairmen will not always be first or one always be last

3

Banquet or Luncheon

- A. Meal Function should be an inspirational Highlight of the Conference
- B. Installation of officers may be a district tradition
- C. Invite the International Representative to make the main address or, if preferable, another top inspirational speaker may be scheduled
- D. A Meal Function may serve to honor the District Board and Past Governors
- E. Make full use of the District Chairman on Programs and Music
- F. Make group singing a highlight
- G. Entertainment features will add to the fellowship impact

SECOND HALF DAY

4

Round Table Conferences on Keys to Administration

- A. Follow form of Round Table Workshops developed by Kiwanis International
- B. Interest areas
 - 1. Presidents and Vice-Presidents
 - 2. Secretaries
 - 3. New Clubs
 - 4. Membership Development
 - 5. Fund Raising
 - 6. Public Relations
- C. Write Kiwanis International for the bulletin on Round Table Workshops

5

Closing Session

- A. District Goals by the District Governor
- B. Achievement Recognition (optional)
- C. "1966—Our Year"—the District Governor
- D. Adjournment

1957

1958

1959

1960

1961

1962

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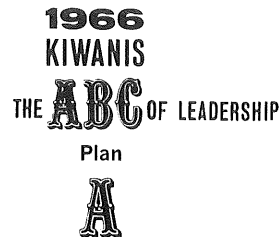
2024

2025

2026

2027

**REPORT OF DISTRICT MID-WINTER OR SPRING
CONFERENCE FOR CLUB OFFICERS**



District _____ Where held _____

Date held _____ Number of clubs represented _____

List of clubs not represented _____

Was the model agenda for Outline I used? _____ Outline II used? _____
(Attach copy of agenda used)

Indicate the number of those attending the Conference:

Presidents _____ Treasurers _____

Vice-Presidents _____ Committee Chairmen _____

Secretaries _____ Members _____

Total Attendance _____

Remarks: _____

Date _____

Signed _____

Governor

(The District Governor should forward this report PROMPTLY following the conference to the General Office of Kiwanis International, 101 East Erie Street, Chicago, Illinois, 60611.)

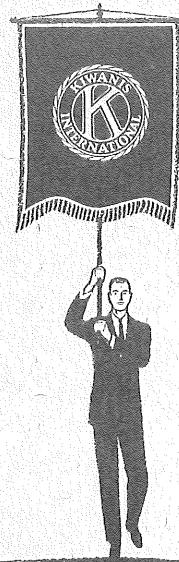
**SUGGESTIONS AND RECOMMENDATIONS
FOR IMPROVEMENT OF LEADERSHIP TRAINING PROGRAM**

BOARD COMMITTEE ON LEADERSHIP AND COUNCIL

TED R. JOHNSON, *Chairman*, Denver, Colorado (Capital City Club)
JAMES M. MOLER, Charles Town, West Virginia
CLAUDE L. RYDER, Bangor, Maine (Brewer Club)
ROBERT F. WEBER, Detroit, Michigan



WE BUILD



LEADERSHIP

BEGINS WITH EFFECTIVE TRAINING

Plan



For use of the
**DISTRICT
GOVERNOR**
in training
1966

**Lieutenant Governors
District Chairmen
Club Officers**

*With Presentations by District
Chairmen in Conferences accord-
ing to size of clubs

LEADERSHIP TRAINING OUTLINES

REPORT FORMS



1966 KIWANIS THE ABC OF LEADERSHIP

Plan **A**

International Council
Chicago
October 17-21, 1965

Governor's Conference
for Lieutenant Governors
October 29-November 9, 1965

Governor's Conference
for District Chairmen
October 29-November 9, 1965

Lieutenant Governor's
Conference for Club Officers
November 12-23, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

Plan **B***

International Council
Chicago
October 17-21, 1965

Conference for District
and
Club Leadership

*with presentations by district
committee chairmen in conferences
according to size of clubs

November 11-December 5, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

Plan **C***

International Council
Chicago
October 17-21, 1965

Conference for District
and
Club Leadership

*with presentations by district
committee chairmen in general
sessions of the conference

November 11-December 5, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

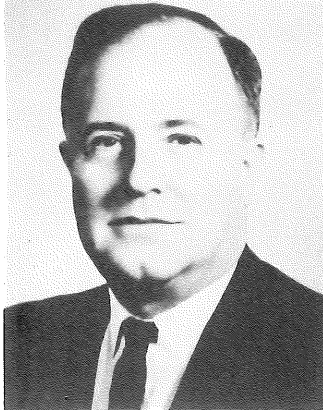
The successful promotion of the effective and on-going program of Kiwanis in 1966 will depend in large measure on how each and every Kiwanian in a position of leadership both is trained and shares the results of this training with all with whom he works.

The Leadership Training Program of Kiwanis International was instituted more than forty years ago. Improvements have been made each year and these have been possible through critical appraisal of the outlines used. This year, as always, the prime objective is to assure that those chosen for leadership shall be thoroughly prepared for the responsibilities they are to assume.

The first step in the Leadership Training Program is the International Council. Here each District Governor receives the information and inspiration needed when he assumes his office. The International Council provides the guidelines for effective year-long district administration.

Equally important, it provides the District Governor with the know-how to assure the effective training of the Lieutenant Governors, District Chairmen, and Club Officers.

Three Plans, designated as "A", "B", and "C", are provided for the guidance of the District Leadership. They are of equal stature and should be carefully reviewed before reaching a decision on how the Leadership Training Program will be handled in the District. Plan "A" requires the Lieutenant Governor to handle the training of club officers in a Division Leadership Training Conference. Plan "B" and Plan "C" provide for training of the District and club officers in a conference held at the District level. Complete outlines for all three plans are available to assist in the development of the most effective training program possible, no matter which format is selected.



MR. GOVERNOR: What happens in the clubs of your district will depend in no small measure on your Conference. An excellent Lieutenant Governor is one who has had excellent training. He must know what materials he has, how to use them, and when he will receive them. Again this year a filmstrip covering the Theme, Objectives, and Major Emphasis Programs will be made available to every club throughout Kiwanis International. The Training Outlines for Plans "A", "B" and "C" provide for the showing of this filmstrip and the club president will, of course, use this filmstrip as a most effective part of his club organization meeting. Another filmstrip entitled, "Time for Reflection," is still available to Lieutenant Governors on request. As Governor, you should stress the usability of this filmstrip especially when the Lieutenant Governor is dealing with a club which has leadership problems.

1966 is OUR year. Its quality will be affected by the stature of our Leadership Training procedures. Working together, let us be ready for the opening of the new year through the best Leadership Training ever. Then, I am confident 1966 will be the finest in all Kiwanis history.

Edward C. Keefe
PRESIDENT, KIWANIS INTERNATIONAL



GOVERNOR'S CONFERENCE

CONDUCTED FOR DISTRICT AND CLUB LEADERSHIP

District Governor-designate Presiding

WHEN? Between November 11 and December 5, 1965

WHERE? At a central and accessible location

HOW LONG? Three Days

STAFF? The Governor-designate, International Representative, District Secretary, District Treasurer, and the best available past and present district officers and committee chairmen

METHOD? Lecture, round table, questions and answers, discussion

HOW TO REPORT? Governor-designate to fill out forms provided by Kiwanis International immediately on close of the Training Conference

FIRST DAY

MORNING AND AFTERNOON

1

Call to order

District Governor for 1965

2

Invocation

3

Introduction of District Governor-designate

4

Introduction of District Officers-designate and guests

5

Purpose and Plan of the Conference

District Governor-designate

6

1966 THEME and OBJECTIVES

TRAINING THE LIEUTENANT GOVERNOR FOR HIS YEAR'S WORK

District Chairmen in separate room

1

The vital role of the Lieutenant Governor in Kiwanis operation and training

- A. He is unique in the service club field
- B. His role is varied
- C. The effective performance of his duties is vital to Kiwanis functioning

Presented by _____

Title _____

Club _____

Address _____

2

What the Lieutenant Governor should do between the Governor's Training Conference and December 20 to prepare for a successful year

- A. Meet with his predecessor

- B. Appoint Division Chairmen (if district uses this plan)
- C. Schedule installations of Club Officers
- D. Plan and hold Lieutenant Governor's Training Conference for Club Officers
- E. Visit clubs of the division with his predecessor, if practical

Presented by _____

Title _____

Club _____

Address _____

3

The Leadership Training Program for the Division

- A. Plan and execute the Lieutenant Governor's Training Conference for Club Officers
- B. Present the Seven Stage Plan for Club Program Development
- C. Follow-up training of Club Officers not present
- D. Continue training throughout the year

Presented by _____

Title _____

Club _____

Address _____

4

The Division Council

- A. Composed of Presidents of the Division
- B. Advantages

Presented by _____

Title _____

Club _____

Address _____

LEARNING TO BE A SUCCESSFUL LIEUTENANT GOVERNOR

1

You must know the International Committee
Programs for 1966

2

You must know the District Goals and Set Goals
for your Division

Presented by the District Governor and/or the
District Secretary

3

You must know your responsibilities as a
District Officer

- A. As a member of the Board of Trustees
- B. Attending and promoting attendance at International and district functions
- C. Understanding district policies, programs, activities and projects
- D. Conferring with the District Governor on matters of mutual concern
- E. Assist the Governor in planning Division events to conserve his time
- F. Consult with the District Secretary on problems of mutual concern
- G. Cooperate with the district committees

Presented by _____

Title _____

Club _____

Address _____

4

Duties as chief executive of your division

- A. Install Officers
- B. Make required visits and full report
- C. Recognize danger signals in clubs
- D. Work with clubs to overcome weaknesses
- E. Arrange division conferences, caucuses and inter-club meetings
- F. Preside at new club charter presentations
- G. Co-ordinate the work of division chairmen (if division chairman plan is used)
- H. Know and inform clubs on how district rating plan functions
- I. Assist clubs in membership development
- J. Promote new club building
- K. Understand Key Club and Circle K club operation
- L. Be familiar with support materials available from International

Presented by _____

Title _____

Club _____

Address _____

TRAINING OF DISTRICT CHAIRMEN

Lieutenant Governors in Separate Room

1

Call to Order, Invocation and Introduction of the
Training Staff—Governor-designate

2

The Purpose of the Conference—Governor-designate

3

Relationship to the District

- A. The Position of the District Chairman
- B. The District Chairman and the District Goals
- C. The District Chairman and the District Officers

Presented by _____

Title _____

Club _____

Address _____

4

The District Chairman and His Committee Members

- A. Promotion of the Program
- B. Stimulation of non-active club committees
- C. Work with the Club President

Presented by _____

Title _____

Club _____

Address _____

5

Assistance that the District Chairman Can Expect
Throughout the Year

- A. Five Year Comparison Charts from the General Office
- B. General Office Tabulation of Participation Percentages
- C. Letters and Bulletins from International Committee Chairmen and Members
- D. Suggestions from the Governor and Lieutenant Governors
- E. Club Service Bulletins available from the General Office

Presented by _____

Title _____

Club _____

Address _____

6

Promotion Know-How and Follow-Up

- A. Use of Club Ranking Plan, if used in District
- B. Make use of Bulletins and Letters
- C. Establish a Working Plan for the Year

- D. Develop percentages of participation as a measuring device
- E. Use Committee Members

Presented by _____
 Title _____
 Club _____
 Address _____

7

Reports by District Chairman

- A. Forms furnished by the General Office—Progress and Annual Reports
- B. Making Effective Reports
- C. Special Reports required by the Governor

Presented by _____
 Title _____
 Club _____
 Address _____

8

The District Chairman Prepares for Conferences in Which He Will Participate

- A. Review Theme and Objectives
- B. Study Committee Program—especially Major Emphases
- C. Secure and Study Bulletins related to Major Emphases and other Programs
- D. Plan Presentation

Presented by _____
 Title _____
 Club _____
 Address _____

9

The District Chairman and His Committee Bulletin

- A. Mailing Schedule
- B. Contents

Presented by _____
 Title _____
 Club _____
 Address _____

10

Summary by the Governor-designate

- A. Know your job
- B. Establish your plan
- C. Train yourself and your Committee
- 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
- G. Keep all informed of your plans and promotional efforts
- H. Correct any lack of effectiveness
- I. Reap a rich harvest of results

11

Committee Round Tables—Governor-designate, Immediate Past Governor and District Secretary Presiding

- A. Chairmen of Youth Services Committees
- B. Chairmen of Citizenship Services Committees
- C. Chairmen of Administrative Committees

The Function of the Round Tables are threefold:

1. Implement International Committee Programs—especially Major Emphases
2. Integrate committee operations
3. Plan district programs to carry out Theme and Objectives for the year

FELLOWSHIP LUNCHEON

With speaker appropriate to group
 Lieutenant Governors, District Chairmen and Faculty

EVENING

District Board Dinner and Board Meeting

SECOND DAY

MORNING

Registration of Club Leadership

GENERAL SESSION

1

Call to Order

2

National Anthems

3

Invocation

4

Purpose of the Conference

5

Introduction of the International Representative

6

District Goals

7

District Administration Procedures

8

On-to-International Convention

9

Presentation—THEME and OBJECTIVES

FELLOWSHIP LUNCHEON

Use inspirational speaker

AFTERNOON

Conference for Club Presidents on Administration 2:00-3:30 P.M.

District Governor Presiding

- A. The Seven Steps of Club Program Development
 1. Preparation for the Club President's Conference
 2. Officer Preparation for the Club President's Conference
 3. Meeting with 1966 Committee on Programs and Music
 4. Meeting of the 1966 Committee on Finance
 5. The Club President's Conference including use of filmstrip on Theme, Objectives, and Major Emphasis Programs
 6. Meeting of the Board of Directors
 7. Filing the Report of the Conference
- B. Administrative Duties of the President
 1. Study CLUB PRESIDENT'S MANUAL
 2. Plan and prepare his calendar
 3. Develop goals for the club
 4. Confer with his predecessor
 5. Select committee chairmen
 6. Hold club president's conference
 7. Plan effective membership development
 8. Know club bylaws and keep them current
 9. Confer with club officers
 10. Know International Committee Programs
- C. Responsibilities as Presiding Officer
 1. Prepare agenda for club meeting
 2. Insure proper timing for all meetings
 3. Supervise program planning by program committee
 4. Prepare agenda for board meetings
 5. Assure observance of special days by program committee
- D. Techniques to Insure Effective Committee Functioning
 1. Select chairmen and members carefully
 2. Set forth duties of the chairman and members (preferably in writing) and outline what you expect of them. Ask them to accept in writing the appointment and the responsibilities you have outlined
 3. Meet with each committee at beginning of year
 4. Require regular meetings
 5. Study and discuss club committee programs
 6. Expect good performance and get it
 7. Make sure activities are reported to Secretary
 8. Relate programs to International Objects and 1966 Objectives
- E. Responsibility for Reception and Entertainment of International and District Officers
 1. He should advise visiting officer in advance of complete plans
 2. He should make definite arrangements to meet visiting officer
 3. He should advise on length of address, attire, hotel accommodations, etc.
 4. He should leave some time open for rest of officer and wife
 5. Discussion
 6. He should personally check that all courtesies are rendered
 7. He should serve as host (and wife as hostess, when appropriate)
- F. Relationship to Visits of Lieutenant Governor
 1. Is host to Lieutenant Governor
 2. Assures that reception and courtesies have been arranged
 3. Introduces from podium
 4. Seats him in a position of honor at head table
 5. Arranges with program committee for him to have program on occasion of official visit
 6. Publicizes official visit
 7. Requests date for Lieutenant Governor to install officers
 8. Plans for official Board visit to receive maximum benefits for club
 9. Follows through on requests for data, information on how successful projects are carried out, etc.
 10. Writes both an acknowledgment that Lieutenant Governor will visit and gives information about meeting, and an informal note commenting on visit and confirming items to which Lieutenant Governor has promised to give attention on behalf of the club
- G. Increase Community Service by Adding High Caliber Manpower
 1. Discuss "THE CHARGE OF THE 5000+" program (Details in the program of the International Committee on Membership Development)
 2. Attract high caliber members by adequately and effectively picturing Kiwanis membership to them
 - a. Show how the Kiwanis program recognizes concerns and needs of the community, state, province, and nation
 - (1) Theme
 - (2) Resolutions from last International and district Conventions
 - (3) Objectives
 - (a) Support of Free Enterprise
 - (b) Importance of religion
 - (c) Moral and ethical standards—Kiwanis Code of Ethics
 - (d) Helping youth to help themselves and grow in excellence and citizenship responsibility—Key Clubs and Circle K Clubs
 - (e) Efficient government
 - (f) Inquiry—"The Constitution Series"
 - (4) Review of your club activities
 - (a) Explain how Kiwanis affords participation in solving important personal, community, and national needs
 - (b) Use a "balance sheet" to show relation of your club's activities to the Objectives—the specific things you do locally to carry out the Objectives
 - b. Emphasize programs unique with Kiwanis
 - (1) Outspoken support of free enterprise
 - (2) Opposition to needless expansion of government
 - (3) Effort to increase responsible citizenship
 - (4) Committee on Support of Churches in their Spiritual Aims
 - (5) Circle K and Key Club
 - c. Kiwanis—a distinguished organization
 - (1) Freedoms Foundation Awards
 - (2) Other national recognition
 - (3) Kiwanians serving in Congress and Parliament
 - (4) Kiwanians who are "news"
 3. Systematically seek men of Kiwanis quality
 - a. Replace each deletion
 - b. Check classification vacancies
 - c. Seek young men on way up
 - d. Carefully note and follow up information re Kiwanians moving to your town
 - e. Have a planned program to secure for Kiwanis new men in community
 - f. Look for "alumni" of groups with a terminal age for membership



4. Fulfill obligation to the new member
 - a. Give him top quality education and induction
—Use filmstrip "The Man Who Wears the K"
 - b. Make him feel welcome and wanted
 - c. Give him a chance to do something important in his eyes
 - d. Recognize his achievements through good internal and external publicity
 - e. Build prestige for club by publicizing activities, projects, and honors
 - f. Develop a pride in membership—keep members aware of significance of club to community
 - g. Make meetings attractive—activities appealing
- H. You Are the Key to a New Kiwanis Club
 1. Highlight of your year
 2. President must want new club badly
 3. You can appoint sympathetic and hard working chairmen
 4. Know and use helps from district and International
 5. Push, Push, Push
- I. Key Club and Circle K Club—Your Responsibility
 1. Know the obligation of the sponsoring club
 2. Check that obligations are being consistently discharged
 3. Require monthly report from committee
 4. Visit club(s)
 5. Give Circle K or Key Club appropriate recognition before your club for real accomplishment
- J. Materials and Tools of Service
 1. Available from International (Bulletins are listed on page 4 of the Committee Program Sheets)
 2. Available from District
- K. Attend and Promote Attendance at Conventions and Conferences
- L. Participate in the Division Council
 1. Exchange ideas
 2. Discover projects, answers to problems
 3. Build spirit of cooperation between your club and others in vicinity
 4. Strength through concerted action
 5. Develop Fellowship
- M. Cooperate with Committee on Public Relations
 1. Encourage reading of KIWANIS MAGAZINE and District bulletins
 2. Encourage use of the PYMAC Kit and observance of Magazine Week
 3. Use complimentary subscriptions to magazine as recognition
 4. Read the PUBLIC RELATIONS HANDBOOK
 - a. Use its recommendations
 - b. Plan a program of regular news coverage by press, over the radio and TV
 5. Publicize for prestige
- N. Questions and Answers

Conference for Club Secretaries
(afternoon of second day and morning of third day of conference)

District Secretary Presiding

 - A. Duties of the Club Secretary
 1. to study the SECRETARY'S MANUAL
 2. to maintain accurate, complete and efficient records
 3. to record the minutes of the meetings of the Board of Directors
 4. to complete and submit all reports on time
 5. to keep posted on information, regulations, policies, and programs of International and District
 6. to be aware of what is going on in the club
 7. to keep attendance records
 8. to keep financial records of the club as a part of the official minutes
 9. to keep membership records
 - a. classification data
 - b. report move-aways on the "Recommendations for Membership" form
 10. to counsel with the president regarding the meeting agenda, announcements, special events, recognitions
 11. to publish or cause to be published a weekly club bulletin or news sheet
 12. to keep officers and directors informed concerning matters which are part of the records or of which he has received communications from International, District, or Division
 13. to file Form 990 with Department of Internal Revenue
 14. to perform duties related to International and District Conventions
 - a. Assist with filing of registrations of members—at least, provide the blanks
 - b. File the official list of delegates on forms provided by Kiwanis International for the International Convention and by the District Secretary for the District Convention
- B. Review of Reporting Procedures
 1. Preparing the monthly report form—
 - a. Reports from club committee
 - (1) Preferably in writing
 - (2) Forms for use of club committee chairmen available from the Supplies Department in the General Office
 - b. Fully utilize personal notes made through month on activities which might be overlooked by the committee chairmen to assure as complete a report as possible
 - c. Review the agendas for club meetings for speaker's name or information on other types of programs
 - d. Keep a record of publicity received in the local press, over the radio and TV
 - e. Especially record information on Inter-Club meetings and special events
 - f. Determine if any projects completed during any month deserve fuller treatment than is requested on monthly report form in the minimum space provided. Keep in mind the Kiwanis In Action section of The Kiwanis Magazine, as well as the District Bulletin, utilizes these reports for many of its items
 - g. Be conscious that the monthly reports serve as the official record of the club for the year. They are an excellent basis for the annual summary of Achievements
 - h. Submit the completed report to the Board of Directors and obtain the President's signature
 - i. Mail the report on time
 2. Keeping the record of membership and the reporting necessary to Kiwanis International
 - a. Understand how the automatic membership record system of Kiwanis International works in terms of its relationship to the local club and its reporting
 - b. Report all new additions to the club member-

ship on the NEW MEMBER ADD Form immediately on their being inducted into membership

- c. Remove cards from your official file when a member is deleted, or a change in his address or classification or class of membership needs changing. Forward it to Kiwanis International. Refile the new card when it is returned to you by Kiwanis International in its proper place alphabetically
 - d. Remember that no member will receive his Kiwanis Magazine or his District Bulletin until you have reported either his addition to the club or any change of address to assure proper delivery
3. Development of the Annual Report of Club Achievements
- a. Special Achievement Committee should be appointed by the President
 - b. The responsibility for coordination still remains with the Club Secretary

C. Use of the Club Committee Materials and Supplies Catalog

1. Each Committee program lists support materials to assist club committee chairmen. A card forwarded to Kiwanis International, either by the Secretary or by the committee chairman, giving the number of the Bulletin with its letter code will bring the information by return mail
2. Supplies catalog and order form expedite the receipt of items of importance to the functioning of the club. Order what you need by name and item number. Use official order form whenever possible, it will expedite the handling of your request

D. Use of the Directory and the Policy Related to It

1. The only official copy of the DIRECTORY delivered free of charge to the club is forwarded to the Secretary
2. Additional copies may be obtained by members for their own private use by requesting one at the price of \$1.00 per copy
3. Understand the policy on use of the DIRECTORY as described on the inside front cover of the book. Insist that any member requesting use of the DIRECTORY or ordering a copy understands this policy

E. Production of the Club Bulletin

1. Full responsibility may rest with the Club Secretary
2. The club may have a special bulletin editor but the Secretary is still the chief source of information for its contents
3. A discussion of effective guidelines for content and economical production will be profitable

F. Use of the Bulletin for Kiwanis Officers

1. A valuable aid to committees
2. A source of administrative guidelines and procedures

G. Duties of the Club Treasurer

1. to assist in preparing the club budget
2. to deposit all funds promptly
3. to insist on an annual audit
4. to make a monthly and annual financial report to the Board of Directors
5. to advise Board or Committee whenever any budget item is exhausted
6. to keep complete and accurate records
7. to counsel Key Club and Circle K Club on finances, and to assist them in building budget

H. Review and Discussion of Current Attendance Rules

I. Discussion of Club Leadership Development Program

J. Discussion of 1966 Theme and Objectives and Their Relations to Present Programs and Projects

Committee Program Conference for Club Presidents 3:30 P.M.

