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**MINUTES OF THE MEETING OF**

**KIWANIS INTERNATIONAL BOARD OF TRUSTEES**

**APRIL 17-20, 2013**

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The meeting of the Board of Trustees of Kiwanis International was held at the Kiwanis International Office in Indianapolis, Indiana, April 17-20, 2013. Those present were: Thomas E. DeJulio, President; Alan Penn, Immediate Past President; Gunter Gasser, President-Elect; John R. Button, Vice President; Stan D. Soderstrom, Executive Director; Trustees Kevin Dean, Jane M. Erickson, Clinton Green, Óskar Guðjónsson, Stephen T. Hill, John M. Johnson, Lee Kuan Yong, Warren F. Mitchell, Dennis M. Oliver, Susan A. Petrisin, Colin Reichle, James M. Rochford, Wen-Pin Su, Elizabeth Tezza, and Sjoerd R.J. Timmermans. Guests: Lance Incitti, President-elect, Kiwanis International Foundation; Ernst von der Weppen, President, Kiwanis International-European Federation; and Wilfredo Valencia, Chair, Kiwanis Asia-Pacific.
The meeting was called to order by President Thomas E. DeJulio on Saturday, April 20, 2013 at 3:10 p.m. in Indianapolis, Indiana. Invocation was given by Trustee Elizabeth Tezza.

The following reports were received:

**REPORT OF THE PRESIDENT**
The Report of the President, Thomas E. DeJulio is attached as Tab 01.

**REPORT OF THE PRESIDENT-ELECT**
The Report of the President-Elect Gunter Gasser, is attached as Tab 02.

**REPORT OF THE VICE PRESIDENT**
The Report of the Vice President, John R. Button, is attached as Tab 03.

**REPORT OF THE EXECUTIVE DIRECTOR**
The Report of the Executive Director, Stan D. Soderstrom, is attached as Tab 04.

**REPORT OF THE BOARD COUNSELOR TO CIRCLE K INTERNATIONAL**
The Report of the Board Counselor to Circle K International, Jane M. Erickson, is attached as Tab 05.

**REPORT OF THE BOARD COUNSELOR TO KEY CLUB INTERNATIONAL**
The Report of the Board Counselor to Key Club International, Warren F. Mitchell, is attached as Tab 06.

**REPORT OF THE BOARD COUNSELOR TO KEY LEADER**
The Report of the Board Counselor to Key Leader, Stephen T. Hill, is attached as Tab 07.

**APPROVAL OF JANUARY 14-17, 2013 MINUTES**

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International approves the minutes of the Board meeting held January 14-17, 2013 in Indianapolis, Indiana, as shown in Tab 08.
REPORT OF THE EXECUTIVE COMMITTEE

The Report of the 2012-13 Executive Committee, Thomas E. DeJulio, Chairman, was presented. (Tab 09)

KIWANIS INTERNATIONAL FOUNDATION BOARD APPOINTMENTS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the appointment of Benjamin Osterhout of the Pennsylvania District to the Kiwanis International Foundation Board of Trustees for a three-year term as Trustee beginning October 1, 2013.

2013-14 KIWANIS INTERNATIONAL COMMITTEE APPOINTMENTS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the 2013-14 International Committee appointments as shown in Exhibit A.

STRATEGIC PLAN APPROVAL

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the Strategic Plan Outline as presented in Exhibit B.

2014 KIWANIS DISTRICT CONVENTION DATE EXEMPTION

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board grants an exception to Kiwanis International Bylaws, Article IX, DISTRICTS, Section 12, allowing districts to hold a 2014 convention within the thirty days following the 2014 Kiwanis International convention.
TOURNAMENT OF ROSES PARADE FLOAT MEMORANDUM OF UNDERSTANDING

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the Rose Float Memorandum of Understanding signed and dated April 11, 2013 by the California-Nevada-Hawaii District and the California-Nevada-Hawaii District Foundation; and directs the Executive Director to execute the agreement on behalf of Kiwanis International as shown in Exhibit C.

GOVERNMENT RELATIONS POLICY

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board adopts new Policy B.17 - Government Relations, as shown below:

POLICY B. INTERNATIONAL ADMINISTRATION

17. Government Relations
Activity with various national governments presents opportunities for support and collaboration between Kiwanis International and government entities. Kiwanis’ grass roots structure, community presence and non-political voice for children and youth make the organization attractive to democratic governments. Continuing to position Kiwanis as a strong player within civil society will reinforce our brand and reputation. In relationships with various governments, Kiwanis International shall act as follows:
1. Kiwanis International and its officers will conduct itself/themselves with honesty and integrity in all governmental relationships, adhering to all applicable laws and known protocols.
2. The President of Kiwanis International shall be the primary representative of the organization to heads of state, unless the President determines another appropriate current or past Kiwanis International Officer to act in his/her stead.
3. The Executive Director will coordinate Kiwanis International’s official outreach and communication to all governments and related entities (departments, agencies, offices, etc.)
4. Kiwanis International will avoid any public position that it views as being partisan, favoring one party or candidate over another in any election, or otherwise politically divisive.
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the special logos and plan outline presented to be used to commemorate the 100th anniversary of Kiwanis International, with special efforts to be launched at the 2013 Kiwanis International Convention.

This completed the action of the Executive Committee and the report was accepted.

REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE

The Report of the 2012-13 Board Committee on Audit and Finance, John R. Button, Chairman, was presented. (Tab 10)

REVIEW OF FEBRUARY 2013 FINANCIAL SUMMARY AND MARCH 2013 YTD VS. ACTUAL

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board accepts the February 2013 Financial Summary, as shown in Exhibit A.

LIABILITY INSURANCE RESERVES

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board revises Procedure 704.8 – Liability Insurance Fund, as follows:

704.8 - Liability Insurance Fund (4/10)
A. Purpose: The liability insurance fund is used to report liability insurance revenues and expenses program management costs. The insurance fund balance represents the amount of resources available without restriction for insurance claims, program management, and administrative expenses. (10/90)

B. Reserve Fund Balance: A General Liability Insurance Reserve Fund shall be maintained in an amount equal to US$5,000,000 one year's premium plus an additional US$700,000 plus an additional US$700,000. This fund would not exceed two million dollars. (5/90)
C. Principal Revenue and Expenses: The principal sources of revenues are the cost of insurance charged to the clubs, which is based on membership; and interest on investments for reserves and self-insured, uninsured and future claims and losses; and revenue from criminal history background checks conducted with Kiwanis’ preferred provider. The principal expenses are the costs of insurance, background checks, actual and estimated claim payments losses, and administrative expenses related to any of these. (10/90)

INTERNATIONAL COUNCIL – JANUARY 2015

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves an International Council Meeting in Detroit, Michigan, in January 2015 in conjunction with the 100th Anniversary Celebration event for Kiwanis International.

The Board acknowledges that the expenses for the International Council and related 100th Anniversary Celebration are special initiatives. Because of this, such expenses are an exception to the spending policy that was approved in October 2012.

CAMPAIGN FOR GROWTH (CFG)

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the Campaign for Growth (CFG) at a current estimated cost of US$4.1 million for the years 2012-13 through 2017-18 (details are included in the Membership Development and Education Committee report). In addition:

1) All expenses for the CFG will be included in each annual budget for Kiwanis which is reviewed and approved by the Audit and Finance Committee and the Board;
2) Costs of the CFG will be accounted for in a separate cost center;
3) Metrics will be provided to the Board;
4) The Board (and all appropriate committees) will evaluate progress and financial reports of the CFG at each subsequent Board Meeting; and
5) Periodic reports of the results of the CFG will be reported to the Kiwanis membership.

The Board acknowledges that the CFG is a special initiative. Because of this, the CFG is an exception to the spending policy that was approved in October 2012.

This completed the action of the Board Committee on Audit and Finance and the report was accepted.
REPORT OF THE BOARD COMMITTEE ON PROGRAMS AND PARTNERSHIPS

The Report of the 2012-13 Board Committee on Programs and Partnerships, Gunter Gasser, Chairman, was presented. (Tab 11)

BRANDING OF KIWANIS WITH SERVICE LEADERSHIP PROGRAMS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board requests Staff to prepare a proposal that unifies the Service Leadership Program and Kiwanis brands, including both graphic designs and messaging, to be reviewed at the June 2013 Board meeting.