Set up three sections with
TEAMS MADE UP OF DISTRICT CHAIRMEN

- Team I . . . Administration
Team II . . . Citizenship Services
Team III . . . Youth Services

Divide Presidents in attendance
into **THREE GROUPS** by size of clubs
Group A—Clubs up to 45 members
Group B—Clubs of 45-75 members
Group C—Clubs over 76 members

Those attending the Conference remain in the rooms
designated for the size of the clubs

ONLY TEAMS ROTATE

Presiding Officers—Carefully selected Past District
Officers

Set up three periods:

Second day—3:30 P.M. to 5:00 P.M.

- Team I with Group A
Team II with Group B
Team III with Group C

Third day—9:00 A.M. to 12:00 A.M.

- Team II with Group A
Team III with Group B
Team I with Group C

Third day—10:30 A.M. to 12:00 A.M.

- Team III with Group A
Team I with Group B
Team II with Group C

5:00 P.M.

Division Caucus

Lieutenant Governor Presiding

EVENING

District Banquet

The installation of officers may well be a tradition
International Representative will install

Use Inspirational Speaker

Invite International Representative or utilize an outside
speaker

A good time to Honor Past District Officers and Current
Board

Use District Chairman on Programs and Music
Make singing a highlight

Entertainment features will add to the enjoyment of the
evening

THIRD DAY

MORNING

Continue Club Secretary Training

Continue last Two Sections of the Club Program Conference

Closing Luncheon

Remarks by the International Representative

"1966—OUR YEAR"

District Governor-designate

Adjournment

REPORT OF CONFERENCE FOR DISTRICT AND CLUB OFFICERS

District _____ Date _____

Place _____ Time Allotted _____

CHECK OFFICERS PRESENT:

1965 Governor (____)
1966 Governor-Elect-designate (____)
No. of 1966 Lt. Govs.-designate present (____)
1966 Treasurer-designate (____)
1966 Secretary-designate (____)
1966 Club Presidents-designate (____)
1966 Club Vice-Presidents-designate (____)
1966 Club Secretaries-designate (____)
1966 District Chairmen-designate (____)
Total No. of Clubs in District (____)
Total No. of Clubs Represented (____)

PAST DISTRICT OFFICERS PRESENT:

Names of Lieutenant Governors-designate absent: _____

Names of District Chairmen-designate absent: _____

Clubs not Represented by President-designate or Vice-President-designate _____

Were suggested outlines 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, Illinois, 60611.)

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

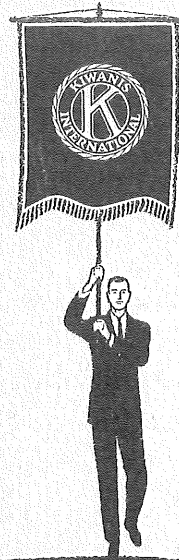
WHAT EVIDENCE THAT THE COMBINED CONFERENCE
IS BETTER THAN SEPARATE CONFERENCES?

BOARD COMMITTEE ON LEADERSHIP AND COUNCIL

TED R. JOHNSON, *Chairman*, Denver, Colorado (Capital City Club)
JAMES M. MOLER, Charles Town, West Virginia
CLAUDE L. RYDER, Bangor, Maine (Brewer Club)
ROBERT F. WEBER, Detroit, Michigan



WE BUILD



LEADERSHIP

BEGINS WITH EFFECTIVE TRAINING

Plan



For use of the
**DISTRICT
GOVERNOR**

in training
1966

**Lieutenant Governors
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Club Officers**

*With Presentations by District
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the Conference

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REPORT FORMS**



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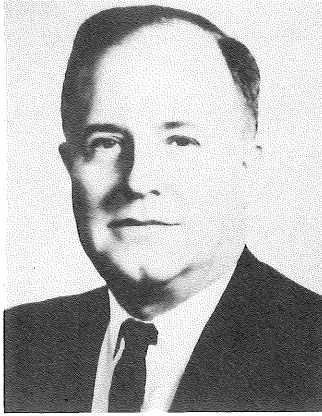
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Equally important, it provides the District Governor with the know-how to assure the effective training of the Lieutenant Governors, District Chairmen, and Club Officers.

Three Plans, designated as "A", "B", and "C", are provided for the guidance of the District Leadership. They are of equal stature and should be carefully reviewed before reaching a decision on how the Leadership Training Program will be handled in the District. Plan "A" requires the Lieutenant Governor to handle the training of club officers in a Division Leadership Training Conference. Plan "B" and Plan "C" provide for training of the District and club officers in a conference held at the District level. Complete outlines for all three plans are available to assist in the development of the most effective training program possible, no matter which format is selected.



MR. GOVERNOR: What happens in the clubs of your district will depend in no small measure on your Conference. An excellent Lieutenant Governor is one who has had excellent training. He must know what materials he has, how to use them, and when he will receive them. Again this year a filmstrip covering the Theme, Objectives, and Major Emphasis Programs will be made available to every club throughout Kiwanis International. The Training Outlines for Plans "A", "B" and "C" provide for the showing of this filmstrip and the club president will, of course, use this filmstrip as a most effective part of his club organization meeting. Another filmstrip entitled, "Time for Reflection," is still available to Lieutenant Governors on request. As Governor, you should stress the usability of this filmstrip especially when the Lieutenant Governor is dealing with a club which has leadership problems.

1966 is OUR year. Its quality will be affected by the stature of our Leadership Training procedures. Working together, let us be ready for the opening of the new year through the best Leadership Training ever. Then, I am confident 1966 will be the finest in all Kiwanis history.

Edward C. Keefe
PRESIDENT, KIWANIS INTERNATIONAL



GOVERNOR'S CONFERENCE

CONDUCTED FOR DISTRICT AND CLUB LEADERSHIP

District Governor-designate Presiding

WHEN? Between November 11 and December 5, 1965

WHERE? At a central and accessible location

HOW LONG? Three Days

STAFF? The Governor-designate, International Representative, District Secretary, District Treasurer, and the best available past and present district officers and committee chairmen

METHOD? Lecture, round table, questions and answers, discussion

HOW TO REPORT? Governor-designate to fill out forms provided by Kiwanis International immediately on close of the Training Conference

FIRST DAY

MORNING AND AFTERNOON

1

Call to order

District Governor for 1965

2

Invocation

3

Introduction of District Governor-designate

4

Introduction of District Officers-designate and guests

5

Purpose and Plan of the Conference

District Governor-designate

6

1966 THEME and OBJECTIVES

TRAINING THE LIEUTENANT GOVERNOR FOR HIS YEAR'S WORK

District Chairmen in separate room

1

The vital role of the Lieutenant Governor in Kiwanis operation and training

- A. He is unique in the service club field
- B. His role is varied
- C. The effective performance of his duties is vital to Kiwanis functioning

Presented by _____

Title _____

Club _____

Address _____

2

What the Lieutenant Governor should do between the Governor's Training Conference and December 20 to prepare for a successful year

- A. Meet with his predecessor

- B. Appoint Division Chairmen (if district uses this plan)
- C. Schedule installations of Club Officers
- D. Plan and hold Lieutenant Governor's Training Conference for Club Officers
- E. Visit clubs of the division with his predecessor, if practical

Presented by _____

Title _____

Club _____

Address _____

3

The Leadership Training Program for the Division

- A. Plan and execute the Lieutenant Governor's Training Conference for Club Officers
- B. Present the Seven Stage Plan for Club Program Development
- C. Follow-up training of Club Officers not present
- D. Continue training throughout the year

Presented by _____

Title _____

Club _____

Address _____

4

The Division Council

- A. Composed of Presidents of the Division
- B. Advantages

Presented by _____

Title _____

Club _____

Address _____

LEARNING TO BE A SUCCESSFUL LIEUTENANT GOVERNOR

1

You must know the International Committee
Programs for 1966

2

You must know the District Goals and Set Goals
for your Division

Presented by the District Governor and/or the
District Secretary

3

You must know your responsibilities as a
District Officer

- A. As a member of the Board of Trustees
- B. Attending and promoting attendance at International and district functions
- C. Understanding district policies, programs, activities and projects
- D. Conferring with the District Governor on matters of mutual concern
- E. Assist the Governor in planning Division events to conserve his time
- F. Consult with the District Secretary on problems of mutual concern
- G. Cooperate with the district committees

Presented by _____

Title _____

Club _____

Address _____

4

Duties as chief executive of your division

- A. Install Officers
- B. Make required visits and full report
- C. Recognize danger signals in clubs
- D. Work with clubs to overcome weaknesses
- E. Arrange division conferences, caucuses and inter-club meetings
- F. Preside at new club charter presentations
- G. Co-ordinate the work of division chairmen (if division chairman plan is used)
- H. Know and inform clubs on how district rating plan functions
- I. Assist clubs in membership development
- J. Promote new club building
- K. Understand Key Club and Circle K club operation
- L. Be familiar with support materials available from International

Presented by _____

Title _____

Club _____

Address _____

TRAINING OF DISTRICT CHAIRMEN

Lieutenant Governors in Separate Room

1

Call to Order, Invocation and Introduction of the
Training Staff—Governor-designate

2

The Purpose of the Conference—Governor-designate

3

Relationship to the District

- A. The Position of the District Chairman
- B. The District Chairman and the District Goals
- C. The District Chairman and the District Officers

Presented by _____

Title _____

Club _____

Address _____

4

The District Chairman and His Committee Members

- A. Promotion of the Program
- B. Stimulation of non-active club committees
- C. Work with the Club President

Presented by _____

Title _____

Club _____

Address _____

5

Assistance that the District Chairman Can Expect
Throughout the Year

- A. Five Year Comparison Charts from the General Office
- B. General Office Tabulation of Participation Percentages
- C. Letters and Bulletins from International Committee Chairmen and Members
- D. Suggestions from the Governor and Lieutenant Governors
- E. Club Service Bulletins available from the General Office

Presented by _____

Title _____

Club _____

Address _____

6

Promotion Know-How and Follow-Up

- A. Use of Club Ranking Plan, if used in District
- B. Make use of Bulletins and Letters
- C. Establish a Working Plan for the Year

- D. Develop percentages of participation as a measuring device
- E. Use Committee Members

Presented by _____
Title _____
Club _____
Address _____

7

Reports by District Chairman

- A. Forms furnished by the General Office—Progress and Annual Reports
- B. Making Effective Reports
- C. Special Reports required by the Governor

Presented by _____
Title _____
Club _____
Address _____

8

The District Chairman Prepares for Conferences in Which He Will Participate

- A. Review Theme and Objectives
- B. Study Committee Program—especially Major Emphases
- C. Secure and Study Bulletins related to Major Emphases and other Programs
- D. Plan Presentation

Presented by _____
Title _____
Club _____
Address _____

9

The District Chairman and His Committee Bulletin

- A. Mailing Schedule
- B. Contents

Presented by _____
Title _____
Club _____
Address _____

10

Summary by the Governor-designate

- A. Know your job
- B. Establish your plan
- C. Train yourself and your Committee
- 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
- G. Keep all informed of your plans and promotional efforts
- H. Correct any lack of effectiveness
- I. Reap a rich harvest of results

11

Committee Round Tables—Governor-designate, Immediate Past Governor and District Secretary Presiding

- A. Chairmen of Youth Services Committees
- B. Chairmen of Citizenship Services Committees
- C. Chairmen of Administrative Committees

The Function of the Round Tables are threefold:

1. Implement International Committee Programs—especially Major Emphases
2. Integrate committee operations
3. Plan district programs to carry out Theme and Objectives for the year

FELLOWSHIP LUNCHEON

With speaker appropriate to group
Lieutenant Governors, District Chairmen and Faculty

EVENING

District Board Dinner and Board Meeting

SECOND DAY

MORNING

Registration of Club Leadership

GENERAL SESSION

1

Call to Order

2

National Anthems

3

Invocation

4

Purpose of the Conference

5

Introduction of the International Representative

6

District Goals

7

District Administration Procedures

8

On-to-International Convention

9

Presentation—THEME and OBJECTIVES

FELLOWSHIP LUNCHEON

Use inspirational speaker

AFTERNOON
Conference for Club Presidents on Administration
2:00-3:30 P.M.

District Governor Presiding

A. The Seven Steps of Club Program Development

1. Preparation for the Club President's Conference
2. Officer Preparation for the Club President's Conference
3. Meeting with 1966 Committee on Programs and Music
4. Meeting of the 1966 Committee on Finance
5. The Club President's Conference including use of filmstrip on Theme, Objectives, and Major Emphasis Programs
6. Meeting of the Board of Directors
7. Filing the Report of the Conference

B. Administrative Duties of the President

1. Study CLUB PRESIDENT'S MANUAL
2. Plan and prepare his calendar
3. Develop goals for the club
4. Confer with his predecessor
5. Select committee chairmen
6. Hold club president's conference
7. Plan effective membership development
8. Know club bylaws and keep them current
9. Confer with club officers
10. Know International Committee Programs

C. Responsibilities as Presiding Officer

1. Prepare agenda for club meeting
2. Insure proper timing for all meetings
3. Supervise program planning by program committee
4. Prepare agenda for board meetings
5. Assure observance of special days by program committee

D. Techniques to Insure Effective Committee Functioning

1. Select chairmen and members carefully
2. Set forth duties of the chairman and members (preferably in writing) and outline what you expect of them. Ask them to accept in writing the appointment and the responsibilities you have outlined
3. Meet with each committee at beginning of year
4. Require regular meetings
5. Study and discuss club committee programs
6. Expect good performance and get it
7. Make sure activities are reported to Secretary
8. Relate programs to International Objects and 1966 Objectives

E. Responsibility for Reception and Entertainment of International and District Officers

1. He should advise visiting officer in advance of complete plans
2. He should make definite arrangements to meet visiting officer
3. He should advise on length of address, attire, hotel accommodations, etc.
4. He should leave some time open for rest of officer and wife
5. Discussion
6. He should personally check that all courtesies are rendered
7. He should serve as host (and wife as hostess, when appropriate)

F. Relationship to Visits of Lieutenant Governor

1. Is host to Lieutenant Governor
2. Assures that reception and courtesies have been arranged
3. Introduces from podium
4. Seats him in a position of honor at head table

5. Arranges with program committee for him to have program on occasion of official visit
6. Publicizes official visit
7. Requests date for Lieutenant Governor to install officers
8. Plans for official Board visit to receive maximum benefits for club
9. Follows through on requests for data, information on how successful projects are carried out, etc.
10. Writes both an acknowledgment that Lieutenant Governor will visit and gives information about meeting, and an informal note commenting on visit and confirming items to which Lieutenant Governor has promised to give attention on behalf of the club

G. Increase Community Service by Adding High Caliber Manpower

1. Discuss "THE CHARGE OF THE 5000+" program (Details in the program of the International Committee on Membership Development)
2. Attract high caliber members by adequately and effectively picturing Kiwanis membership to them
 - a. Show how the Kiwanis program recognizes concerns and needs of the community, state, province, and nation
 - (1) Theme
 - (2) Resolutions from last International and district Conventions
 - (3) Objectives
 - (a) Support of Free Enterprise
 - (b) Importance of religion
 - (c) Moral and ethical standards—Kiwanis Code of Ethics
 - (d) Helping youth to help themselves and grow in excellence and citizenship responsibility—Key Clubs and Circle K Clubs
 - (e) Efficient government
 - (f) Inquiry—"The Constitution Series"
 - (4) Review of your club activities
 - (a) Explain how Kiwanis affords participation in solving important personal, community, and national needs
 - (b) Use a "balance sheet" to show relation of your club's activities to the Objectives—the specific things you do locally to carry out the Objectives
 - b. Emphasize programs unique with Kiwanis
 - (1) Outspoken support of free enterprise
 - (2) Opposition to needless expansion of government
 - (3) Effort to increase responsible citizenship
 - (4) Committee on Support of Churches in their Spiritual Aims
 - (5) Circle K and Key Club
 - c. Kiwanis—a distinguished organization
 - (1) Freedoms Foundation Awards
 - (2) Other national recognition
 - (3) Kiwanians serving in Congress and Parliament
 - (4) Kiwanians who are "news"
3. Systematically seek men of Kiwanis quality
 - a. Replace each deletion
 - b. Check classification vacancies
 - c. Seek young men on way up
 - d. Carefully note and follow up information re Kiwanians moving to your town
 - e. Have a planned program to secure for Kiwanis new men in community
 - f. Look for "alumni" of groups with a terminal age for membership



4. Fulfill obligation to the new member
 - a. Give him top quality education and induction—Use filmstrip "The Man Who Wears the K"
 - b. Make him feel welcome and wanted
 - c. Give him a chance to do something important in his eyes
 - d. Recognize his achievements through good internal and external publicity
 - e. Build prestige for club by publicizing activities, projects, and honors
 - f. Develop a pride in membership—keep members aware of significance of club to community
 - g. Make meetings attractive—activities appealing
- H. You Are the Key to a New Kiwanis Club
 1. Highlight of your year
 2. President must want new club badly
 3. You can appoint sympathetic and hard working chairmen
 4. Know and use helps from district and International
 5. Push, Push, Push
- I. Key Club and Circle K Club—Your Responsibility
 1. Know the obligation of the sponsoring club
 2. Check that obligations are being consistently discharged
 3. Require monthly report from committee
 4. Visit club(s)
 5. Give Circle K or Key Club appropriate recognition before your club for real accomplishment
- J. Materials and Tools of Service
 1. Available from International (Bulletins are listed on page 4 of the Committee Program Sheets)
 2. Available from District
- K. Attend and Promote Attendance at Conventions and Conferences
- L. Participate in the Division Council
 1. Exchange ideas
 2. Discover projects, answers to problems
 3. Build spirit of cooperation between your club and others in vicinity
 4. Strength through concerted action
 5. Develop Fellowship
- M. Cooperate with Committee on Public Relations
 1. Encourage reading of KIWANIS MAGAZINE and District bulletins
 2. Encourage use of the PYMAC Kit and observance of Magazine Week
 3. Use complimentary subscriptions to magazine as recognition
 4. Read the PUBLIC RELATIONS HANDBOOK
 - a. Use its recommendations
 - b. Plan a program of regular news coverage by press, over the radio and TV
 5. Publicize for prestige
- N. Questions and Answers
 - Conference for Club Secretaries**
(afternoon of second day and morning of third day of conference)
District Secretary Presiding
 - A. Duties of the Club Secretary
 1. to study the SECRETARY'S MANUAL
 2. to maintain accurate, complete and efficient records
 3. to record the minutes of the meetings of the Board of Directors
 4. to complete and submit all reports on time
 5. to keep posted on information, regulations, policies, and programs of International and District
 6. to be aware of what is going on in the club
 7. to keep attendance records
 8. to keep financial records of the club as a part of the official minutes
 9. to keep membership records
 - a. classification data
 - b. report move-aways on the "Recommendations for Membership" form
 10. to counsel with the president regarding the meeting agenda, announcements, special events, recognitions
 11. to publish or cause to be published a weekly club bulletin or news sheet
 12. to keep officers and directors informed concerning matters which are part of the records or of which he has received communications from International, District, or Division
 13. to file Form 990 with Department of Internal Revenue
 14. to perform duties related to International and District Conventions
 - a. Assist with filing of registrations of members—at least, provide the blanks
 - b. File the official list of delegates on forms provided by Kiwanis International for the International Convention and by the District Secretary for the District Convention
- B. Review of Reporting Procedures
 1. Preparing the monthly report form—
 - a. Reports from club committee
 - (1) Preferably in writing
 - (2) Forms for use of club committee chairmen available from the Supplies Department in the General Office
 - b. Fully utilize personal notes made through month on activities which might be overlooked by the committee chairmen to assure as complete a report as possible
 - c. Review the agendas for club meetings for speaker's name or information on other types of programs
 - d. Keep a record of publicity received in the local press, over the radio and TV
 - e. Especially record information on Inter-Club meetings and special events
 - f. Determine if any projects completed during any month deserve fuller treatment than is requested on monthly report form in the minimum space provided. Keep in mind the Kiwanis In Action section of The Kiwanis Magazine, as well as the District Bulletin, utilizes these reports for many of its items
 - g. Be conscious that the monthly reports serve as the official record of the club for the year. They are an excellent basis for the annual summary of Achievements
 - h. Submit the completed report to the Board of Directors and obtain the President's signature
 - i. Mail the report on time
 2. Keeping the record of membership and the reporting necessary to Kiwanis International
 - a. Understand how the automatic membership record system of Kiwanis International works in terms of its relationship to the local club and its reporting
 - b. Report all new additions to the club member-

- ship on the NEW MEMBER ADD Form immediately on their being inducted into membership
- c. Remove cards from your official file when a member is deleted, or a change in his address or classification or class of membership needs changing. Forward it to Kiwanis International. Refile the new card when it is returned to you by Kiwanis International in its proper place alphabetically
 - d. Remember that no member will receive his Kiwanis Magazine or his District Bulletin until you have reported either his addition to the club or any change of address to assure proper delivery
3. Development of the Annual Report of Club Achievements
 - a. Special Achievement Committee should be appointed by the President
 - b. The responsibility for coordination still remains with the Club Secretary
- C. Use of the Club Committee Materials and Supplies Catalog**
1. Each Committee program lists support materials to assist club committee chairmen. A card forwarded to Kiwanis International, either by the Secretary or by the committee chairman, giving the number of the Bulletin with its letter code will bring the information by return mail
 2. Supplies catalog and order form expedite the receipt of items of importance to the functioning of the club. Order what you need by name and item number. Use official order form whenever possible, it will expedite the handling of your request
- D. Use of the Directory and the Policy Related to It**
1. The only official copy of the DIRECTORY delivered free of charge to the club is forwarded to the Secretary
 2. Additional copies may be obtained by members for their own private use by requesting one at the price of \$1.00 per copy
 3. Understand the policy on use of the DIRECTORY as described on the inside front cover of the book. Insist that any member requesting use of the DIRECTORY or ordering a copy understands this policy
- E. Production of the Club Bulletin**
1. Full responsibility may rest with the Club Secretary
 2. The club may have a special bulletin editor but the Secretary is still the chief source of information for its contents
 3. A discussion of effective guidelines for content and economical production will be profitable
- F. Use of the Bulletin for Kiwanis Officers**
1. A valuable aid to committees
 2. A source of administrative guidelines and procedures
- G. Duties of the Club Treasurer**
1. to assist in preparing the club budget
 2. to deposit all funds promptly
 3. to insist on an annual audit
 4. to make a monthly and annual financial report to the Board of Directors
 5. to advise Board or Committee whenever any budget item is exhausted
 6. to keep complete and accurate records
 7. to counsel Key Club and Circle K Club on finances, and to assist them in building budget
- H. Review and Discussion of Current Attendance Rules**
- I. Discussion of Club Leadership Development Program**
- J. Discussion of 1966 Theme and Objectives and Their Relations to Present Programs and Projects**

Committee Program Conference for Club Presidents

3:30 P.M.

Presentation of Committee Programs and Discussion of Promotion

Youth Service Committees
Boys and Girls Work
Vocational Guidance
Key Clubs
Circle K Clubs
Governor of Key Club District (Optional)
Governor of Circle K District (Optional)

5:00 P.M.

Division Caucus

Lieutenant Governor Presiding
(Separate Room for each Division)

EVENING

District Banquet

The installation of officers may well be a tradition
International Representative will install
Use Inspirational Speaker
Invite International Representative or utilize an outside speaker
A good time to Honor Past District Officers and Current Board
Use District Chairman on Programs and Music
Making singing a highlight
Entertainment features will add to the enjoyment of the evening

THIRD DAY

MORNING

Continue Club Secretary Training
Presentation of Committee Programs and Discussion of Promotion
Citizenship Services Committees
Agriculture and Conservation
International Relations
Public and Business Affairs
Support of Churches in Their Spiritual Aims
Administration Committees
Achievement
Kiwanis Education and Attendance
Inter-Club Relations and Fellowship
Membership Development
Programs and Music
New Club Building
Public Relations
Resolutions

Closing Luncheon

Remarks by the International Representative

"1966—OUR YEAR"

District Governor-designate

Adjournment

REPORT OF CONFERENCE FOR DISTRICT AND CLUB OFFICERS

District _____ Date _____

Place _____ Time Allotted _____

CHECK OFFICERS PRESENT:

1965 Governor (____)
1966 Governor-Elect-designate (____)
No. of 1966 Lt. Govs.-designate present (____)
1966 Treasurer-designate (____)
1966 Secretary-designate (____)
1966 Club Presidents-designate (____)
1966 Club Vice-Presidents-designate (____)
1966 Club Secretaries-designate (____)
1966 District Chairmen-designate (____)
Total No. of Clubs in District (____)
Total No. of Clubs Represented (____)

PAST DISTRICT OFFICERS PRESENT:

Names of Lieutenant Governors-designate absent: _____

Names of District Chairmen-designate absent: _____

Clubs not Represented by President-designate or Vice-President-designate _____

Were suggested outlines 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, Illinois, 60611.)

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

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

BOARD COMMITTEE ON LEADERSHIP AND COUNCIL

TED R. JOHNSON, *Chairman*, Denver, Colorado (Capital City Club)

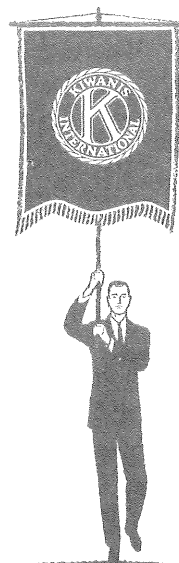
JAMES M. MOLER, Charles Town, West Virginia

CLAUDE L. RYDER, Bangor, Maine (Brewer Club)

ROBERT F. WEBER, Detroit, Michigan



WE BUILD



LEADERSHIP

BEGINS WITH EFFECTIVE TRAINING

Plan



For use of the
**LIEUTENANT
GOVERNOR**
in training
1966
Club Officers
and
Committee Chairmen

OUTLINES INCORPORATING LEADERSHIP TRAINING FOR:

1. Club Presidents and Vice-Presidents
2. Club Secretaries
3. Club Boards of Directors
4. Club Committee Chairmen

IN

- ▶ A General Session
- ▶ An Alternate Plan Utilizing Separate Conferences for each of the Four Groups

REPORT FORMS



1966 KIWANIS THE ABC OF LEADERSHIP

Plan **A**

International Council
Chicago
October 17-21, 1965

Governor's Conference
for Lieutenant Governors
October 29-November 9, 1965

Governor's Conference
for District Chairmen
October 29-November 9, 1965

Lieutenant Governor's
Conference for Club Officers
November 12-23, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

Plan **B***

International Council
Chicago
October 17-21, 1965

Conference for District
and
Club Leadership

*with presentations by district
committee chairmen in conferences
according to size of clubs

November 11-December 5, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

Plan **C***

International Council
Chicago
October 17-21, 1965

Conference for District
and
Club Leadership

*with presentations by district
committee chairmen in general
sessions of the conference

November 11-December 5, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

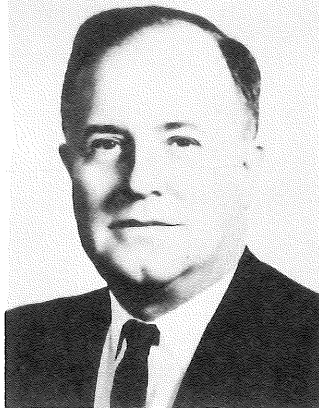
The successful promotion of the effective and on-going program of Kiwanis in 1966 will depend in large measure on how each and every Kiwanian in a position of leadership both is trained and shares the results of this training with all with whom he works.

The Leadership Training Program of Kiwanis International was instituted more than forty years ago. Improvements have been made each year and these have been possible through critical appraisal of the outlines used. This year, as always, the prime objective is to assure that those chosen for leadership shall be thoroughly prepared for the responsibilities they are to assume.

The first step in the Leadership Training Program is the International Council. Here each District Governor receives the information and inspiration needed when he assumes his office. The International Council provides the guidelines for effective year-long district administration.

Equally important, it provides the District Governor with the know-how to assure the effective training of the Lieutenant Governors, District Chairmen, and Club Officers.

Three Plans, designated as "A", "B", and "C", are provided for the guidance of the District Leadership. They are of equal stature and should be carefully reviewed before reaching a decision on how the Leadership Training Program will be handled in the District. Plan "A" requires the Lieutenant Governor to handle the training of club officers in a Division Leadership Training Conference. Plan "B" and Plan "C" provide for training of the District and club officers in a conference held at the District level. Complete outlines for all three plans are available to assist in the development of the most effective training program possible, no matter which format is selected.



MR. LIEUTENANT GOVERNOR: Kiwanis is unique in the service club field because of its Leadership Training Program. No man accepts the responsibility of leadership in Kiwanis until he has been prepared for the responsibilities he is to assume by the training he has received. At the Governor's Conference, which you attended, you were provided with the tools which you will need as Lieutenant Governor in 1966.

Now you assume the responsibility of passing on to the officers and committee chairmen of the clubs in your division the training they will need. Through your Leadership Training Conference, they will learn HOW to do their job as well as WHAT their jobs are. They will also learn about the International Programs for 1966. The contents of these programs will serve as a basis for the many activities which clubs will carry out. It is urged that you make your Conference a one hundred percent training effort and that you definitely do not allow your session to become merely a large inter-club affair.

An agenda, complete in every detail, is provided for you. Choose your faculty carefully. Utilize the manpower most fitted to the assignment. Please note the alternate plan for an expanded Conference program which also merits your consideration.

Again this year, you will have available to you a filmstrip incorporating the Theme, Objectives, and the Major Emphasis Programs of the standing committees. Every club will receive a copy to use in Club Program Development. Your superlative use of this training aid will set the stage for its full use at the club level. The filmstrip, "Time for Reflection", is also available to assist you with clubs in your division which, in your judgment, have administration problems. Simply request a copy from the General Office.

The full utilization of the attached outline, through effective planning and execution, will provide the know-how so much needed for successful administration at the club level. It is highly recommended that you implement fully the attached agenda. If you do, I am confident that 1966 will be the finest in all Kiwanis history

Edward C. Keefe
PRESIDENT, KIWANIS INTERNATIONAL



LIEUTENANT GOVERNOR'S CONFERENCE

CONDUCTED FOR CLUB OFFICERS AND COMMITTEE CHAIRMEN

WHEN? Between November 12 and November 23, 1965

WHERE? At a central location within the division

HOW LONG? One day, or an afternoon and an evening

WHO? Club Presidents, Vice-Presidents, Secretaries, Treasurers, Directors, and Committee Chairmen

STAFF? Lieutenant Governor-designate, present or past district officers or committee chairmen—the best available

METHOD? Lecture, discussion, round table conference

REFERENCE? Club President's Manual, Club Secretary's Manual, 1966 Objectives, 1966 Club Committee Outlines, The Work of the Sponsoring Committee, Kiwanis in Action, The Leadership Training Outline for Clubs—Club Program Development

HOW TO REPORT? Lieutenant Governor-designate to complete and mail attached forms immediately

NOTE: This model agenda for all phases of the Lieutenant Governor's Conference for club officers and committee chairmen may be effectively used in the districts where regional conferences are preferred

MODEL AGENDA

1

Call to Order

Lieutenant Governor-designate

2

Invocation

3

Roll call of clubs

4

Introduction of Faculty

5

Purpose of the Conference

6

The Lieutenant Governor and the Division

- A. The Lieutenant Governor is the chief administrator of your division
- B. He is the executive officer of the district in your division
- C. The Lieutenant Governor represents one of the great strengths of Kiwanis
 1. He is available to help you on a moment's notice
 2. He is especially trained to serve the clubs of the division
 3. He has had practical experience as a club officer
- D. He has received special training to help you:
 1. Administrative problems
 2. Manpower development
 3. New club building
 4. Advice concerning service activities

5. Advice concerning fund raising

6. Your Key Club or Circle K Club

E. He will visit your clubs and report on those visits to the District Secretary and to the General Office in Chicago

1. You are not graded on these reports
2. The reports inform your district and International on materials you need, assistance you wish, problems you are having, the successful activities you have. His reports help Kiwanis to help you and your club
3. His reports give indication of trends, answers you have found to problems, what Kiwanians are thinking, what problems of wide scope may be developing
4. His visit will inform you on what's happening in Kiwanis
5. He is your spokesman to the District and through it to International
6. He is at your club to give Kiwanis Education and to help you have a better club

7

Division Goals for 1966

8

The Seven Steps of Club Program Development

- A. Preparation for the Club President's Conference
- B. Officer Preparation for the Club President's Conference
- C. Meeting with 1966 Committee on Programs and Music
- D. Meeting of the 1966 Committee on Finance
- E. The Club President's Conference including use of film-strip on Theme, Objectives, and Major Emphasis Programs
- F. Meeting of the Board of Directors
- G. Filing the Report of the Conference

9

Presentation of the filmstrip on Theme, Objectives, and Major Emphasis Programs

10

Question Period and Discussion on the Steps Leading to the Club President's Conference

11

The President and the Vice-President

A. Administrative duties of the President

1. Study CLUB PRESIDENT'S MANUAL
2. Plan and prepare his calendar
3. Develop goals for the club
4. Confer with his predecessor
5. Select committee chairmen
6. Hold Club President's Conference
7. Plan effective membership development
8. Know club bylaws and keep them current
9. Confer with club officers
10. Know International Committee Programs (Show filmstrip "A Time for Reflection." It may be borrowed from the General Office)

B. Responsibilities as presiding officer

1. Prepare agenda for club meeting
2. Insure proper timing for all meetings
3. Supervise program planning by program committee
4. Prepare agenda for board meetings
5. Assure observance of special days by program committee

C. Techniques to insure effective committee functioning

1. Select chairmen and members carefully
2. Set forth duties of the chairmen and members (preferably in writing) and outline what you expect of them. Ask them to accept in writing the appointment and the responsibilities you have outlined
3. Meet with each committee at beginning of year
4. Require regular meetings
5. Study and discuss club committee programs
6. Expect good performance and get it
7. Make sure activities are reported to Secretary
8. Relate programs to International Objects and 1966 Objectives

D. Responsibility for reception and entertainment of International and district officers

1. He should advise visiting officer in advance of complete plans
2. He should make definite arrangements to meet visiting officer
3. He should advise on length of address, attire, hotel accommodations, etc.
4. He should leave some time open for rest of officer and wife
5. Discussion
6. He should personally check that all courtesies are rendered
7. He should serve as host (and wife as hostess, when appropriate)

E. Relationship to visits of Lieutenant Governor

1. Is host to Lieutenant Governor
2. Assures that reception and courtesies have been arranged
3. Introduces from podium
4. Seats him in a position of honor at head table
5. Arranges with program committee for him to have program on occasion of official visit
6. Publicizes official visit

7. Requests date for Lieutenant Governor to install officers

8. Plans for official Board visit to receive maximum benefits for club

9. Follows through on requests for data, information on how successful projects are carried out, etc.

10. Writes both an acknowledgment that Lieutenant Governor will visit and gives information about meeting, and an informal note commenting on visit and confirming items to which Lieutenant Governor has promised to give attention on behalf of the club

F. Increase community service by adding high caliber manpower

1. Discuss membership promotion and goals for the year

(Details in the program of the International Committee on Membership Development)

2. Attract high caliber members by adequately and effectively picturing Kiwanis membership to them

a. Show how the Kiwanis program recognizes concerns and needs of the community, state, province, and nation

(1) Theme

(2) Resolutions from last International and district Conventions

(3) Objectives

(a) Support of Free Enterprise

(b) Importance of religion

(c) Moral and ethical standards—
Kiwanis Code of Ethics

(d) Helping youth to help themselves and grow in excellence and citizenship responsibility—Key Clubs and Circle K Clubs

(e) Efficient government

(f) Inquiry—"The Constitution Series"

(4) Review of your club activities

(a) Explain how Kiwanis affords participation in solving important personal, community, and national needs

(b) Use a "balance sheet" to show relation of your club's activities to the Objectives—the specific things you do locally to carry out the Objectives

b. Emphasize programs unique with Kiwanis

(1) Outspoken support of free enterprise

(2) Opposition to needless expansion of government

(3) Effort to increase responsible citizenship

(4) Committee on Support of Churches in their Spiritual Aims

(5) Circle K and Key Club

c. Kiwanis—a distinguished organization

(1) Freedoms Foundation Awards

(2) Other national recognition

(3) Kiwanians serving in Congress and Parliament

(4) Kiwanians who are "news"

3. Systematically seek men of Kiwanis quality

a. Replace each deletion

b. Check classification vacancies

c. Seek young men on way up

d. Carefully note and follow up information re Kiwanians moving to your town

e. Have a planned program to secure for Kiwanis new men in community

f. Look for "alumni" of groups with a terminal age for membership



4. Fulfill obligation to the new member
 - a. Give him top quality education and induction—Use filmstrip "The Man Who Wears the K"
 - b. Make him feel welcome and wanted
 - c. Give him a chance to do something important in his eyes
 - d. Recognize his achievements through good internal and external publicity
 - e. Build prestige for clubs by publicizing activities, projects, and honors
 - f. Develop a pride in membership—keep members aware of significance of club to community
 - g. Make meetings attractive—activities appealing
 - G. You are the key to a new Kiwanis club
 1. Highlight of your year
 2. President must want new club badly
 3. You can appoint sympathetic and hard working chairmen
 4. Know and use helps from district and International
 5. Push, Push, Push
 - H. Key Club and Circle K club—your responsibility
 1. Know the obligation of the sponsoring club
 2. Check that obligations are being consistently discharged
 3. Require monthly report from committee
 4. Visit club(s)
 5. Give Circle K or Key Club appropriate recognition before your club for real accomplishment
 - I. Materials and tools of service
 1. Available from International (Bulletins are listed on page 4 of the Committee Program Sheets)
 2. Available from District
 - J. Attend and promote attendance at conventions and conferences
 - K. Participate in the division council
 1. Exchange ideas
 2. Discover projects, answers to problems
 3. Build spirit of cooperation between your club and others in vicinity
 4. Strength through concerted action
 5. Develop Fellowship
 - L. Cooperate with committee on public relations
 1. Encourage reading of THE KIWANIS MAGAZINE and District bulletins
 2. Encourage observance of Magazine Week
 3. Use complimentary subscriptions to magazine as recognition
 4. Read the PUBLIC RELATIONS HANDBOOK
 - a. Use its recommendations
 - b. Plan a program of regular news coverage by press, radio, TV
 5. Publicize for prestige
 - M. Questions and answers
9. to keep membership records
 - a. classification data
 - b. report move-aways on the "Recommendations for Membership" form
 10. to counsel with the President regarding the meeting agenda, announcements, special events, recognitions
 11. to publish or cause to be published a weekly club bulletin or news sheet
 12. to keep officers and directors informed concerning matters which are part of the records or of which he has received communications from International, District, or Division
 13. to file Form 990 with Department of Internal Revenue
 14. to perform duties related to International and District Conventions
 - a. Assist with filing of registrations of members—at least, provide the blanks
 - b. File the official list of delegates on forms provided by Kiwanis International for the International Convention and by the District Secretary for the District Convention
- B. Review of reporting procedures**
1. Preparing the monthly report form
 - a. Reports from club committee
 - (1) Preferably in writing
 - (2) Forms for use of club committee chairmen available from the Supplies Department in the General Office
 - b. Fully utilize personal notes made through month on activities which might be overlooked by the committee chairmen to assure as complete a report as possible
 - c. Review the agendas for club meetings for speaker's name or information on other types of programs
 - d. Keep a record of publicity received in the local press, over the radio and TV
 - e. Especially record information on Inter-Club meetings and special events
 - f. Determine if any projects completed during any month deserve fuller treatment than is requested on monthly report form in the minimum space provided. Keep in mind the Kiwanis In Action section of The Kiwanis Magazine, as well as the District Bulletin, utilizes these reports for many of its items
 - g. Be conscious that the monthly reports serve as the official record of the club for the year. They are an excellent basis for the annual summary of Achievements
 - h. Submit the completed report to the Board of Directors and obtain the President's signature
 - i. Mail the report on time
 2. Keeping the record of membership and the reporting necessary to Kiwanis International
 - a. Understand how the automatic membership record system of Kiwanis International works in terms of its relationship to the local club and its reporting
 - b. Report all new additions to the club membership on the NEW MEMBER ADD Form immediately on their being inducted into membership