FUTURE ROLE OF KEY CLUB AND CKI ALUMNI NETWORKS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves continued efforts to grow and develop the alumni programs and requests that Staff provide quarterly reports to the Programs and Partnerships Committee on the state of the alumni initiatives.

FURTHER RESOLVED, That the Kiwanis International Board requests Staff to develop mission statements for both the Key Club and Circle K alumni programs to be presented to the Programs and Partnerships Committee at the June 2013 Board meeting.

FURTHER RESOLVED, That the Kiwanis International Board supports the cooperative efforts of the Kiwanis Foundation Staff and the Service Leadership Programs Staff as they further develop the alumni programs and alumni giving opportunities.

SLP CONFERENCE 2014 GRANT REQUEST TO KIWANIS INTERNATIONAL FOUNDATION

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves submission of a grant request to the Kiwanis International Foundation, as shown in Exhibit A, for the 2014 Service Leadership Programs Conference in the amount of US$25,000, with some portion to be used to fund travel for attendees from non-North American districts.

KIWANIS SLP EXCHANGE PROGRAM

Upon motion duly made, supported, and carried it was:
RESOLVED, That the Kiwanis International Board requests the Kiwanis International-European Federation develops a full proposal for a student exchange program for the Programs and Partnerships Board Committee to review at the June 2013 Kiwanis International Board meeting.

CKI SERVICE PARTNERS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board supports the efforts of the Circle K Board in developing a process that allows them to participate in the annual selection of CKI service partners.

REQUEST TO KIWANIS INTERNATIONAL FOUNDATION FOR BULLY PREVENTION INITIATIVES

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board requests Staff to present a grant request to the Kiwanis International Foundation for US$15,000 to further develop bully prevention initiatives.

KEY CLUB INTERNATIONAL AS OF 501(c)3

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board requests that Kiwanis International Staff work in conjunction with Kiwanis International Foundation Staff to investigate the merits of, and provide a proposal for, developing a donor-advised fund for the Key Club 501(c)3 entity within the current Kiwanis International Foundation structure. The proposal should be ready for review at the October 2013 Programs and Partnerships Board Committee meeting. This proposal should also include a clear definition of governance structures among the three entities: Kiwanis International, the Kiwanis International Foundation, and Key Club International.

DISTRICT-LEVEL POSITION FOR MANAGING YOUTH PROTECTION GUIDELINES

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves creation of a Youth Protection Manager position for districts, as detailed in Exhibit B, effective October 1, 2013, to help clubs understand their responsibilities in protecting youth. The position
will report to the Key Club Administrator in districts that have a Key Club District or to the District Governor in districts that do not.

FURTHER RESOLVED, That the Kiwanis International Board adopts new Procedure 221 – Risk Management and Youth Protection, codifying the positions of District Youth Protection Manager and District Risk Manager, as shown in Exhibit C, effective October 1, 2013.

**Aktion Club Dues**

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves an increase in Aktion Club dues to US$8.00 per member beginning October 1, 2014.

**Aktion Club Member Protection Guidelines and Background Checks**

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves new Procedure 439.9 – Guidelines for Working with Aktion Club Members, as shown in Exhibit D. This includes new subsection H providing that Aktion Club members attending certain events are exempt from criminal history background checks, although their chaperones/caregivers are not. These changes will be effective October 1, 2013.

**Service Leadership Programs Without Kiwanis Club Sponsors**

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the chartering of K-Kids, Builders, and Aktion clubs without a sponsoring Kiwanis club. Staff is instructed to revise Procedures 439 – Aktion Clubs, 440 – Builders Club, and 441 – K-Kids accordingly. These changes will be effective June 1, 2013.

This completed the action of the Board Committee on Programs and Partnerships and the report was accepted.