13

The Board of Directors

- c. Remove cards from your official file when a member is deleted, or a change in his address or classification or class of membership needs changing. Forward it to Kiwanis International. Refile the new card when it is returned to you by Kiwanis International in its proper place alphabetically.
 - d. Remember that no member will receive his Kiwanis Magazine or his District Bulletin until you have reported either his addition to the club or any change of address to assure proper delivery.
 - 3. Development of the Annual Report of Club Achievements
 - a. Special Achievement Committee should be appointed by the President
 - b. The responsibility for coordination still remains with the Club Secretary
 - C. Use of the club committee materials and supplies catalog
 - 1. Each Committee program lists support materials to assist club committee chairmen. A card forwarded to Kiwanis International, either by the Secretary or by the committee chairman, giving the number of the Bulletin with its letter code will bring the information by return mail
 - 2. Supplies catalog and order form expedite the receipt of items of importance to the functioning of the club. Order what you need by name and item number. Use official order form whenever possible, it will expedite the handling of your request
 - D. Use of the directory and the policy related to it
 - 1. The only official copy of the DIRECTORY delivered free of charge to the club is forwarded to the Secretary
 - 2. Additional copies may be obtained by members for their own private use by requesting one at the price of \$1.00 per copy
 - 3. Understand the policy on use of the DIRECTORY as described on the inside front cover of the book. Insist that any member requesting use of the DIRECTORY or ordering a copy understands this policy
 - E. Production of the club bulletin
 - 1. Full responsibility may rest with the club secretary
 - 2. The club may have a special bulletin editor but the Secretary is still the chief source of information for its contents
 - 3. A discussion of effective guidelines for content and economical production will be profitable
 - F. Use of the BULLETIN FOR KIWANIS OFFICERS
 - 1. A valuable aid to committees
 - 2. A source of administrative guidelines and procedures
 - G. Duties of the club treasurer
 - 1. to assist in preparing the club budget
 - 2. to deposit all funds promptly
 - 3. to insist on an annual audit
 - 4. to make a monthly and annual financial report to the Board of Directors
 - 5. to advise Board or Committee whenever any budget item is exhausted
 - 6. to keep complete and accurate records
 - 7. to counsel Key Club and Circle K Club on finances, and to assist them in building budget
 - H. Review and discussion of current attendance rules
- A. Duties of the board of directors
 - 1. Direct affairs of the club
 - 2. Approve new members
 - 3. Determine policies and activities of the club
 - 4. Approve the budget
 - 5. Approve bills for payment and oversee financial operations
 - 6. Discipline members
 - 7. Advise committees, supervise programs, and projects
 - 8. Attend all regular and called meetings of the Board
 - B. Board must know club bylaws, paying special note to sections on:
 - 1. Admission to membership
 - 2. Committees and duties of
 - 3. Finance and Revenue
 - 4. International and District obligations
 - 5. Nomination and election of officers
 - 6. Public activities
 - 7. Conventions
 - C. Board of directors should know policies of Kiwanis International especially as related to:
 - 1. Fund Raising
 - 2. Handling proceeds of fund raising projects
 - 3. Key Club and Circle K
 - 4. Other Organizations
 - 5. Community Service Activities
 - D. Role of the club director in:
 - 1. New club building
 - 2. Program Development
 - 3. Manpower development
 - 4. Enforcing attendance regulations
 - 5. Counseling club committees
 - 6. Promoting and interpreting to club and community the Theme and Objectives for 1966

14

Club Committees

- A. Duties of the club committee chairman
 - 1. Hold and preside over one or more meetings of committee each month
 - 2. Study and understand International Programs for 1966
 - 3. Utilize International and District Programs
 - 4. Evaluate carefully former projects of the committee
 - 5. Plan with assistance of committee projects and activities
 - 6. Consult with president in planning for year
 - 7. Report monthly to President and Secretary
 - 8. Prepare committee budget and get it approved
 - 9. Recognize accomplishments of members
 - 10. Assure that projects and activities are publicized
- B. The club committee and international program
 - 1. 1966 major emphases or innovations
 - a. Administration
 - b. Citizenship services
 - c. Youth services
 - 2. Relations of Club Chairman to International Committee Programs
 - a. Adapt and modify to fit club and community size
 - b. Determine number of projects they can do well
 - c. Discuss International program with committee members

- d. Report problems of implementing and successful operations to International and District
 - e. Make sure publicity stresses International status of recommended projects and activities plus the local tie in
- C. Successful committee functioning**
- 1. Create team spirit among members
 - 2. Keep committee informed
 - 3. Encourage participation in planning, discussions, and operations
 - 4. Build readiness for participation in program
 - a. Explain the need
 - b. Tell why it is time to act
 - c. Show how plan will satisfy need
 - d. Allow discussion
 - e. Encourage critical and creative discussion of all phases
 - 5. Supervise operations, recognize achievement
 - 6. Follow up on all aspects
 - 7. Help committee achieve satisfaction from their participation
 - 8. Follow through to find objective
 - 9. Evaluate operations when completed
- D. Club meeting programs**
- 1. Should be directly or indirectly related to committee
 - 2. Tie in or show relationship to club
 - 3. Seek inspiration or collateral education
- E. Make thoughtful presentation to club during Club President's Conference**
- 1. Keep brief—facts only
 - 2. Choose ideas which can capture imagination or touch an area of concern among members
 - 3. Do few items very well
 - 4. Be enthusiastic or vitally concerned
- F. Suggested operational patterns**
- 1. Confer with 1965 Chairman, get his records, suggestions, and advice
 - 2. Set a regular day of each month for committee to meet
 - 3. Inform your President and/or Vice-President of meeting times
 - 4. Select member of committee as secretary to record actions of committee meetings
 - 5. Be sure plans are in keeping with Kiwanis policies and Objects
 - 6. Clear all projects with Board of Directors
 - 7. Cooperate and exchange information with other committees to avoid duplication
 - 8. Prepare a calendar for the year

15

Questions, Answers, Discussion

16

Film Strip: "The Man Who Wears the K"

17

Adjournment

ALTERNATE PLAN

LIEUTENANT GOVERNOR'S CONFERENCE

Conducted for Club Officers and Committee Chairmen

In some divisions, the Lieutenant Governor may feel that his Conference for Club Officers and Committee Chairmen can be more effective by:

1. Opening with a General Session of all in attendance and then—
2. Dividing the entire Conference into groups as follows:
 - A. Conference for Presidents and Vice-Presidents
 - B. Conference for Club Secretaries
 - C. Conference for Club Directors
 - D. Conference for Club Committee Chairmen
3. Set a time schedule for these Conferences

If this plan is used, the following guidelines are recommended:

1. The Lieutenant Governor-Designate should preside over the Conference for Presidents and Vice-Presidents
2. Capable past district officers should be chosen to preside over the other Conferences. Each presiding officer should be carefully briefed and given the specific sections of the Leadership Training Outlines which he is expected to cover. (See Below)
3. If feasible a coffee break might be scheduled after the General Session
4. After the individual Conferences have been concluded, a closing General Session is strongly recommended. This closing session should include a question and answer period with a discussion of general division problems. Conclude the Conference with the showing of the filmstrip—"The Man Who Wears the K"

If separate Conferences are used, the following items on the total agenda should be allocated to the individual Conferences:

1. To Conference for Presidents and Vice-Presidents
Items X and XI with all subtopics
2. To Conference for Club Secretaries
Item XII with all subtopics
3. To Conference for Club Directors
Item XIII with all subtopics
4. To Conference for Club Committee Chairmen
Item XIV with all subtopics

Remember to report on form provided no matter which Plan is used in conducting the Conference.

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 _____

Treasurers-designate _____

Committee Chairmen-designate _____

CHECK THOSE PRESENT:

Lieutenant Governor 1965 (____)

Governor-designate (____)

Governor 1965 (____)

District Secretary (____)

Past District Governors (____)

Other Past District Officers (____)

LIST NUMBER OF CLUBS NOT REPRESENTED AT THE CONFERENCE:

By Presidents _____ By Vice-Presidents _____ By Secretaries _____ By Treasurers _____

LIST NAMES OF CLUBS WHICH YOU FEEL WERE NOT ADEQUATELY REPRESENTED AND FOR WHOM SUPPLEMENTAL TRAINING MUST BE PROVIDED: _____

WHAT WILL BE DONE TO PROVIDE THIS SUPPLEMENTAL TRAINING? _____

Time consumed in conducting your Conference: _____ Hours

Was outline as provided used? _____ Yes _____ No (Please attach copy of agenda used.)

If not, please attach a copy of the plan used for the Conference.

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, Illinois 60611, one copy to the 1966 District Governor, and the other copy to the 1966 District Secretary.)

**SUGGESTIONS AND RECOMMENDATIONS FOR
IMPROVEMENT OF THIS PHASE OF THE LEADERSHIP TRAINING PROGRAM**

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 (____)

Directors (number present) (____)

Committee Chairmen (number present) (____)

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, Illinois 60611, one copy to the 1966 District Governor, and the other copy to the 1966 District Secretary.)

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

BOARD COMMITTEE ON LEADERSHIP AND COUNCIL

TED R. JOHNSON, *Chairman*, Denver, Colorado (Capital City Club)

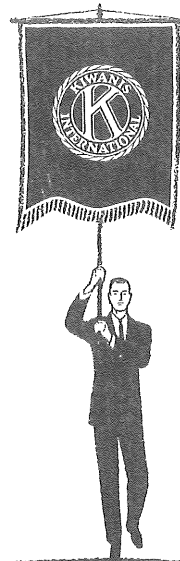
JAMES M. MOLER, Charles Town, West Virginia

CLAUDE L. RYDER, Bangor, Maine (Brewer Club)

ROBERT F. WEBER, Detroit, Michigan



WE BUILD



LEADERSHIP

BEGINS WITH EFFECTIVE TRAINING

For use of the
**CLUB
PRESIDENT**
in launching his
1966
**Club Program
Development**

LEADERSHIP TRAINING OUTLINES INCORPORATING:

1. Preparations for the Club President's Conference
2. The Club President's Conference

INSTRUCTIONS ON REPORTING



1966 KIWANIS THE **ABC** OF LEADERSHIP

Plan **A**

International Council
Chicago
October 17-21, 1965

Governor's Conference
for Lieutenant Governors
October 29-November 9, 1965

Governor's Conference
for District Chairmen
October 29-November 9, 1965

Lieutenant Governor's
Conference for Club Officers
November 12-23, 1965

Club Program Development
Completed by
Second Club Meeting in 1966

Plan **B***

International Council
Chicago
October 17-21, 1965

Conference for District
and
Club Leadership

*with presentations by district
committee chairmen in conferences
according to size of clubs

November 11-December 5, 1965

Club Program Development

Completed by
Second Club Meeting in 1966

Plan **C***

International Council
Chicago
October 17-21, 1965

Conference for District
and
Club Leadership

*with presentations by district
committee chairmen in general
sessions of the conference

November 11-December 5, 1965

Club Program Development

Completed by
Second Club Meeting in 1966

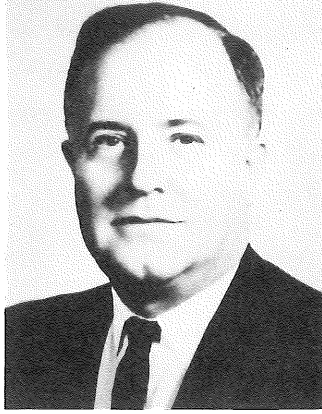
The successful promotion of the effective and on-going program of Kiwanis in 1966 will depend in large measure on how each and every Kiwanian in a position of leadership both is trained and shares the results of this training with all with whom he works.

The Leadership Training Program of Kiwanis International was instituted more than forty years ago. Improvements have been made each year and these have been possible through critical appraisal of the outlines used. This year, as always, the prime objective is to assure that those chosen for leadership shall be thoroughly prepared for the responsibilities they are to assume.

The first step in the Leadership Training Program is the International Council. Here each District Governor receives the information and inspiration needed when he assumes his office. The International Council provides the guidelines for effective year-long district administration.

Equally important, it provides the District Governor with the know-how to assure the effective training of the Lieutenant Governors, District Chairmen, and Club Officers.

Three Plans, designated as "A", "B", and "C", are provided for the guidance of the District Leadership. They are of equal stature and should be carefully reviewed before reaching a decision on how the Leadership Training Program will be handled in the District. Plan "A" requires the Lieutenant Governor to handle the training of club officers in a Division Leadership Training Conference. Plan "B" and Plan "C" provide for training of the District and club officers in a conference held at the District level. Complete outlines for all three plans are available to assist in the development of the most effective training program possible, no matter which format is selected.



MR. PRESIDENT: The launching of your year as Club president requires not only a President's Conference, at which time the objectives and administration plans for the year are presented to the club membership, but also that the President make careful preparation so this conference will achieve maximum effectiveness. It must lead into smooth functioning of administrative and service activities from the very beginning of the year.

Again this year, you will have filmstrip incorporating the Theme, Objectives, and the Major Emphasis Programs of the standing committees. Complete instructions regarding the use of this visual aid will be forwarded to you. Your full use of this training aid will stimulate your total membership and especially your committee chairmen. Your lieutenant governor will provide you with a copy of this filmstrip.

I am confident that 1966 will be the finest in all Kiwanis history.

Edward C. Keefe
PRESIDENT, KIWANIS INTERNATIONAL



LEADERSHIP TRAINING CLUB LEVEL

CLUB PROGRAM DEVELOPMENT

To be Completed by the Second Club Meeting in 1966.

1

Preparation for the Club President's Conference

- A. By December 1 deliver International Committee Programs to the 1966 chairmen of the standing club committees
Give each a Theme and Objectives Folder
Deliver the Club Secretary's Manual
Deliver the copy of Kiwanis Clubs Are Featuring to the chairman of the Program Committee
Place order with General Office of Kiwanis International for sufficient quantity of Theme and Objectives folders for use at Club President's Conference (one for each member minimum)
Deliver—
Financing Kiwanis Activities to the Chairman of the Finance Committee or Chairman of Special Committee on Fund Raising
One copy of Club Committee Materials to the Club Secretary. (All of these materials are in the Club Leadership Packet which was mailed to the 1965 club Secretary on November 1 from the General Office)
- B. The President should present his objectives and goals for the Committees and give suggestions to the other club officers regarding their functioning
- C. Schedule a meeting of each committee prior to January
1. Plan to meet with each committee on its scheduled date or ask one of the other officers to do so, briefing them on their responsibilities. Request each Committee to:
 1. Set a regular day each month for its committee meeting
 - a. preferably during the first fifteen days
 - b. President or committee coordinator should check to see that meeting has been held
 2. Study the International Committee's suggestions
 3. Evaluate carefully former projects of the Committee
 4. Determine the pressing needs of the community which fall within the scope of the committee
 5. Develop the report to be given by the chairman at the Club President's Conference and list the proposed projects for the year
 6. Estimate the finances needed to carry out the year's program, and prepare report for the Finance Committee

2

Officer Preparation for the Club President's Conference

- A. Hold a meeting of the Vice-President(s), Secretary, Treasurer, Immediate Past President and Chairman of Finance Committee for 1966

B. Discuss:

1. Duties of club officers
Example: Will Vice-President(s) supervise committee operation and reporting?
2. Handling club finances
Examples: Maintaining separate accounts for administrative and activity funds; vouchering system
3. Production and mailing of the Club Bulletin
4. Review the agenda for the Club President's Conference; assign responsibilities

3

Meet with 1966 Committees on Programs and Music

- A. Schedule the Club President's Conference for the first club meeting in 1966
- B. Plan the other club meeting programs for at least the first quarter, including special music and entertainment features. Use the first quarterly edition of Kiwanis Clubs Are Featuring

4

Meet with the 1966 Finance Committee

- A. Review proposed administrative and committee budgets
- B. Prepare budget for presentation to Board of Directors

5

The Club President's Conference

First or second meeting in 1966

- A. Standard opening
- B. Explanation of the purpose of the Club President's Conference
- C. Theme, Objectives, and Major Emphases Programs. Use Filmstrip.
- D. President's Goals for the year. These should be recorded as guides for the club year
1. Membership increase
 2. New Club building prospects
 3. Special projects
 4. Public Relations in the community
 5. Club's share of district goals
 6. Other

- E. Presentation of plans by Committee Chairmen
- F. Secretary's plans for the year
Example: Assistance needed in preparing club monthly report, etc.
- G. Proposed Fund Raising Projects
- H. Review of support materials for Club Committees and officers
(See Club President's Manual, Club Secretary's Manual, and list of Bulletins on each Committee program)

6

Meeting of the Board of Directors

- A. Select the day on which regular monthly meetings will be held

- B. Hold orientation of new Board members—Review objectives as set forth in Article VII of Standard Form for Club Bylaws
- C. Consider projects at the Club President's Conference
- D. Adopt the 1966 Budget
- E. Establish finance procedures
- F. Review fund raising suggestions
- G. Other business

7

Prepare and submit report on completion of Steps 1 through 6 of Club Program Development

Forward immediately

REPORT OF CLUB PRESIDENT
ON CLUB PROGRAM DEVELOPMENT AND
LEADERSHIP TRAINING CONFERENCE

District _____ Division _____

Name of Club _____

City _____ State or Province _____

This is to certify that the Seven Steps in the Outline — **CLUB PROGRAM DEVELOPMENT** — have been completed including the Club President's Conference.

_____ Date Report Filed _____ President _____

Comments on the following will be appreciated:

1. Was the training received from your Lieutenant Governor or at your District-wide Conference adequate?
Yes _____ No _____
2. Do you feel that you have an understanding
 - a. Of your duties as President? Yes _____ No _____
 - b. Of the 1966 International Committee Programs? Yes _____ No _____
3. What suggestions do you have for improving the training of club officers, directors, and committee chairmen?

(The President should mail this report PROMPTLY after the conferences held: White copy to the General Office of Kiwanis International, 101 East Erie Street, Chicago, 60611; blue copy to the Lieutenant Governor, and pink copy to the 1966 District Secretary. Retain the yellow copy.)

BOARD COMMITTEE ON LEADERSHIP AND COUNCIL

TED R. JOHNSON, *Chairman*, Denver, Colorado (Capital City Club)

JAMES M. MOLER, Charles Town, West Virginia

CLAUDE L. RYDER, Bangor, Maine (Brewer Club)

ROBERT F. WEBER, Detroit, Michigan



WE BUILD

REPORT OF BOARD COMMITTEE ON MEMBERSHIP DEVELOPMENT
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13-17, 1965

DATE OF COMMITTEE MEETING: October 15, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Derral L. Clark, Claude L. Ryder, Jack Willis
Chairman: Le Roy J. Olsen
Staff Member: Alonzo J. Bryan

The Citation of Service Program was reviewed and it is noted that one hundred and fifty-five Gold Citation of Award cards have been forwarded to club secretaries for presentation to the qualifying members by the club president. Clubs have requested 11,075 additional score cards.

The Committee on Membership Development has included the Citation of Service program in its plans for 1966. An attractive certificate is to be presented replacing the wallet card awarded during 1965, copy of which will be available at the next meeting of the Board.

The committee reviewed the program of the 1966 Committee on Membership Development and the presentation of the Chairman to the Council. The following three items were discussed:

A. A small white plastic "Q" is to be awarded each Kiwanian who sponsors a new member during 1966. This "Q" will replace the Badge of Distinction that was awarded during The Charge of The 5000+ program.

B. A white felt "Q" will be awarded for club participation as follows:

Clubs with a membership of 25 or under must show a net increase of 3 for the year 1966;
26 through 50, net increase of 5 members;
51 through 100, net increase of 10%;
101 and over, a net increase of 10 members or more.

C. The problem of deletions was discussed at some length and the following were viewed with grave concern:

1. Young men are not being accepted harmoniously into membership by the older members.
2. Young "keen" men are not interested in buying a pair of glasses, sending boys or girls to camp, etc. --- but in doing something auspicious.
3. In view of having to report on so many committees each quarter the individual clubs are not given the opportunity to select what they want to do in their own community.

4. The battle for the minds of men is continuously mounting due to competition with too many things - not only service clubs but P.T.A., Church, Golf, Boating, etc. Demands on the time of Kiwanians are ever increasing; in order to retain interest and activity it is essential to have challenging opportunities.
5. It is the opinion of the Committee that a new look should be taken concerning the advisability of making the administrative year of Kiwanis International coincide with that of the clubs and districts in order that a continuing team effort might not be interrupted.
6. Experience of past fifty years is basically of no great value other than experience due to changing modes of living. Rather should be considered as a "launching" platform for Kiwanis future.
7. Reference made to the fact that the majority of individuals now have more time on their hands than ever due to 40-hour week. However, the weekends are lost as far as the average man doing any service work - his family comes first. As an example, watch the exodus of automobiles from urban areas on Friday evenings.
8. With the three days of the weekend lost and Mondays being a day to clear up loose ends, we find only three nights left in a given week. If one of these is given to church or lodge, one night allowed to be home with the family, there is only one night left for extra activities. To attract a young man sufficiently for him to give up this remaining night the programs of Kiwanis must be appealing and fill a need in the busy man's schedule.
9. Possible mistake in not identifying Key Club and Circle K members as potential Kiwanis members. It is appreciated that school administrators would be rightly concerned, but these young men should be kept under surveillance.
10. Consideration of eliminating small, petty items, programs that the government and others have taken over and looking towards major emphases programs on the International level.

The Classification and Membership Development Plan of Kiwanis International was approved and recommended that it be prepared in booklet form for distribution. It is further recommended that this information be reproduced and made a part of the Manual for District Officers.

The Community Classification Survey pamphlet as suggested by the 1966 Committee on Membership Development was approved and recommended that it be made available to all clubs.

A new form for clubs to report a member moving to another area has been approved and it is recommended it be prepared for distribution to all clubs.

The matter of broadening the "reserve" class of members was considered and it is recommended that this be retained in committee for further study.

The committee reviewed the 1966 program of the Committee on Inter-Club Relations and Fellowship and the presentation of the chairman. It is a well thought-out program and the chairman's presentation is brief and to the point.

The information concerning groups that will have revocation of charters was reviewed and it is the opinion of the committee that the revocations have come about due to lack of leadership.

District Officers should be constantly reminded to be alert to danger signals, viz. - failure of clubs to meet regularly, excessive turnover in personnel, evidence of poor programming, poor or inadequate meeting facilities, inactive committees. If careful attention is paid to these and other indications of failures, it is likely that the casualty rate both in members and clubs can be substantially reduced. It should be far easier to heal a sick club than it is to restore a dead one.

It is just as important to save a club as it is to get a new one. The committee recommends that Field Service Representatives be made available for work with small clubs. Experience is important and the opinion of the committee is that the current field men are more qualified for this undertaking in preference to a new man being appointed.

Reports were reviewed from twenty-six of the District Chairmen on Special Club services and their comments and suggestions analyzed. The committee is of the opinion that the Kiwanis Officers at all levels should have impressed upon them that they do not hold an honorary position but that they have an attended responsibility.

The Committee recommends:

1. That a Field Service Representative be assigned to work with small clubs and that this be an experienced man in preference to a new man being hired.

I move that recommendation 1 be adopted.

2. That the Classification and Membership Development Plan of Kiwanis International be prepared in booklet form for distribution. It is further recommended that this information be reproduced and made a part of the Manual for District Officers.

I move that recommendation 2 be adopted.

3. That the Community Classification Survey pamphlet as suggested by the 1966 Committee on Membership Development be made available to all clubs.

I move that recommendation 3 be adopted.

4. That the new form titled "Notice of Member Moving To Another Area" be prepared for distribution to all clubs.

I move that recommendation 4 be adopted.

5. That the matter of broadening the "reserve" class of members be retained by the committee for further study.

I move that recommendation 5 be adopted.

I move that this report be received.

Respectfully submitted,

DERRAL L. CLARK

CLAUDE L. RYDER

JACK WILLIS

LE ROY J. OLSEN, Chairman

REPORT OF BOARD COMMITTEE ON PROGRAM DEVELOPMENT
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13-17, 1965

DATE OF COMMITTEE MEETING: October 14, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Wes H. Bartlett, Derral L. Clark, Walter H. Howell, Q.C.
Ted R. Johnson
Chairman - Robert F. Weber
Staff Members: J. Frank McCabe, Fay H. McDonald, and Percy H. Shue

During the meeting the committee welcomed President-elect R. Glenn Reed.

The following matters were discussed and brought to the Board for approval, referred, or held for further study.

1. The Freedom Leadership Program

The committee reviewed the entire program and determined the following gratis distribution of the manual and booklet to International, district, and club leaders as follows:

On Monday evening at Council, each person present will receive a copy of the "Freedom and You" booklet; each man will receive the manual.

At combined Governor's Conferences, each district Board member, district committee chairman, and club president will receive the "Freedom and You" booklet; each member of the district board and the chairmen of district Committees on Boys and Girls Work and Public and Business Affairs (if present) will receive the manual. Other copies of the booklet only will be made available on request as current stock permits.

At Lieutenant Governors Conferences, all club presidents will receive a copy of the "Freedom and You" booklet.

On December 1, each 1966 club president will be mailed a copy of the booklet (United States only), the manual, and a flyer for ordering materials.

Promotional letters recommending action will be delivered to the governors-designate, lieutenant governors-designate, and presidents-designate when they first receive the manual.

Apart from the above distribution, no manuals will be distributed to Kiwanians, but anyone may obtain additional copies at the price of two for \$1.00.

Each district Counselor will receive thirty copies of the booklet "Freedom and You" to use as he sees fit at various training conferences.

The committee recommends that the following prices be established for manual and booklet:

Manual: 2 copies for \$1.00

Booklet "Freedom and You"; in lots of 100's, including shipping:

100-400 - \$6.00 per 100

500-900 - \$5.50 per 100

1000 or more - \$5.00 per 100

The committee recommends that an initial order of 500,000 copies of "Freedom and You" at a price of 3¢ per copy from the Channing L. Bete Co., of Greenfield, Massachusetts, be approved.

A Canadian version of "Freedom and You" was discussed and the staff requested to assemble proper material for review at the winter meeting of the Board.

Mr. President: I move that the prices for the Freedom Leadership Manual and "Freedom and You" booklets, respectively, as shown in the body of item 1 of this report, be approved.

Mr. President: I move that 500,000 copies of "Freedom and You" at a cost of 3¢ per copy be purchased from the Channing L. Bete Company of Greenfield, Massachusetts for delivery as soon as practical.

2. The committee investigated the International Executive Service Corps, a private, non-profit organization, to aid economic development in developing nations through direct assistance of business in the United States to growing businesses abroad; and to provide opportunity for retired businessmen to continue to use their abilities and experience to the highest use.

The matter is to be referred to the following International Committees for further study and comment:

Public and Business Affairs for the United States
Public and Business Affairs for Canada
Vocational Guidance
International Relations

3. The Jaycee Program on "The Law is the Will of the People" was reviewed. Whereas it is a highly commendable program, the Committee, recognizing our own "You and the Law" booklets and materials to be developed within the framework of the Freedom Leadership Program, believes it is best to hold this program in abeyance until our own plans in this matter are jelled.
4. A request from the British Embassy in Saigon for assistance to orphans and one from CARE was considered. These are two out of many received, and the Committee will call it to the attention of the International Relations Committee.

No action is requested at this time.

5. Several samples of Peace Marker Plaques for the United States-Mexico Border were exhibited to the committee by Percy Shue and all action on this matter was withheld until such time as a firm commitment for a marker is received from a district or other Kiwanis unit.

6. Kiwanis has served for many years as the coordinating agency for the National Farm-City Committee. If they again request Kiwanis International to serve in this capacity, it is the recommendation of the Program Development Committee that we accept.

Mr. President, I move that Kiwanis International, if requested, accept responsibility of the coordinating agency for The National Farm-City Committee in 1966.

7. The committee reviewed the Co-Sponsorship of "National Public Works Week" by Kiwanis with the American Public Works Association. This has been a most successful program and its continuance is recommended.

Mr. President, I move that approval be given for Kiwanis International to jointly sponsor "National Public Works Week" in May of 1966, if invited to do so.

8. As an information item only, the committee wishes to call attention to the Board of our participation in the observance of "Freedom of Enterprise Week" during 1966. Both International Committees on Public and Business Affairs have incorporated this in their programs.
9. The committee briefly reviewed the budget with the staff, along with monthly balance sheet for September.
10. A recommendation was forwarded to the Committee to have the names of two International Committees changed as follows:

Support of Churches in Their Spiritual Aims to either:

- a. Committee on Support of Religious Organizations, or
- b. Committee on Support of Spiritual Aims

Committee on Public and Business Affairs to:

Committee on Public and Civic Affairs

No change is recommended by the committee.

11. The subject of reporting procedures was on our agenda and also mentioned in the report of the Secretary, earlier in this meeting. Because of the many details involved in this entire procedure, it was suggested that the Staff and Board Committees continue working on this by correspondence, and at the Winter Board Meeting this committee be permitted to come in one day early for a complete review of this vital matter.

Mr. President, I move that the Committee on Program Development be requested to meet one day ahead of the Midwinter Board Meeting for the purpose of reviewing our entire reporting procedures.

12. President Keefe, in item #3 of his report, requested that the Committee on Program Development, and Sponsored Youth Organizations, jointly explore and implement ways in which Circle K and Key Clubs can become a potent force for the preservation of our heritage of freedom.

It is hoped that a joint meeting of the above mentioned committees can be arranged at the Winter Board Meeting for this purpose.

Meantime, the committee has requested the Staff to do three things specifically:

- a. Design a "place mat" as a suggested supply item, having high points of our Freedom Leadership philosophy appropriately displayed along with insignia of Kiwanis, Key Club and Circle K.
 - b. Cooperate with the Key Club and Circle K Departments in adapting material from the Freedom Leadership Manual for Circle K and Key Club promotion and implementation.
 - c. Request ideas from the District Key Club and District Circle K Chairmen when they meet at the International Office in November.
13. President Keefe suggested that the Committee on Program Development preview the need for emergency procedures to inform clubs of the needs in times of disaster.

Without going into detail because of the time element, it was the considered belief of the committee at this time that our national governments, states and provinces, and local communities, through civic agencies, the Red Cross, Salvation Army and others, are better equipped to handle disasters - and we should request clubs and Kiwanis members in disaster areas to cooperate fully with these agencies -- but we do not believe solicitations should be made on a general basis by Kiwanis International.

14. The committee recommends that a study be made by the Board Committee on Administration and Structure as to the feasibility of having the Kiwanis year start at the same time at all levels.

Mr. President, I recommend that this item be referred to the Board Committee on Administration and Structure.

15. The matter of a uniform filing system, utilizing reference numbers on correspondence, was discussed, and it was the opinion of the committee that such a uniform filing system for all levels of Kiwanis would aid immeasurably in the clarification and usefulness of all correspondence and other materials.

Mr. President, I recommend that the study of a uniform filing system, utilizing reference numbers of correspondence, be established and that this matter be referred to the Board Committee on Administration and Structure.

16. The matter of correspondence was considered and the difficulty of those receiving carbon copies having no "on hand" means of addressing an answer was pointed out - as under our present addressing system no street or city is typed on correspondence to Kiwanians.

The committee believes that all letters where carbon copies are sent out should carry a full address. It is realized that this will add some cost as two extra lines will have to be typed - but it was felt that the addition of the address would assist those receiving copies by making it easier to answer rather than have to hunt for an address or write the General Office for same.

Mr. President; I move that all General Office correspondence when carbon copies are sent include the street and city, state or province of addressee.

I move this report be received.

Respectfully,

WES H. BARTLETT

DERRAL L. CLARK

WALTER H. HOWELL, Q.C.

TED R. JOHNSON

ROBERT F. WEBER, Chairman

REPORT OF BOARD COMMITTEE ON PROPERTY AND SUPPLIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13 - 17, 1965

DATE OF COMMITTEE MEETING: October 14, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Walter H. Howell, Q.C., Phillip V. Stout
Chairman - Claude L. Ryder
Absent - Derral L. Clark due to conflicting meeting
Staff Members - G. Robert Harrison, James G. Smith and
Thomas W. Fitzgerald

The illness of Office Manager Gillum has been previously noted.
His absence was keenly felt by the members of this committee.
We all wish for him speedy and complete recovery.

1. REVIEW OF FINANCIAL STATEMENTS

(a) Supplies Operation

Each item of Division I - Supplies Comparative Statement of Expenses through September, 1965, was reviewed in detail. The adjustments requested in our last report and which have now been approved are not reflected in this statement, but with these adjustments made, the operation is well within budget as the remaining small over-budget items will be adequately offset by the increased gross profit on sales.

- (b) The Division C - Office Management Comparative Statement was carefully reviewed, and all but two items were well under budget. C-4 Postage and Express is currently \$1,100.00 over budget and C-5 Telephone and Telegraph is \$70.00 over budget, but these will be adjusted at year end, as the over-all operation should be within budget.
- (c) The Sudler & Company Statement was found to be in order for 9/12 of the year. We feel that one item under Heating, Ventilating and Air Conditioning should be mentioned as the air compressor has again required extensive repairs.

In our last report we requested \$4,900.00 for additional air conditioning for the Data Processing Department. This amount has been approved by the Finance Committee, but the installation is being held up pending a survey to determine if the installation of a new compressor, adequate to take care of the entire building, may not be less expensive than the new additional unit, plus the near future possibility of replacing the malfunctioning unit. A full report of this will be available at our February meeting.

2. REVIEW OF GOLDEN ANNIVERSARY SALES

(a) The sales of Golden Anniversary items continues, but at an understandably reduced rate. There are nine items on the Golden Anniversary list for which we feel there will be no demand after year end, and we will recommend that they be written off as of December 31, 1965. The remaining Golden Anniversary items will, we feel, continue to be purchased during the early part of next year. Our February report will presumably request further write-off of these items. The nine items we wish to write off as of December 31, 1965 total \$2,390.42 as of October 14, and will be less than that amount before the write-off date. The total inventory of all Golden Anniversary items as of October 14, is \$12,987.08, a reduction of \$1,203.90 in the last two weeks.

(b) Inventory Analysis

The total supplies inventory, as of September 30, 1965, is slightly higher than the August 31 inventory; this is occasioned by the new song books and the remaining Kiwanis at Fifty booklets.

3. REVIEW OF BUDGET FOR 1966

(a) For Supplies Operation

The Supplies Budget was reviewed, appears to be entirely realistic, and has been set up to take care of the newly installed I.B.M. equipment.

(b) For Building Operation

This budget has been thoughtfully prepared and appears to be adequate for 1966 requirements, unless unexpected expenses occur.

4. REVIEW OF NEW ITEMS FOR SUPPLIES CATALOG

Thirty-two new items were presented to the committee for examination and out of these twelve were selected for inclusion in the next issue of the supplies catalog. The new bronze Past Officer Plaque is, in the opinion of the committee, outstanding and is displayed at this meeting.

5. OTHER BUSINESS

This committee has previously sought approval of an item for building depreciation and maintenance, but after consultation with Comptroller Fitzgerald we reverse our position. We find that our method of accounting does not lend itself to setting up a reserve, and we have adequate funds available for emergencies in a funded reserve account.

Contact has been made with Bronze Craft Corporation of Nashua, New Hampshire in regard to a new gong to replace our International Gong, which now provides no more space for the names of International Presidents. This historic and venerable treasure should be retired with fitting ceremony and placed in a permanent, safe position in the Past President Room where it may be viewed with reverence by all visitors to the building.

We will have complete details on the new gong for our next meeting.

The committee recommends that:

1. A sum of not more than \$175.00 be approved for the purchase and installation of adequate rubber bumpers for the loading platform.

I move that recommendation 1 be adopted.

2. The twelve new supplies items as mentioned in the body of the report be approved.

I move that recommendation 2 be adopted.

3. Permission be granted for the December 31, 1965 write-off of the remaining stock of the nine items referred to in the body of the report.

I move that recommendation 3 be adopted.

4. Approval be given for the new membership card as presented.

I move that recommendation 4 be adopted.

I move that this report be received.

Respectfully,

DERRAL L. CLARK

WALTER H. HOWELL, Q.C.

PHILLIP V. STOUT

CLAUDE L. RYDER, Chairman

REPORT OF BOARD COMMITTEE ON PUBLICATIONS AND ADVERTISING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13 - 17, 1965

DATE OF COMMITTEE MEETING: October 14, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Steve A. Alford, Walter H. Howell, Q.C.,
Edward B. Moylan, Jr., Phillip V. Stout
Chairman - James W. Putnam
Staff Members - Robert Bruce Crippen, Richard E. Gosswiller,
Kenneth O. Johnson, Burton P. Harris

The committee is happy to announce the start of a new series of articles in support of the Freedom/Leadership program to begin in the December 1965/January 1966 issue of THE KIWANIS MAGAZINE. Dick Gosswiller reported on this series of six articles on the foundation of American and Canadian Heritage and also described a major photo and text treatment in the same issue of the Single Service Award of Key Club and Circle K for 1964-65. Convention support beginning with the Convention Call in the December/January issue will include a two-part picture text and map story on the Oregon Trail in February and March; a story on the City of Portland illustrated by a Portland artist in the April issue, and a story on the vacation land surrounding Portland in the May issue; the Convention Preview is scheduled for May.

Burt Harris reported on Advertising prospects for 1966. The momentum of a record-breaking year in 1965 seems to be holding up well for the year ahead. Kentile has renewed its schedule of four full-color ads. Holland American Steamship Line has scheduled a full-page ad in the December/January issue with an indication that this may be the first of a series. Northwest Airline has contracted for a series of six one-half page ads in 1966 and Del Webb, stimulated in part by the General Development page and postcard in the October 1965 issue has tentatively promised an \$11,000 schedule in 1966. Among other "birds in the hand" Burt reported on two-page and postcard insertions for hearing aid manufacturers, Dahlberg in February and Beltone in May.

Following a short discussion on the philosophy and mechanics of ghost writing, the committee recommended to the Magazine staff that they be scrupulous in clearing every article with the man whose byline is being used. The committee also discussed the possibility of pro and con articles on foreign extension and the expansion of Key Club and Circle K overseas, recognizing that the Magazine cannot anticipate Board action.

Immediate Past President Ed Moylan, Jr. suggested a "hobby" page as a regular feature in the Magazine and this suggestion was passed on to the Staff for future consideration.

The committee reviewed the Comparative Statement for September and the Budget for 1966 as presented by Bruce Crippen. After noting that the 1966 budget was based on a conservative estimate of advertising and circulation income and that increases if any, in circulation and advertising income would be ploughed back into the production of the Magazine, the members of the committee voted to approve the budget in its present form.

A complete analysis of the proposals for the printing of THE KIWANIS MAGAZINE was received by each member of the committee prior to this meeting. The across the board comparisons in that analysis showed that no printer, offering equivalent quality, was competitive with the Fawcett-Haynes Printing Corporation of Louisville, the firm now printing the magazine though, looking to 1968 and the next bidding period, the Director of Publications should be empowered to make a personal check of the facilities of several of the competing plants at convenient times in the future.

The committee recommends:

That in the absence of any area of dissatisfaction with the performance and service of the Fawcett-Haynes Printing Corporation, the contract for the printing of THE KIWANIS MAGAZINE for a 3-year period beginning with the issue of February 1966 and continuing to and including the issue of December 1968/January 1969 be awarded to the aforementioned Fawcett-Haynes Printing Corporation at Louisville, Kentucky.

Respectfully,

STEVE A. ALFORD

WALTER H. HOWELL, Q.C.

EDWARD B. MOYLAN, JR.

PHILLIP V. STOUT

JAMES W. PUTNAM, Chairman

STATEMENT BY THE BOARD COMMITTEE ON PUBLICATIONS AND ADVERTISING
WITH REGARD TO THE SUGGESTIONS BY THE BOARD COMMITTEE ON SPONSORED
YOUTH THAT TWO FULL PAGES OF THE KIWANIS MAGAZINE BE DEVOTED TO
SPONSORED YOUTH

We know that new competition from Rotary's Interact does exist. We agree with the Board Committee on Sponsored Youth that both immediate emphasis on Sponsored Youth and sustained attention to our Circle K and Key Clubs are necessary. Moreover, we have discussed with the Editors of the Magazine the importance of doing our share in the coming months.

However, we do not feel that doing our share should mean a hasty addition of two pages of material on Sponsored Youth Organizations each and every month. The principal purpose of our increased attention to Sponsored Youth is to arouse new interest in Circle K Clubs and Key Clubs among Kiwanians who may not now show such interest. We do not believe the way to this objective is by a monthly section or sections in the magazine. Such sections tend to be used like Procrustes bed. Good stories are liable to be reduced to the size of the section and ordinary stories tend to be increased to fill the space. Moreover, sections such as have been recommended tend to interest most those with a prior interest in the subject. Club clinic is a good example. It makes a fine monthly feature because club secretaries know precisely where to turn for information they want.

If our desire is to interest Kiwanians in Circle K and Key Club, who have not previously been interested by all our speeches, and all our literature, and all our films, as well as by the powerful attraction of Key Club and Circle K as well, then the magazine needs all the freedom we can give it. The Editors should be permitted to tell the Key Club and Circle K stories without the confinement of prescribed sections in prescribed issues.

Again, we reiterate, that we want to do our share--although we hope that every department, every district, and every club will do their share as well--in promoting Key Club and Circle K. For that reason the magazine plans to do the following in 1966:

- (1) Devote an eight page section in the December-January issue to coverage of the Key Club and Circle K Club that won the Single Service Awards for 1964-65.
- (2) Increase its coverage of the Circle K and Key Club conventions.
- (3) Give prominent coverage to outstanding Circle K and Key Club activities, as well as to important organization news. Some item on these organizations will appear in every issue of the magazine through 1966.
- (4) Devote at least one outside cover of the magazine to Sponsored Youth.

We recommend that the recommendation of the Board Committee on Sponsored Youth be denied.

STEVE A. ALFORD, JR.

WALTER H. HOWELL, Q.C.

EDWARD B. MOYLAN, JR.