**Report of the Board Committee on Governance**

The Report of the 2012-13 Board Committee on Governance, John M. Johnson, Chairman, and Sjoerd R.J. Timmermans, Co-Chairman, was presented. (Tab 12)
PROVISIONS ON CONDUCT UNBECOMING

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board proposes an amendment to the Kiwanis International Bylaws as shown below to the House of Delegates at the 2013 Kiwanis International Convention, updating and clarifying provisions on conduct unbecoming an officer of Kiwanis International. This amendment will be effective upon adoption.

ARTICLE XIX. DISCIPLINE OF OFFICERS AND VACANCIES IN OFFICE

Section 8.

a. If a Kiwanis International officer is alleged by the President or two-thirds (2/3) of the Board of Trustees to be failing to perform his/her duties, the Board shall investigate the allegation and determine the matter at a meeting held within forty-five (45) days after the investigation is completed or as soon as reasonably possible. Written notice of the allegation, investigation, and of the meeting shall be given to the accused member officer at least thirty (30) days prior to the meeting. The accused member officer shall be permitted to attend the meeting and present a defense. If the allegation(s) is sustained by no less than a two-third (2/3) vote of the entire Board, the office shall be declared vacant.

Section 9.

b. If an allegation is made against a Kiwanis International officer of ‘conduct unbecoming a member of the Kiwanis family,’ the President (or Immediate Past President, if the President is accused) shall consult the procedures to be followed for investigating such allegation and shall appoint a special Investigator to investigate the matter within sixty (60) days from the date the President is notified of such allegation. If the investigation determines that there is a reasonable basis for the allegation, the President shall notify the accused officer and shall refer the matter to the Board to conduct a hearing to decide the matter, which shall be held within thirty (30) days after referral to the Board. The Board shall produce a report within seven (7) days of the hearing, setting forth its decision whether the officer did or did not engage in ‘conduct unbecoming’ and, if so, the office shall be declared vacant based on that decision, whether he/she shall be disciplined. The officer may appeal the Board’s decision and request a reconsideration by the Board. The Board’s final decision shall stand.

b. If either the accused officer or the Investigator believes some part of the investigation process was faulty or the determination was incorrect, either party has the right to request in writing reconsideration by the Board. The Board’s decision on the matter shall be final.

b. If, at any point during the ‘conduct unbecoming’ process, possible criminal
wrongdoing is discovered, the matter shall be reported to the proper authorities.

c. All materials, facts, and information related to the investigation, determination, and reconsideration (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process.

d. Kiwanis International shall retain all official records on the matter (Allegation Report, Investigation Report, Hearing Record, Board Report, and Reconsideration Record if any) in a confidential file as long as required by applicable law.

Section 10.
e. If the Kiwanis International officer is a district governor and the office is declared vacant, the district shall be notified that the office is now considered vacant and advised that it should act to fill the vacancy, according to the district bylaws.

Section 11.
d. Whenever a district or an International officer is removed from office for reasons involving conduct unbecoming a member of the Kiwanis family or failure to perform the duties of office or resigns from office, that person may be declared by the International Board to be ineligible to hold an International office or appointment in the future. (6/2010)

FURTHER RESOLVED, That the Kiwanis International Board revises policies and procedures as shown in Exhibits A and B to adopt new provisions on ‘conduct unbecoming’ at the district and Kiwanis International levels, and as shown in Exhibit C to update existing provisions on ‘conduct unbecoming’ at the club level.

REPORT OF THE RESOLUTIONS AND BYLAWS COMMITTEE / CONSIDERATION OF PROPOSED AMENDMENTS AND RESOLUTIONS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board accepts the Report of the Resolutions and Bylaws Committee as shown in Exhibit D.

FURTHER RESOLVED, That the Kiwanis International Board proposes amendments to the Kiwanis International Bylaws as shown in Exhibit E to the House of Delegates at the 2013 Kiwanis International Convention in Vancouver.

FURTHER RESOLVED, That the Kiwanis International Board takes a position on the amendments proposed by clubs and districts as shown in Exhibit F to the House of Delegates at the 2013 Kiwanis International Convention in Vancouver.
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board proposes an amendment to the Kiwanis International Bylaws as shown below to the House of Delegates at the 2013 Kiwanis International convention providing that a person must have completed a full term as Governor before announcing his/her candidacy for Kiwanis International Trustee. This amendment will be effective October 1, 2013.