PHILLIP V. STOUT

JAMES W. PUTNAM, Chairman

REPORT OF BOARD COMMITTEE ON PUBLIC RELATIONS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13 - 17, 1965

DATE OF COMMITTEE MEETING: October 14, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Member - Dr. R. Glenn Reed, Jr.
Chairman - Edward B. Moylan, Jr.
Staff Member - John L. McGehee

The committee regrets, deeply, the absence of Trustee Nelson O. Fuller, one of its members, who is ill, and wishes for him a speedy and full recovery to health.

1. A) Budget. The department is running close to budgeted figures and is over-expended in two .. extra help and stationery. Both of these expenses are attributable to the extra effort occasioned by the Golden Anniversary promotion. It was felt that the over-all budget could, and would, be held within the set figures for the year, however.
 - B) Farm-City Week publicity is beginning to increase greatly as the "Week" draws nearer. It is November 19-25. No. 11 Farm-City Week Newsletter has been issued by the department. Five or six more will be issued before this year's activity is concluded.
 - C) Nearly all of the thirty-five Golden Anniversary gold medallions have now been presented to "brother and sister" organizations according to the plan adopted a year ago. It is felt that tremendous good will has been built in this fashion.
 - D) This year, National Newspaper Week observances (October 10-16) are being built around the presentation of the Golden Heritage of Free Speech certificates. About 725 of these have been sold and delivered to date. About 700 kits have been ordered by clubs. In addition, a fill-in-the-blanks press release and newspaper mat of President Keefe presenting the first certificate to William J. Oertel, chairman of the National Newspaper Week Committee this year, has been sent to all clubs for submission to hometown papers.
 - E) Nearly all of the districts featured Golden Anniversary emblems, items, programming, etc., in their district convention programs and in the newspaper publicity which accompanied the conventions.
2. The committee discussed the feasibility of the General Office writing a congratulatory letter to each new president of a "brother or sister" organization as that president is elected. It was pointed out that some of these election results are late in reaching Kiwanis. The committee felt that these letters should be written, however, despite the fact that telegrams of good wishes are already being sent to such organizations at the time of their annual conventions whenever possible. It was further suggested that an item be requested on the program of the Service Club Leaders Conference this fall calling upon the members to furnish each other with the names of their new officers immediately upon their election.

3. The committee heard a report that a letter of congratulation to Kiwanian Don Barbour of Orlando, Florida for personal bravery exhibited while Barbour was in New York attending the Kiwanis International convention, be sent to him with copies to his club president and the local press. The Orlando newspaper carried the letter verbatim.
4. The feasibility of holding a Parliamentary Luncheon and a Congressional Dinner during this Kiwanis administration was discussed. It was felt that the staff should contact the Kiwanis Club of Ottawa after the national parliamentary elections this fall, and upon determination of the Kiwanians in Parliament, should then decide if a May, 1966 Parliamentary Luncheon is appropriate. This information would be ready for consideration by the Board of Trustees at its February, 1966 meeting. The committee felt that no Congressional Dinner should be recommended during this Kiwanis administration.
5. The committee discussed the advisability of establishing an International Committee for Public Relations. In view of the cost, and the efficiency of the present Board - staff relationship in handling Kiwanis-wide public relations, no action was recommended at this time.
6. The committee inspected the "speech section" which was prepared by the Public Relations Department for insertion in club presidents' manuals and Board briefs, in accordance with the direction of the Board. This section is a part of the manual which will be distributed at the forthcoming Council and at leadership training conferences. The committee hopes that the section will be acceptable and will accomplish the task for which it was intended.
7. The committee heard that a special release has been developed for use by the General Office in publicizing the visits of club and district officers to the General Office. This went into service on October 1. The committee suggested a slight modification of the present form of the release, which is being made.
8. Finally, the committee learned that publicity attendant to the Golden Anniversary was outstanding, contributing greatly to the over-all success of the year long promotion. Among the items: about 150 special sections appeared in newspapers; about 120 special pages appeared; about 2,100 24-sheet billboard posters were displayed; and practically every "Kiwanis town" had one or more picture stories on the Golden Anniversary in its newspaper. Also, broadcast coverage was widespread and favorable. It was suggested that, inasmuch as the observance is nearly over, the 155 billboard posters left, which are valued at \$4.00 apiece, be written off. The demand for these was so great during the Golden Anniversary year that they had to be reordered three times.

The committee recommends that:

1. The committee in charge of this year's Service Club Leaders Conference include an item on its agenda calling for each of the organizations represented to furnish the others with names and addresses of new international - or national - officers as soon as they are elected each year.

I move that recommendation 1 be adopted.

2. A study be made by the staff to determine if a Parliamentary Luncheon will be feasible in May of 1966, with a report to be ready for the Board's consideration at its February, 1966 meeting.

I move that recommendation 2 be adopted.

3. The 155 Golden Anniversary 24-sheet billboard posters still unsold be written off at \$4.00 apiece for a total of \$620.00.

I move that recommendation 3 be adopted.

I move this report be received.

Respectfully,

DR. R. GLENN REED, JR.

EDWARD B. MOYLAN, JR., Chairman

REPORT OF BOARD COMMITTEE ON SPONSORED YOUTH ORGANIZATIONS

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13-17, 1965

DATE OF COMMITTEE MEETING: October 14, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Derral L. Clark, James M. Moler, James W. Putnam
Chairman - Jack Willis
Staff Members - J. Frank McCabe, Robert F. Lucas, William H. Jepson,
Don E. Blom

1. The committee reviewed the charter revocations as approved by the Circle K Board and noted that 17 Circle K Clubs had ceased to operate as of August 30. This information was reviewed and approved by the committee.
2. The committee was advised that the dates of December 17-18-19 had been selected for the Midwinter Circle K Board Meeting. The dates as selected were approved as was the attendance of the Kiwanis Board Counselor, Derral Clark.
3. The budget to September 30 was reviewed and while it was noted that #2 salaries and #2A overtime were over budget due to illness of permanent staff and additional work due to same that the department will finish the year within budget.
4. The proposed Circle K budget for 1966 was reviewed and approved as presented.
5. The committee reviewed the final expense report of the 1965 International Circle K Convention and was pleased to note that it was almost within budget (\$6.00 deficit).
6. The charter revocations as approved by the Key Club International Board were reviewed and approved. These were 34 in number.
7. The committee was advised that the dates of December 27-28-29 had been selected for the Key Club Midwinter Board Meeting. The dates as selected were approved as was the attendance of the Kiwanis Board Counselor, Jack Willis.
8. The budget to September 30 was reviewed and found in order. It is expected that that department will complete the year within budget.
9. The proposed Key Club budget for 1966 was reviewed and approved as presented.
10. The Key Club International Convention budget was reviewed and it was noted that the convention had not only been within budget but had a surplus of \$2,436.88.
11. It was noted that the revised dates of the 1966 Key Club International Convention had been approved by the Key Club International Board mail vote. These are June 26-29, 1966 at Chicago.

12. The committee was advised that the December-January issue of the Kiwanis Magazine would carry a feature article on Circle K and Key Club. The Kiwanis Magazine as a promotion tool was discussed in detail and it was decided that it would be to the advantage of Kiwanis as well as Circle K and Key Club if a minimum of one page on Circle K and Key Club "In Action" was included in each issue of the magazine as well as an additional equal amount of space be devoted to features, editorials, etc. on Circle K and Key Club.
13. The agenda for the November 4-6 meeting of the district chairmen of Circle K and Key Club was discussed and approved. It was noted that all 30 districts would be in attendance and as this would amount to approximately 70 persons which was in excess of the most optimistic original estimates it would mean a possible excess over planned expenses (\$3,000) of approximately \$500.
14. The referral from the International Secretary's Report on the possible expansion of the Keynoter was reviewed and approved. The committee was advised that this was already under way and would be accomplished at no extra cost to Kiwanis.
15. The referral from the International President's Report on a promotional campaign on Key Club was studied. It was thought that in part this would be covered by the recommended increase of magazine space, by discussion with the district governors at this Council Meeting and as a plus at the meeting of the district chairmen in November.

It was decided that the time was opportune for the employment of a field representative for the sponsored youth services. The cost to be shared by Circle K, Key Club, and Kiwanis International.

16. The referral from the International President's Report on a plan to improve operational control of Circle K and Key Club was discussed and it was decided that this was a major part of the agenda for the November meeting of the district chairmen.
17. The referral from the International President's Report on the possibility that Circle K and Key Club could assist in the preservation of the American heritage was studied and the committee was advised that the Freedom Leadership program will be promoted by Circle K and Key Club extensively for the coming year. Also that the magazine articles and increased space in the Keynoter would assist greatly in this promotion.
18. Extension into countries other than the United States and Canada was discussed and while one member of the committee felt that this should proceed along with the formation of Kiwanis clubs (this committee was advised that this principle had twice been approved by previous committees), it was the majority opinion of the committee that the formation of Circle K or Key Clubs should proceed only after federation has been completed in the particular area.

The committee recommends:

1. That the revocation of Circle K Club charters as approved by the International Board of Circle K be approved.

I move recommendation 1 be adopted.

2. That the dates of December 17-18-19 be approved for the Midwinter Board Meeting of Circle K and that the Board Counselor attend said meeting.

I move recommendation 2 be adopted.

3. That the proposed 1966 budget for Circle K be approved and referred to the Finance Committee.

I move recommendation 3 be adopted.

4. That the 1966 International Convention expense report for Circle K be approved with the appreciation of the board.

I move recommendation 4 be adopted.

5. That the revocations of the Key Club charters as approved by the International Board of Key Club be approved.

I move recommendation 5 be adopted.

6. That the dates of December 27-28-29 be approved for the Key Club Midwinter Board Meeting and that the Board Counselor attend said meeting.

I move recommendation 6 be adopted.

7. That the proposed 1966 budget for Key Club be approved and referred to the Finance Committee.

I move recommendation 7 be adopted.

8. That the 1966 International Convention expense report for Key Club be approved with the appreciation of the Board.

I move recommendation 8 be adopted.

9. That the Kiwanis Magazine contain a minimum of one page in each issue on Circle K and Key Club in action and an additional one page minimum be devoted to feature articles, editorials, etc. on Circle K and Key Club.

I move recommendation 9 be adopted.

10. That approval be given to the employment of a full time field representative for the sponsored youth services and that this be referred to the Finance Committee.

I move recommendation 10 be adopted.

I move this report be received.

Respectfully,

DERRAL L. CLARK
JAMES M. MOLER
JAMES W. PUTNAM
JACK WILLIS, Chairman

REPORT
TENTH ANNUAL CONVENTION OF CIRCLE K INTERNATIONAL
THE DEAUVILLE HOTEL, MIAMI BEACH, FLORIDA
AUGUST 30 - SEPTEMBER 2, 1965

With more than eight hundred registered, the tenth annual convention of Circle K International at The Deauville Hotel in Miami Beach, Florida was the largest convention to date and could not be surpassed in concentrated attention to the problems at hand which were approached in a manner that would make any Kiwanian proud to have a connection with the college male service organization.

This was a business session and an atmosphere of serious concern for the agenda of the convention was evident everywhere. These young men, together with those Kiwanians and Advisers in attendance, were busily engaged in purposeful activity from early in the morning of each day until well past the hour when most Kiwanians would have called it a day and retired to gain new strength for the morrow.

RESOLUTIONS

About thirty men were in attendance at Resolutions Committee meetings with the important assignment to draft, within the first three days of the convention, the plan of action with regard to important behavior patterns for the new year. Besides regularly scheduled meetings of the committee, to get the job done, the men scheduled several special sessions, two at 6:45 in the morning and one at 10:45 in the evening. When they were ready to report to the general session of the convention, they had developed eleven resolutions with specific outlines of action to implement. They had resolved (1) to support and build our religions into a more responsible and active faith, (2) to strengthen international relations, (3) to promote respect for law and order, (4) to develop sound leadership, (5) to promote increased awareness of and concern for our fellow man and our nations welfare, (6) to encourage moral integrity, (7) to strengthen human dignity, (8) to motivate strong and effective communications between Kiwanis, Circle K and Key Club, (9) to develop a better understanding of our responsibilities by understanding the organizational structure of Kiwanis, Circle K and Key Club, (10) to support the aims of the Kiwanis family of organizations, and (11) to actively oppose drug-abuse in high school and college campuses. Other resolutions were "in appreciation."

THEMES AND OBJECTIVES

The theme and objectives for the administrative year 1965-66, having been previously formulated by the Circle K International Board, were dramatically presented on the final day of the convention and urged Circle K members to strive to Foster Integrity in Personal Relationships, On Campus, In Government, and With God.

WORKSHOPS, CONFERENCES, COMMITTEES

The "working" convention included workshops on service projects, public relations and newsletters, fund-raising projects, administration and membership and a round table workshop on General subjects. Service projects occupying major attention included campus beautification, International Relations, Safety and Support of Churches. Each workshop was well attended and was characterized by sincerity of purpose.

Conferences included sessions for District Officers, Club Officers, and Governors with Past Governors. All were concerned primarily with administration.

Committee meetings held as part of the convention agenda included Committees on Special Projects for Large Campuses, Projects Committee concerned with Achievement Awards and Single Service Awards, The Oratorical Contest judging original orations on "Build Personal Understanding," Laws and Regulations, International Relations, and Interclub Relations. All committees reported on their deliberations at General Sessions where awards were announced and the finals of the Oratorical contest were held. Other committee meetings included those special committees having to do with the conduct of the convention proper elections, credentials, hospitality, housing and equipment.

SPEAKERS

Major addresses were presented at luncheon, dinner and general sessions by:

Thomas P. Ewbank, President of Circle K International
Edward C. Keefe, President of Kiwanis International
Dr. Edward R. Annis, Immediate Past President of AMA
Daniel W. Richey, President of Key Club International
Andrew F. Gustafson, University of Miami Director of Athletics
William J. Short, Immediate Past Governor, Louisiana-Mississippi-West
Tennessee District, Circle K

Also addresses were outstanding and made their mark with the Circle K men in attendance as evidenced by enthusiastic and prolonged applause, supported by standing ovations.

MEETINGS OF INTERNATIONAL BOARD

Sessions of the current International Board were held early in the convention and were concerned with details of convention operation as well as with routine problems of non-meeting, inactive, delinquent clubs and administration.

Following their election and induction into office, a meeting of the new International Board was held to organize and become oriented to their responsibilities. The new president advised the members that he would not tolerate half-way performance and that he expected to be kept informed at all times. Preliminary discussion of the Christmas season Board meeting was had.

ELECTION PROCEDURES

It is questionable that any unqualified candidate could be elected to a Circle K office on an international basis, if sufficient candidates were in the race.

Each district held several caucuses and each candidate for each position appeared before the meetings and stated his qualifications and responded to questions asked by the delegates. This meant appearing before 29 different meetings and meetings were operated at all hours of the day, when time was available - many after midnight. In addition, a session termed a press conference enabled candidates to state their qualifications before the entire delegate body and to be questioned from the floor. Politics is ruthless and some questions directed to the candidates were a bit ruthless but served to bring out the qualifications or lack of ability to do the job.

When the election ordeal is over, candidates are being elected on their merits.

KIWANIANS, FACULTY ADVISERS, DISTRICT CHAIRMEN

Several meetings of Kiwanians, Faculty Advisers and District Chairmen were held during the convention. Previously developed agendas were used and many constructive suggestions were received. Two breakfast meetings would not adjourn when breakfast was completed. They recessed and reconvened in a meeting room for unscheduled continuation of the discussions. Interest and dedication was inspiring.

HOST COMMITTEE

The convention was hosted by the Circle K Clubs of the Florida Circle K District and the Kiwanis Clubs of Division 16 of the Florida Kiwanis District. Committees were in constant attendance with every detail well in hand. General Chairmen were Chris Georgiades of Miami Dade Junior College for the Circle K District and James W. Copeland of Northside Miami Club for the 16th Division. Chief Executive Officers of Miami, Miami Beach and Dade County were on hand to greet the convention at the first luncheon session.

STAFF

Personnel of the General Office involved with the convention are to be complimented for the advance planning and constant attendance to the convention during its course to the end that nothing was left to be desired.

IN GENERAL

It was my privilege to be assigned as an adviser to the Resolutions Committee and to attend all meetings of the International Board as well as all sessions, workshops and conferences conducted as part of the convention. "Privilege" is the right term because any Kiwanian who could have the opportunity to witness the mature accomplishment of these campus leaders could have only one reaction - that our two countries will be in the hands of capable right-thinking men of the new generation - men who measure up in leadership, ideals, dedication, recognition and appreciation of the American way of life, and in submission to the spiritual.

Respectfully submitted,

Derral L. Clark

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Respectfully submitted,

Derral L. Clark

REPORT OF BOARD COMMITTEE ON LAWS AND POLICIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13-17, 1965

DATE OF COMMITTEE MEETING: October 15, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - Steve A. Alford, Jr., Harold M. Heimbaugh,
James W. Putnam

Chairman - Wes H. Bartlett

Staff member - L. A. Hapgood

The committee regrets the absence of Nelson Fuller, a member of this committee.

1. Policy re Key Club district activities

Your committee has noted that in the minutes of the Board meeting the reference to Key Club district activities involved changes in Key Club bylaws. This was a misnomer. The reference should have been to Key Club policies and your committee notes this here to clarify this matter.

2. Incorporation of clubs

Questions had been raised regarding the possibilities of simplifying the methods employed in handling club incorporations. This does not involve the standard requirements followed in completing a club incorporation under the control of the International Board. The suggestion is that in cases where a duplicated check list of items lacking at any one time could be used such might in some ways eliminate a part of the volume of correspondence. It is, however, recognized that in cases where there must be discussion of an issue involving incorporation such would require personal correspondence with the appropriate club officers.

Recommendation 1

The committee recommends that consideration be given to the possible use of form replies such as a check list of items received and items lacking which may in some instances reduce the amount of personal correspondence involved in the completion of incorporation.

I move that recommendation 1 be adopted.

3. Registration of name and emblem

The committee has again reviewed the articles as submitted by our legal counsel and we find that these incorporate suggestions which the committee had made and in the case of any other questions which have been raised satisfactory answers have been given. The draft is attached as Exhibit A.

Recommendation 2

The committee recommends that the articles submitted by legal counsel provide a format for the registration of the Kiwanis name and emblem in Switzerland as contained in Exhibit A, that they be approved and that the President and Secretary of Kiwanis International be authorized to sign these articles together with Dr. Anton C. Heini, member of the firm of Baker, McKenzie and Hightower with offices in Zurich, Switzerland, and the legal counsel in this matter.

I move that Recommendation 2 be adopted.

4. Review of definition of duties of new Board committee

In order that there shall be an approved definition of the duties of the Board Committee on Laws and Policies, the following draft is submitted:

"To examine the Constitution and Bylaws of Kiwanis International and the club and district bylaws and submit any recommendations concerning provisions thereof to the Board of Trustees. To consider recommendations from the Board of Trustees and, when authorized by the Board, to draft amendments to the Constitution and Bylaws, the Standard Form for District Bylaws, and the Standard Form for Club Bylaws. To examine the policies of Kiwanis International and to consider recommendations on changes in the policies and to put such recommendations into wording compatible with the current structure of the policies and designating the sections into which new policy additions should be added. To consider all matters referred to it by the Board and make recommendations to the Board on matters initiated by it or referred to it by the Board."

Recommendation 3

The committee recommends the approval of the definition of duties of the Board Committee as presented in this report.

I move that recommendation 3 be approved.

5. Review of policies re presidential travel

The committee was charged with a study of the three reports made by the Special Committee on Presidential Travel and to place these in policy format. They are presented as Exhibit B.

Recommendation 4

The committee recommends the approval of the policies on presidential travel as attached as Exhibit B.

I move that recommendation 4 be adopted.

6. Territory of Texas-Oklahoma and Southwest

For the matter of the record the committee brings to the attention of the Board that the Districts of Texas-Oklahoma and Southwest have adopted bylaw changes incorporating the transfer of the counties from Texas-Oklahoma to Southwest as had been approved by the International Board when ratified by the districts. This matter is therefore finalized.

7. Interpretation of the International Constitution and Bylaws relative to the election of a Trustee to fill a one-year term

At the time of the acceptance of the resignation of Trustee Harry M. Himmel, the Board was obligated under Article XIII, Section 4, to fill the vacancy until the end of the current administrative year. This was done by the Board through the election of Trustee Le Roy J. Olsen.

Obviously this establishes the need for an interpretation of the International Constitution and Bylaws relative to the question of methods to be employed in handling the election of a Trustee for the one-year term, which is the remaining portion of the term to which Trustee Harry M. Himmel was elected.

Article VIII, Section 3, of the International Constitution contains the following statement:

"The construction and interpretation of the Constitution and Bylaws by the Board of Trustees shall be final and binding unless such construction and interpretation by the Board is rescinded at a subsequent convention of Kiwanis International."

In line with this article of the International Constitution, your committee presents for Board approval a recommended procedure for the handling of the election of a Trustee to a one-year term:

(1) An announcement shall be made that at the International Convention in Portland, Oregon, there will be six vacancies on the International Board to be filled by the standard term of two years. There will also be an election of a Trustee to fill a one-year term.

(2) Districts desiring to present candidates for the office of Trustee of Kiwanis International shall designate whether the candidate is being presented for a two-year term or is to be considered as a candidate for a one-year term.

(3) The Conference on Recommendations for Nominations shall be instructed to handle the matter of candidates for the two-year term in the same manner as is prescribed in Article XII, Section 3 (g) (2) of the International Bylaws. In the case of the special election for a one-year term the Conference on Recommendations for Nominations may bring to the floor of the convention one candidate if no more than one candidate declares for the one-year term but in no case shall bring to the floor of the convention more than two candidates for this one-year term.

(4) In the event that no district presents a candidate for the one-year term, the convention shall consider the candidate receiving the next largest number of votes following the filling of the six two-year terms as the Trustee elected to fill the one-year term.

The information contained in this recommendation shall be transmitted to the members of the International Council for information purposes and shall be provided in writing to each district governor of the several districts in order that there shall be no misunderstanding regarding the procedures to be followed in designating the term for which a candidate is seeking the office of International Trustee.

Recommendation 5

The committee recommends the adoption of the policy relative to the election of a Trustee to fill in a one-year term as contained in this report.

I move that recommendation 5 be adopted.

8. Past District Governors as Delegates-at-Large

Your committee is well aware that several districts have adopted resolutions recommending that this matter be reopened and that the delegate body at the Portland convention be given an opportunity to consider making Past District Governors delegates-at-large.

Your committee will study this matter further after a complete tabulation has been made of the number of districts presenting resolutions and the contents of these resolutions. This matter will therefore be retained for further study and a report will be made at the next meeting of the Board.

9. Wording of Item 28 in the Board Committee on Extension Report

Your committee was asked to consider an appropriate wording for Item 28 in the Report of the Board Committee on Extension. The following is the suggested wording:

All affiliates shall be independent of each other. However, to insure uniformity of action and adherence to the Objects of Kiwanis International all affiliates shall maintain a close relationship to Kiwanis International, with the Board of Trustees having continuing and final authority in all relationships.

The foregoing requirements shall be embodied in the Constitution, Articles of Association, Charter, and any other document which constitutes the legal entity of such affiliate.

Recommendation 6

The committee moves that the wording included in the body of this report be approved as the wording for Item 28 in the report of the Board Committee on Extension.

I move that recommendation 6 be adopted.

I move this report be received.

Respectfully,

STEVE A. ALFORD, JR.

HAROLD M. HEIMBAUGH

JAMES W. PUTNAM

WES H. BARTLETT, Chairman

CONSTITUTION
OF
KIWANIS INTERNATIONAL - EUROPE

ARTICLE 1

Under the name of KIWANIS INTERNATIONAL there exists an association in accordance with Articles 60 et seq. of the Swiss Civil Code.

ARTICLE 2

The domicile of the Association and its permanent secretary shall be in Zurich, Switzerland.

ARTICLE 3

The purpose of the Association shall be:

1. To serve as a center under the control of Kiwanis International, an association incorporated under the laws of the State of Illinois, U.S.A., for coordinating activities of the Kiwanis organization in Switzerland and abroad, based upon the objects of the Kiwanis International organization adopted by all local clubs, which objects are as follows:

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.

2. To administer and supervise, on a national and international basis, the trademark protection and/or other intellectual property of the KIWANIS Emblem.

ARTICLE 4

1. The membership of the Association may consist of national and foreign Kiwanis clubs as well as of individual persons.
2. New members are admitted by resolution of the Board of Directors.

ARTICLE 5

A member who wishes to resign from the Association may do so as of December 31. He shall inform the Board of Directors in writing about such intention six (6) months in advance.

ARTICLE 6

1. The members undertake to use their best efforts to pursue the objects of the Association.
2. Members who do not comply with the provisions of this constitution or with the directives issued by the Board of Directors or who impair the reputation of the Association may be expelled from the Association by resolution of the Meeting of the Members. Such resolution need not indicate any reasons.

ARTICLE 7

For liabilities incurred by the Association, only the funds of the Association shall be liable. A personal liability of the members shall not exist.

ARTICLE 8

Contributions to be made by the members shall be fixed by the Meeting of the Members.

The administrative period of the Association shall be three (3) calendar years. The first administrative period of the Association shall end on December 31, 1968.

ARTICLE 9

The governing bodies are:

- (a) The Meeting of the Members; and
- (b) The Board of Directors.

ARTICLE 10

The primary control over the Association shall be vested in the Meeting of the Members. It shall have the following rights:

- (a) To establish and amend the constitution and the bylaws;
- (b) To resolve the expulsion of members from the Association;
- (c) To appoint the members of the Board of Directors and the president of the Association;
- (d) To fix the contributions of the members;
- (e) To dissolve the Association; and
- (f) To pass on all matters not delegated by the constitution or the bylaws to the Board of Directors

ARTICLE 11

1. The Meeting of the Members shall be called by the Board of Directors whenever such a meeting, in the discretion of the Board of Directors, is necessary.
2. Notice of the Meeting of the Members shall be sent by mail stating the matters to be taken up at the meeting at least ten (10) days prior to the date thereof.
3. However, valid resolutions may be taken without an agenda having been submitted to the members prior to the meeting.
4. Resolutions may be passed by circular letter.

ARTICLE 12

1. Every member has one vote, except KIWANIS INTERNATIONAL, Chicago, an association incorporated under the laws of the State of Illinois, U.S.A., which shall have twenty (20) votes.
2. Resolutions shall be passed by a majority of the members present or represented. Resolutions passed by circular letter are validly adopted by the majority of all members. In case of a tie, the chairman of the meeting shall have the casting vote.
3. Amendments to the constitution and dissolution of the Association shall be resolved by a two-thirds (2/3) vote of all voting members of the Association.

ARTICLE 13

The proceedings and resolutions adopted by the Meeting of the Members shall be recorded in the minutes, which shall be signed by the chairman and the secretary of the meeting.

ARTICLE 14

1. The Board of Directors consists of three (3) members: The President, a Vice-President, and a Secretary. The members of the Board shall stay in office until replaced.
2. The President of Kiwanis International, Chicago, shall also be the President of the Association.

ARTICLE 15

The Board of Directors shall conduct the affairs of the Association and represent the Association.

ARTICLE 16

In the case of the dissolution of the Association, the assets of the Association shall, after payment of all debts and liabilities, be transferred to Kiwanis International, Chicago.

This Constitution has become effective upon adoption by the founding members under the following dates:

Kiwanis International, Chicago (Illinois)

by _____
Edward C. Keefe (Date)

O. Ewald Peterson (Date)

Dr. Anton C. Heini (Date)

(Date)

POLICIES ON PRESIDENTIAL TRAVEL

1. The President may visit every district at least once during his administrative year. The districts will be informed through their governors when the President will be available in their area as determined by the President in consultation with the General Office. Local projects, charter presentations and meetings of like character should not be included in the President's official visit. Should the President desire to make such visits, they should be done at district or club expense.

2. The zone plan shall be used in scheduling the President's visits. The five zones are as follows:

ZONE I - Illinois-Eastern Iowa, Indiana, Michigan, Wisconsin-Upper Michigan

ZONE II - New England, New Jersey, New York, Ohio, Ontario-Quebec-Maritime, Pennsylvania

ZONE III - Alabama, Capital, Carolinas, Florida, Georgia, Kentucky-Tennessee, West Virginia

ZONE IV - Minnesota-Dakotas, Montana, Nebraska-Iowa, Pacific Northwest, Rocky Mountain, Utah-Idaho, Western Canada

ZONE V - California-Nevada-Hawaii, Kansas, Louisiana-Mississippi-West Tennessee, Missouri-Arkansas, Southwest, Texas-Oklahoma

3. The visitation of the President shall be limited to not more than sixty meetings based on member population of the district, area, and the number of clubs with a margin left for distressed or troubled areas. The recommended schedule of visitations is as follows:

Alabama	1	Nebraska-Iowa	2
California-Nevada-Hawaii	3	New England	3
Capital	1	New Jersey	1
Carolinas	1	New York	3
Florida	2	Ohio	2
Georgia	1	Ontario-Quebec-Maritime	2
Illinois-Eastern Iowa	2	Pacific Northwest	3
Indiana	2	Pennsylvania	2
Kansas	1	Rocky Mountain	1
Kentucky-Tennessee	2	Southwest	1
Louisiana-Mississippi-		Texas-Oklahoma	3
West Tennessee	1	Utah-Idaho	1
Michigan	2	Western Canada	2
Minnesota-Dakotas	2	West Virginia	1
Missouri-Arkansas	2	Wisconsin-Upper Michigan	2
Montana	1		

4. The scheduling of the President's visitation be done by General Office which shall also arrange for the purchase of tickets with a monthly accounting furnished to the President on the status of the Presidential budget. Adequate control of the Presidential budget will require the prompt submission of expense vouchers by the President.

5. The use of regional conferences by the President shall be held within the budget.
6. All visitations of the President shall be made basically for the purpose of training and administration rather than purely of a social nature.
7. The budget for International extension shall include monies for all visitations by the President or his designated representative to International clubs or their conferences, and only this budget be used for such travel.
8. The travel of the President shall provide for adequate time to be spent on administrative direction in the General Office.

REPORT OF THE TREASURERTO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEESOctober 16, 1965

The financial statement of Kiwanis International is illustrated in the Comparative Balance Sheet statement as of September 30, 1965 and 1964. The Bank and Cash Balances at September 30 were \$196,000, the Accounts Receivable amounted to \$161,000, while Inventory totaled \$139,000. These figures, plus the balance of our Current Assets, give us a total figure of \$531,000 as compared to \$544,000 at this same time last year. Again this month our Inventory is running approximately \$17,000 ahead of last year. There are many reasons for this -- some of which can be attributed to the Golden Anniversary sale items and the KIWANIS AT FIFTY Booklet. The Funded Reserve, once again, has indicated the approximate \$10,000 interest growth, while Other Assets have increased approximately \$4,000. Added to our Current Asset Figure, this gives us a total figure of \$867,555. You will note that this figure is \$39,000 less than it was at this same time last year. You will recall that we have removed the Golden Anniversary Reserve from our books, since this amount has been utilized for Golden Anniversary expenditures; in effect this has reduced our Net Worth by \$42,000.

Page 2 of the Comparative Balance Sheet consists of our Liabilities and Capital. Our Total Liabilities which include Deferred Income amounted to \$415,000, the Funded Reserve is \$321,000, plus our Unrestricted Capital of \$130,000, gives us a Total Liabilities and Capital figure of \$867,555.

Respectfully,

MARSHALL E. JETTY, Treasurer

KIWANIS INTERNATIONAL

COMPARATIVE BALANCE SHEET

AS OF SEPTEMBER 30, 1965 AND 1964

A S S E T S

	<u>1 9 6 5</u>	<u>1 9 6 4</u>
Current:		
Bank and Cash Balances	\$196,622.71	\$236,845.19
Accounts Receivable:		
International Dues	\$ 67,564.67	\$ 36,906.35
Magazine Subscriptions	22,372.94	13,848.85
Supplies	48,450.74	41,095.28
Advertising	13,185.50	7,068.30
Key Club	---	30,262.59
Circle K	9,499.98	8,372.33
Miscellaneous	<u>---</u>	<u>12,500.00</u>
	161,073.83	150,053.70
Inventory	139,032.81	122,001.55
Prepaid Expenses	11,306.38	13,238.08
Unexpired Insurance	4,698.49	4,305.78
Deposits:		
Postage	11,400.00	10,400.00
Air Travel	425.00	425.00
Building Management	<u>7,000.00</u>	<u>7,000.00</u>
Total Current Assets	\$531,559.22	\$544,269.30
Reserve Funds:		
Funded:		
Cash on Deposit	\$ 11,789.34	\$ 51,197.57
Canadian Time Deposit	25,000.00	25,000.00
U. S. Treasury Bonds	98,712.88	48,738.13
U. S. Savings Bonds	146,123.75	146,123.75
Dominion of Canada Bonds	35,000.00	35,000.00
Accrued Interest	<u>5,116.72</u>	<u>4,114.96</u>
	321,742.69	310,174.41
Golden Anniversary:		
Cash on Deposit	---	---
U. S. Treasury Bill	---	\$ 42,124.27
Due to Golden Anniversary	---	356.45
Accrued Interest	<u>---</u>	<u>36.80</u>
	---	42,517.52
Other Assets:		
Advances:		
Pension Trust	\$ 7,522.99	\$ 7,534.34
Travel	6,729.87	2,457.04
Kiwanis International Building	<u>1.00</u>	<u>1.00</u>
	14,253.86	9,992.38
Total Assets	<u>\$867,555.77</u>	<u>\$906,953.61</u>

KIWANIS INTERNATIONAL
COMPARATIVE BALANCE SHEET
AS OF SEPTEMBER 30, 1965 AND 1964

L I A B I L I T I E S

	<u>1 9 6 5</u>	<u>1 9 6 4</u>
Current:		
Accounts Payable	\$ 43,677.57	\$ 58,344.74
Accrued Liabilities	<u>39,753.98</u>	<u>23,434.85</u>
Total Current Liabilities	\$ 83,431.55	\$ 81,779.59
Deferred Income:		
International Dues	\$230,175.86	\$228,203.49
Magazine Subscriptions	101,855.86	99,363.20
Directory	---	---
Cobo Hall	<u>---</u>	<u>---</u>
	332,031.72	327,566.69
Total Liabilities	\$415,463.27	\$409,346.28

C A P I T A L

Reserves:		
Funded	\$321,742.69	\$310,174.41
Golden Anniversary	<u>---</u>	<u>42,517.52</u>
Total Reserves	321,742.69	352,691.93
Unrestricted Capital	<u>130,349.81</u>	<u>144,915.40</u>
Total Liabilities & Capital	<u>\$867,555.77</u>	<u>\$906,953.61</u>

ANALYSIS OF CAPITAL

Balance as of September 1, 1965	\$126,021.35
Excess of Income over Expense	<u>21,996.12</u>
	\$148,017.47
Less:	
Transfer to Reserve	
Funded	\$ 950.00
Golden Anniversary	<u>16,717.66</u>
	<u>17,667.66</u>
Balance as of September 30, 1965	<u>\$130,349.81</u>

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

October 13 - 17, 1965

DATE OF COMMITTEE MEETING: October 13, 1965

PLACE OF COMMITTEE MEETING: General Office, Chicago

PRESENT: Members - Marshall E. Jetty, Dr. R. Glenn Reed, Jr.
Chairman - Harold M. Heimbaugh
Staff Members - O. E. Peterson, Thomas W. Fitzgerald

The September financial statement was reviewed, found in order, and approved. The net income from all divisions -- General, Magazine, Supplies, and Convention -- amounted to \$21,996 for the month of September. The nine-month period ending September 30 accumulated a net income figure of \$10,335 as compared to the \$42,205 at this same time last year -- or a decrease of approximately \$32,000. This can be largely attributed to the Convention operation and the fact that our disbursements exceeded the income for the Golden Anniversary Convention. You will recall from our September report to the Executive Committee that the total expense amounted to \$179,000, which is in excess of the budget by \$23,000, and that there was an awareness of a great portion of this overexpenditure prior to the Convention, but no budget adjustment was suggested at that time since the figure could not be ascertained. The income portion of our Convention operation, as far as registrations are concerned, fell short of our anticipated budget by \$7,000.

To repeat again, the majority of the over-budget expenditures was due to the extremely high costs of New York, and particularly in the Convention Hall labor charges and meal costs. Originally we anticipated the Convention Hall expense to be \$35,000. The actual bill from Madison Square Garden, which included union requirements for their employees, amounted to \$47,100. Again the labor union requirements were involved in the stage hands and electricians resulting in an overage in our Entertainment budget of another \$4,600. The Entertainment talent which we could control was on budget. Another area where we experienced problems in expense due to union labor requirements, and the delay in moving into the Garden on Friday evening, was in our Ja-113 account -- Exhibits. This resulted in an excess figure of approximately \$4,000.

Last year in the months of October, November, and December the net income figure decreased by \$1,000. We ended the year 1964 with an excess of income over expense of \$41,000. Therefore, if we are to end the year 1965 with an excess of income over expense, not only will it be necessary for us to compensate for the overexpenditure in the Convention Department, but all other departments must be within their expense budgets. The income seems fairly certain at this date -- Dues and Magazine Subscriptions have been reconciled with our membership figure and are only a few hundred dollars short of budget. Our Advertising income will amount to \$110,000, which is \$20,000 over the original budget.

The committee has reviewed once again the Proposed Budget for 1966, and has at this date considered all requests for budget for next year. The 1966 Budget will reflect an excess of income figure amounting to \$9,802.

The committee reviewed the Key and Circle K Club quarterly statements for the period ending September 30, 1965. The balance indicated on the Key Club quarterly

report was \$11,534. This represents approximately the surplus for their fiscal year which also ended on September 30. The Circle K quarterly report indicated a balance of \$20,000. However, there are reimbursements due to Kiwanis International for both their regular monthly expenditures, as well as their Convention operation. This amount will consume all of the \$20,000 balance at September 30.

The committee reviewed also the Key Club Convention statement of income and expense. The Key Club Convention produced an excess of income over expense of \$2,400, all of which can be attributed to the registrations which exceeded budget by 272. The expense pattern developed nicely and exceeded the budget by only \$1,750, most of which can be attributed to the variable cost of meals which were created by the excess in registration.

Secretary Peterson appointed a Staff Committee to look into the problem of Key and Circle K Club accounts receivable balances. They discussed the possibility of putting all Key and Circle K purchases on a cash basis, but in reviewing the matter they found that a great percentage of our clubs use the school's disbursement system for their own purchases. If this is the case, then the high school administrators will not disburse funds for Key or Circle K clubs without first being presented with a bill. If we utilize a cash system, of course, this would not be possible. We then considered their alternative recommendation. The Comptroller advised us that we will make changes in our collection procedure to obtain these balances which amount to \$9,500. We are advising the clubs involved that if the amount is not satisfactorily handled in thirty days, we will curtail further activity on their supply accounts. If this action does not significantly decrease the amount involved, the committee will review this matter again at the February meeting.

The committee reviewed, found in order, and approved the Golden Anniversary statement of expenses which started January 1, 1964, and ended September 30, 1965. The detailed statement amounted to \$63,000. This is \$3,000 more than was provided in the Golden Anniversary Reserve; however, the excess will be charged to the Special International Committee account.

In order to put our budget in proper perspective for the year ending December 31, the committee would like to recommend for your approval budget adjustments within the departments of Supplies and Magazine.

In the Supplies Department adjustments are:

Increase	I-92	Promotion	\$ 6,500
	I- 4	Postage and Express	10,000
		Gross Profit from the Sale of Supplies	16,500

In the Magazine Department adjustments are:

Increase	H- 1	Staff Salaries	\$ 1,400
	H- 2a	Temporary Clerical and Stenographic Salaries	2,500
	H- 4a	Publication Postage	1,500
	H-80a	Editorial	500
	H-80c	Manufacturing	4,000
	H-86b	Advertising Promotion	4,750
	H-86c	Commissions (Outside Representative)	3,000
Decrease	H- 2	Stenographic and Clerical Salaries	2,000
	H- 4	Postage and Express	2,000
	H-80e	Contingency	600
Increase		Advertising Income	14,500

The net effect of the above adjustments will reduce the magazine net income figure by \$1,450.

The Pacific Northwest District has requested that we allocate additional funds to them to care for the expenses of the Alaska-Yukon Division. In reviewing their financial statement for the first half of 1965 and estimate figures for the last half of 1965, we are of the opinion that we should allocate \$1,500 to them for the year 1966, and reconsider this matter upon receipt of an actual expense statement for the year 1965.

In reviewing our financial policies concerning the Governor-designate and the International committee chairman which appears on Page 69 of our Board policies, we would like to recommend that the Board Committee on Laws and Policies re-write 'Paragraph f' as follows:

f. Governors-designate and chairmen of International committees

District Governors-designate and chairmen or acting chairmen of International committees duly appointed by the President of Kiwanis International shall be limited to round trip fare by air or railroad including Pullman and other actual expenses in connection with the International Council. No allowance shall be made for entertainment, etc. The same policy governs the International committee chairman or acting chairman for International Convention travel.

On Page 68 of the policies, Item 5 -- Mileage rate to be increased to eight cents per mile. We also hereby authorize Secretary Peterson to allocate ten cents a mile for automobile travel for the Field Service employees or accredited representatives which are fulfilling their assignments in new club building. The additional two cents per mile is to care for depreciation of the automobile which will occur because of the large number of miles involved annually in this area.

You will recall that this Committee on Finance retained for study, as well as requested referral to the Board Committees on Administration and Structure -- Leadership and Council, the problem of reducing the excess of printed matter. In furtherance and in an effort to reduce this volume of printed matter which is mailed from the General Office, the Finance Committee has approved the recommendation from Secretary Peterson to expand the KEYNOTER to include bulletins which would normally be mailed from this office. In the 1966 Budget \$5,000 has been appropriated to care for this additional expense; however, we feel that in the year 1966 we will have a similar savings in carrying out this new program.

The committee has been considering for a period of time the establishment of a Building Expansion Reserve. In order that we create a reserve at this time, the committee is in agreement that \$20,000 be transferred from our Funded Reserve, and that it be designated and recorded separately on our financial statement as a Building Expansion Funded Reserve.

Because of our unique cash flow each year, the cash balances are almost depleted in the month of December. The primary reason for this is our dues payments which are made by our clubs. As you know, the dues for the last half of 1965 are received in the month of July. Then, of course, this cash must last us until January 1 of the following year. In the past in order that we show some cash balance on our year-end statement, it has been necessary for Secretary Peterson to negotiate a short-term loan with the Lake Shore National Bank of Chicago. Heretofore, the amount involved has been \$50,000, and it has not been outstanding for more than ten days.

The committee recommends that:

1. The Budget for 1966 which reflects an excess of income figure amounting to \$9,802 be approved.

I move that recommendation 1 be adopted.

2. The budget adjustments listed in the body of this report be made.

I move that recommendation 2 be adopted.

3. \$1,500 be allocated to the Pacific Northwest District to subsidize the Alaska-Yukon Division for 1966, and that this matter be reconsidered upon receipt of an actual expense statement for the year 1965.

I move that recommendation 3 be adopted.

4. The Board Committee on Laws and Policies consider the re-wording of the policies indicated in the body of this report. The automobile mileage allowance be increased from seven cents to eight cents per mile in the policies covering Board and Past Presidents, and that Secretary Peterson be allowed to increase the automobile mileage allowance from seven cents to ten cents per mile in the Field Service area.

I move that recommendation 4 be adopted.

5. Secretary Peterson be given the authority to borrow funds, if needed, for not more than sixty days and not to exceed \$50,000.

I move that recommendation 5 be adopted.

6. Additional dues be allocated to the Convention Budget in order to balance out the Golden Anniversary Convention.

I move that recommendation 6 be adopted.

7. The Building Expansion Reserve be established with a \$20,000 balance, and that this amount be transferred from the Funded Reserve.

I move that recommendation 7 be adopted.

I move this report be received.

Respectfully,

MARSHALL E. JETTY

DR. R. GLENN REED, JR.

HAROLD M. HEIMBAUGH, Chairman

SUPPLEMENTAL REPORT OF BOARD COMMITTEE ON FINANCE
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

October 13-17, 1965

DATE OF COMMITTEE MEETING: October 16, 1965

PLACE OF COMMITTEE MEETING: General Office

PRESENT: Members - R. Glenn Reed, Jr., Marshall E. Jetty
Chairman - Harold M. Heimbaugh

The committee considered the request of the Committee on Program Development to meet one day early at the winter Board meeting, along with the chairman of the Committee on Administration and Structure. The committee approves of this extra expenditure.

The matter of the dues increase made necessary by the programs of the Committee on Extension, and the Committee on Sponsored Youth Organizations, and other attendant costs was discussed.

The committee feels that because of the foregoing, which will undoubtedly involve a demand for more space and possible expansion of facilities, and because of the fact that such funds are not otherwise available that a dues increase of fifty cents per member, raising our present International dues from \$3.50 to \$4.00 per annum is in order.

The committee recommends that:

1. The request of the Committee on Program Development to meet along with the Chairman of the Committee on Administration and Structure one day early at the time of the winter Board meeting be approved.

I move that recommendation 1 be adopted.

2. The Committee on Laws and Policies be instructed to prepare an amendment to the revenue section of the International Constitution and Bylaws, providing for the increase of dues from \$3.50 to \$4.00 per member, said amendment to be presented to the delegates at our next International convention in Portland. That this intent be announced at the Council which opens in Chicago on October 17, 1965. If this Board approves this recommendation, that further the Governors and District Secretaries of the respective districts be asked to explain the increase and the need therefor at training conferences, district and division meetings, and to alert their lieutenant governors for that purpose, and further that the members of the Board as Counselors to districts at every opportunity ask for time on the agenda at the meetings where they represent Kiwanis International to explain this increase.

I request that this supplemental report of the Committee on Finance be received.

Respectfully,

MARSHALL E. JETTY
R. GLENN REED, JR.
HAROLD M. HEIMBAUGH, Chairman

SUMMARY

JOINT MEETING OF BOARD OF TRUSTEES AND PAST INTERNATIONAL PRESIDENTS

KIWANIS INTERNATIONAL

October 17, 1965

A Joint Meeting of the International Board of Trustees and the Past International Presidents was held at the General Office in Chicago, October 17, 1965. Those present: Edward C. Keefe, President; Dr. R. Glenn Reed, Jr., President-Elect; Edward B. Moylan, Jr., Immediate Past President; Walter H. Howell and James M. Moler, Vice-Presidents; Marshall E. Jetty, Treasurer; Steve A. Alford, Jr., Wes. H. Bartlett, Derral L. Clark, Harold M. Heimbaugh, Ted R. Johnson, Le Roy J. Olsen, James W. Putnam, Claude L. Ryder, Phillip V. Stout, Robert F. Weber, Jack Willis, Trustees; O. E. Peterson, Secretary; Park H. Arnold, Reed C. Culp, Don E. Engdahl, Donald T. Forsythe, Fred G. McAlister, Don H. Murdoch, Donald B. Rice, Charles A. Swain, J. O. Tally, Jr., Merle H. Tucker, Albert J. Tully, I. R. Witthuhn, Past International Presidents. Also present: L. A. Hapgood, Assistant Secretary.

GENERAL THEME: KIWANIS LOOKS TO THE SECOND HALF CENTURY

1. PROGRAM PLANNING

A. Restatement of Purpose

B. Basic Philosophy of Kiwanis International in Terms of Services it Expects Clubs to Carry Out

MR. KEEFE: Under Restatement of Purpose it would seem we would be concerned with possibly three areas: Constitutional Objects, type and tenure of current resolutions and annual Objectives, attitude or concept of the individual Kiwanian.

MR. MURDOCH: In speaking of the Objects, I don't see where they could be in any way changed to give us any improvement. I don't think Kiwanis, however, is fulfilling today the things we are supposed to do. I think we are flowing in too many directions. The time has come to take a new look. We are spread out so thin, we are not effective at any level. It is at the local level we have to work, and in our own communities.

MR. CULP: Virtually all Kiwanians would agree our Objects are good and should not be changed, and I think the vast majority of our Kiwanians believe our resolutions and objectives each year are good. The comment I get continually is, "You tell us to do these things but you don't give us action programs, especially in the field of free enterprise and the American heritage." It seems to me the restatement of purpose is how to activate, how to motivate these programs. I think the ultimate purpose is how to do a better job of promoting and getting across the programs we have and continually evaluating to be sure we are doing the right job.

MR. WEBER: We are competing in an entirely different type of world for manpower. The demands of the day require a man to stay in college much longer than he used to do, and to retire at an earlier age. He is earning his living in a much more concentrated period in his life. He does not have too many hours to spare for community service. We must develop a program of leadership among these men which is appealing to them and will bring them back into community leadership.

MR. HOWELL: The philosophy of life is different than twenty years ago, and in the community itself the acceptance of service clubs by the man on the street is different. Many people now feel community service is a job for professionals rather than amateur business men.

MR. TULLY: The professionals do not take the place of the human element that is needed. This, it seems to me, is still a wide open field and is the proper field for service-minded men. It seems to me that the emphasis we need is upon the attitude of men. I don't think we are going to sell Kiwanis simply on the idea of a dramatic service activity; we must first convince them that they have a useful purpose in some community activity. A club is successful in one place and not in another because the first group has been sold on the philosophy or ideology of human involvement in what other people are doing or what they want to do, and they have not been sold in the second place. I think we are confusing our clubs by focusing their minds on what they could be doing instead of why; that the major emphasis needs to be on the philosophy of service with perhaps some dramatic programs of a striking nature through which that philosophy can be expressed. The important thing is that if a Kiwanis club is doing things in the field of boys and girls work, agriculture, vocational guidance, etc., it is carrying out the philosophy of service in the community and of Kiwanians being involved with people. Our principal job is to convince people in this complex day that in spite of all of these government programs and the establishment of agencies and services of one sort or other, we must never get away from the philosophy of service and the involvement of Kiwanians through people in the community in one way or another.

MR. PUTNAM: Don't you agree this emphasis must be on the community level?

MR. TULLY: Oh, yes. You are not going to get anywhere without that.

MR. RYDER: We live in an era of change. This era of change goes through the whole program of our existence today in my opinion. I believe we need to bring our entire program to some degree in tune with the times. I feel we do not encourage our local clubs to select in their own communities the project which needs to be done. I would like to see us develop a method whereby we can encourage individual thinking on the part of the local Kiwanis club so that it may attract top flight business and professional men who will give of their time and talent to promote the things for which we stand. This must be done through individual Kiwanis clubs, and a new idea of leadership training so that we can develop that initiative on the part of the men who are running the individual Kiwanis clubs.

MR. KEEFE: You say we are not giving enough of this incentive to develop their own programs?

MR. RYDER: That's right. We are providing too many other things and giving them the impression a report must be made on a lot of activities in which they have little or no interest, and not encouraging them to develop a localized program.

MR. KEEFE: There are conflicting points of view. What is our purpose -- to encourage the local club to do the thing it sees in the community or to engage in programs such as You and the Law or things such as that where we are trying to get them to back a program on a national basis?

MR. RYDER: I do not intend to depreciate a major emphasis program on the part of International -- we should have several good ones -- but we should give the clubs more incentive to develop programs of a local nature.

MR. KEEFE: Here is a point of view where perhaps there may be conflict.

MR. TALLY: I suggest that education is the way we should start our thinking about our purpose for the next fifty years. I suggest to you we have nothing to sell in Kiwanis except education in civic service and civic service itself. We have to sell the philosophy of civic service, and to do that we must educate in civic service. This is historically sound. When Kiwanis and the other civic clubs started, that was exactly what they were doing. At that time the kind of civic service was much simpler; today we need an education for a much more complicated society. Today there is no organization of clubs that is giving educated civic service.

I believe we should recast our purpose and our programs to give every Kiwanis club everywhere once each month the opportunity to study and hear a teacher on -- not a preacher on -- one problem, one great issue in civic service. If we did this, we could key the magazine to it. Out of it you would come to have real community service in all communities -- large, middle-sized, and small. We would be educating in the philosophy of service, and educating in civic affairs; and I think you would get the largest, most varied, and most rich set of projects in your Kiwanis clubs that you have ever seen. Unless we put Kiwanis on the path of civic education and the opportunity for unlimited, practical civic service, then I suggest to you we are going to be lost.

DR. REED: I would like to follow this education idea a bit further. If you give a carpenter a set of tools, it doesn't matter how fine the set of tools is unless he has the knowledge to know how to use the tools. Possibly this is where we are failing. We may be giving our Kiwanis clubs a set of tools but they don't have the knowledge to know how to use the tools. Possibly we should go into a leadership training program which trains our Kiwanis leadership at the club level on how to more effectively promote their club programs.

- C. Are We Following the Club's Wishes? Should We Reduce Our Ideas to Major Emphasis? Fewer Emphases Than Now? One Purpose? Should We Eliminate Other Cooperative Group Programs and Make Kiwanis Originated Programs Our Main Effort?

MR. CULP: I think Kiwanis is doing today a terrific piece of work. I do not think we are decadent and slipping too much, not any more than any other type of organization now in existence in the United States and Canada. We have a problem on how to get the local club to carry out the programs we think are important. I think we could have two or three Major Emphases that could come out of Chicago which could be adopted by the clubs, but also leave it for them to pick out the items of civic participation needed in their communities and not ask them to make reports on ten or fifteen points which have no effect at all in their area and which are deadening the incentive of the young men who don't want to bother with them. I hate to recommend that you do away with achievement reports, but I do say you are asking the clubs to do too many things.

MR. TALLY: I agree and say bluntly I think we should abolish achievement reports as we know them now. I think we should still have an award, a Nobel Award or Pulitzer Prize, so to speak, which would be awarded without clubs' applying for them.

MR. HEIMBAUGH: The Committee on Finance has been thinking that perhaps we could do a better job if we could reduce our programs in number and then stay with them for three or four years. One of the common complaints we get is in regard to paper work -- they hardly get started on a program and the year is over and they get another set of programs. Couldn't a better job be done if we had two or three programs and stayed with them three or four years?

MR. TALLY: We should have just one program, that of education in civic service and let the individual clubs decide on what aspect will be its action program.

MR. TULLY: We should be seeking not to have the Kiwanis clubs do what we think they should but rather to find out what we can do to help them in developing the programs they want at their level.

MR. FORSYTHE: If you transpose under B. in Program Planning the words "International" and "Club," I think there is your situation. It would read, "Basic philosophy of Kiwanis Clubs in terms of Services they expect International to carry out."

DR. REED: The first question of Section C, "Are we following the club's wishes?" I think the logical thing is to ask the clubs. Let us ask them what their number one concern is -- they will come up with more than one -- and then ask them, "How do you propose to carry out these?" And then let us try to evolve our program around their wishes.

MR. MOLER: I think the resolutions from the districts point a direction.

MR. KEEFE: One thing I have encountered is the complaint we don't tell the clubs how to do the things we are talking about that are important. We think we do, but they don't. This attitude seems to be directed primarily at the programs that come out of International committees.

MR. HEIMBAUGH: Maybe we should have a little more education in The Kiwanis Magazine on a particular emphasis program. The thing that disturbs me is to go to some area and have them say, "You fellows in Chicago want us to do this." The club should want to do these things, should be educated, and maybe The Kiwanis Magazine would be the place to do this teaching Joe was talking about and accomplish the thing Albert Tully was talking about.

D. Do We Look at Kiwanis Programs as Related to National Affairs Using as a Starting Point - Liberal as Opposed to Conservative? Also in Regard to International Affairs?

MR. TULLY: This is also a reflection of our effort. If we simply leave to them what they do, having brought them into the general feeling of why men should do various things, then we really don't get involved in this Liberal and Conservative question, because Liberals and Conservatives both are generally motivated by some feeling as to what men should do, but they

all have that same basic concern; and if we direct ourselves primarily to the basic philosophy, we don't really have to get involved in differences of opinion as to how this concern may be expressed.

MR. PUTNAM: I would like to ask what this means -- local Kiwanis problem or resolutions, or what?

MR. STOUT: I assume we are talking about the whole panorama of the Kiwanis program. This came to us from the agenda committee. We have covered it already in this discussion, going back to the local level. I think this question is half way answered in our previous discussion.

MR. KEEFE: When a local club comes up with a resolution and that resolution touches national affairs, this is still a local concern. When we adopt it, does that become a concern of the International organization or is it still just a concern of a group of local clubs?

MR. TULLY: This has troubled me somewhat in the trend of our resolutions over recent years. I question whether this is again going to this matter of attitude and emphasis on the International level, whether our policy on resolutions does not need further defining by way of limitation. I question whether I should ask Kiwanis to agree with my point of view as long as all Kiwanians and I are still concerned with the basic principles. This may be something we should re-examine to be sure Kiwanis is broad enough to encompass all loyalties as long as we remain within the general field of concern or the thought expressed in the first Object of human and spiritual values.

MR. TALLY: I don't think we should take sides as an organization. We should educate and let our individual members take sides. But they should be informed.

MR. KEEFE: It seems to me the tenor of the audiences I have observed is that they want Kiwanis to stand up for certain things.

MR. TULLY: Kiwanis does stand for something by adopting a resolution but we accomplish little if anything through resolutions we have adopted. When Kiwanis published You and the Law, Kiwanis stood for something and it did something effectively. Kiwanis will accomplish nothing by adopting a resolution; it will accomplish something by holding forums, by making possible public discussions, by making available information -- perhaps through the Freedom pamphlet which has just been prepared and is being distributed. This is the way Kiwanis accomplishes something, not by the adoption of resolutions.

MR. ENGBAHL: We could do this educational job in a whole of a way. If each of us in this room made ten speeches in a year, that is a lot of speeches. There are also many Past Governors and Past Presidents of clubs who are capable speakers.

MR. CULP: Before you leave Item 1, I have the feeling that the consensus of opinion is that the basic business of Kiwanis is the Kiwanis Objects interpreted into Kiwanis activity.

2. ADMINISTRATIVE PROCEDURE

- A. Should Our Office Procedure Be Analyzed with View to Reduction of Less Essential Services? Can We Develop a More Uniform Plan for Filing Throughout -- from Office to District Club Level?

MR. KEEFE: This is material about which the Board is concerned and interested and on which we have been making some progress in all areas. The discussion can be summarized by saying, "Yes."

- B. Do We Need Reorganization of Some Departments? Are We, at Present, Utilizing the Staff Most Effectively? With Coming Change in Executive Secretary, Would Now Be the Proper Time to Further Modernize Office Methods?

MR. KEEFE: The answer to the first question would be "Yes," the second would be "No," the third probably would be "Yes."

- C. In Regard to Reporting Systems, Are We Causing Too Much Paper Work at the International, District, and Club Level?

MR. KEEFE: The answer would be "Yes."

MR. ENGDAHL: I would like to see a show of hands on achievement reporting. I think it is perhaps time to eliminate this, and perhaps award a prize to one or two clubs in the form of a scholarship or something.

MR. KEEFE: Probably what we are talking about is not necessarily elimination of achievement recognition but perhaps a more realistic form of achievement recognition. Let me ask: How many feel we should have a study and possible redirection given to achievement recognition? (Showing of hands indicated general agreement.)

- D. Is Our Leadership Training Effective? Do We Need to View This Phase of Kiwanis with the Problem of Finances and Whether It Is As Effective at the Club Level As We Think?

MR. KEEFE: The general thinking of the Board in past years has been it is not very effective at the club level. Perhaps we need to take the training in the club away from the President and put it in a continuing committee.

MR. JOHNSON: At this year's Council we are stressing the administrative responsibility of the Governor to see he properly uses the tools at hand to see that leadership is developed to the fullest down to the club level. We are instituting this year a new note in continuing training, the Club Assembly, which you will hear discussed.

MR. RICE: In the early days of leadership training, we made the outgoing officer a very responsible part of the program. I have been advocating for years we ought to recreate the importance of this retiring man in the training program on all levels. Officers coming in new need the background experience of the man they are to follow.

MR. TULLY: I feel club organization should be reformed in some way so as to establish a specific continuing training responsibility, not just in December or early January, but throughout the year, training not only of club officers before they take office but continuing this training throughout the year with the club committee chairmen. Perhaps the club Committee on Kiwanis Education might be given a higher responsibility and continuing function in this regard. I am deeply concerned about the ineffectiveness of leadership training at the club level.

MR. STOUT: The Administration and Structure Committee has gone back to the report of the Little Hoover Commission and reviewed some of the recommendations made in there, and one of them was that the entire administrative year be changed so as to more effectively present the educational program, and not only that but the officers of Kiwanis International would be serving currently with the officers of the clubs and the districts. There has been the feeling this would be a very difficult thing to change but it would be much easier now with the President-Elect theory; and if it is extended to the Governor-Elect, as most districts seem to be doing, it might be the proper time to do it.

MR. HEIMBAUGH: We in this group have a definite edge over any other group; we sit here as a continuing group. At the most important level of Kiwanis, the club and the division, too, but particularly at the club, the new president comes in and the immediate past president steps aside. Perhaps there should be some way of encouraging the men not to give up; maybe we can start some training to encourage them not to give up.

MR. CULP: The question of whether or not the administrative year of Kiwanis International should run concurrently with the club year has been up many times, and there has always been a difference of opinion. We should consider very seriously putting the administrative year of Kiwanis International to begin at the same time of January 1 as the club year.

MR. WITTHUHN: This matter came up at the Governors' Meeting in Denver, and it was put on the table at that time. After the convention a questionnaire was sent to the Governors asking them whether they would like to have the administrative year of Kiwanis International be the same as the district, and the Governors were unanimously in favor.

MR. STOUT: It seems the reason this has died is because no one has figured out a way to implement it, where to start it and how to start it.

MR. TUCKER: It always came to the point the Council couldn't be resolved, our training program could not be resolved with the new administrative year without bringing in all the governors and others involved to the International Convention before the convention.

MR. RYDER: The matter of a uniform year was one of the facets of Kiwanis administration studied by the Committee of which Ben Hazen was Chairman, and the records are still available. That was the one big thing we felt could change the whole picture of Kiwanis advance in the future, and I am still convinced of it. The sooner we make some move toward it, the sooner we will eliminate some of the other problems with which we are confronted.

3. INTERNATIONAL EXTENSION

MR. KEEFE: At the August Meeting the Board agreed to formulate a plan by which clubs would be organized and governed and structured, and districts or federations would be structured in countries other than the United States and Canada. At the same time the Board agreed that to effectively and adequately carry out the operations and administration of these areas we would probably need additional financing than the financing available currently from our Kiwanis budget. The budget as we now have it is supplying and will supply next year \$35,000 in this area. We are constantly being requested by our clubs in this country for additional services, and there are other aspects of our operation which the Board feels need more attention which require additional funds. At the present time, and in 1966, while we are advancing \$35,000 for the administration of overseas clubs, we are actually taking money away from certain areas of our domestic operation.

The Extension Committee has now brought to the Board an operating structure which we can use and on which we can build. These perhaps will need to be modified and amended, but at least we have made an effort to get something down by which we can have an orderly and planned growth.

It is the opinion of this Committee that we need and will need in the course of the next five years funds running up to about \$142,000 to effectively and safely administer International Extension per year. Thus at our meeting yesterday we voted that we shall seek a dues raise for the purpose of implementing and administering International Extension of \$.50 per member.

MR. ENGDAHL: While on the subject of finances, the problem came up in the Past Presidents meeting of getting the young man into Kiwanis. If we are seeking young men, we are faced with the problem that they don't have much money. Would the Board consider studying the problem of perhaps making the initiation fee a little less for a man up to a certain age in order to try to attract some of these younger men into Kiwanis?