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS

Section 3.

a. The nomination and election procedures for officers to be elected at the annual International convention shall be as follows: (7/1998)

(4) No person shall be considered as a candidate until or unless the following requirements have been met:
   • The candidate shall have completed a full term as district governor prior to announcing his/her candidacy to Kiwanis International;
   • Written consent of such person has been given;
   • Prior endorsement of the candidate’s district board of trustees or district house of delegates has been provided; and
   • A clear criminal history background check has been conducted and verified by Kiwanis International.
   (6/2010)

Note: If needed, the definition of having served a term as stated in Roberts Rules of Order shall be used to clarify this provision (i.e., must have served at least half of the term).

ENDORSEMENT OF CANDIDATES FOR KIWANIS INTERNATIONAL OFFICE

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board proposes an amendment to the Kiwanis International Bylaws as shown below to the House of Delegates at the 2013 Kiwanis International convention regarding district endorsement of candidates for Kiwanis International Board offices. This amendment will be effective October 1, 2013.

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS

Section 3.

a. The nomination and election procedures for officers to be elected at the annual
International convention shall be as follows: (7/1998)

(4) No person shall be considered as a candidate until or unless the following requirements have been met:

- Written consent of such person has been given;
- Prior endorsement of the candidate’s district board of trustees or district house of delegates has been provided; and
- Candidates shall be endorsed by the candidates’ district house of delegates prior to the candidate announcing his/her candidacy to Kiwanis International. If extenuating circumstances make it impossible for the district house of delegates to endorse a candidate, he/she may be endorsed instead by the district board in authority during the administrative year in which the election will take place.
- A clear criminal history background check has been conducted and verified by Kiwanis International.

(6/2010)

DISCREPANCIES RELATED TO FILLING A VACANCY IN THE OFFICE OF KIWANIS INTERNATIONAL TRUSTEE

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board requests that the President, President-elect, and Vice President jointly appoint a special task force to study gaps and discrepancies in existing provisions on filling Trustee vacancies.

LIABILITY AND YOUTH PROTECTION ISSUES

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board revises Policy B.14 as shown below to require a clear criminal history background check for any district board-approved chairperson(s) and their assistants responsible for Kiwanis-branded programs involving youth under age 18. This requirement applies to all districts within North America and will be effective on October 1, 2013. Staff is instructed to update procedures as appropriate to agree with this policy change.

POLICY B. INTERNATIONAL ADMINISTRATION

14. Criminal History Background Checks

b. Background Checks by Districts and Clubs

Effective October 1, 2013, Kiwanis International requires that a criminal history background check be conducted and verified as ‘clear’ for any district board-
approved chairperson(s) and their assistants for Kiwanis-branded programs involving youth under age 18. This applies to all districts within North America. Such checks shall be conducted by either Kiwanis International’s preferred service provider or by another provider which is approved by Kiwanis International. Kiwanis International’s criteria shall be followed to determine if the background check is considered ‘clear.’ Persons without a clear background check may not serve as a district chairperson or assistant for Kiwanis-branded youth programs.

Kiwanis International strongly recommends that districts and clubs conduct criminal history background checks for all adults (Kiwanis members and non-members) registered for, participating in, or staying overnight at any event organized by a Kiwanis district or club that involves interaction between adults and youth under age 18. (4/12)

A clear criminal history background check may be required by a district, at the discretion of its board, for specific district offices or positions, or may be required by a club, at the discretion of its board, for specific club offices or positions or for all club members and prospective members. To assure high standards and consistent results throughout the organization, district and clubs are encouraged to use the same criteria and same service provider used by Kiwanis International. If a background check is later required by Kiwanis International, Kiwanis International recognizes only its own background check process. (4/12)

Districts or clubs requiring background checks shall first clearly define and publicize the criteria, process, and ramifications in policy and/or procedure. Consult Kiwanis International for recommended guidelines. (4/12)

FURTHER RESOLVED, That the Kiwanis International Board proposes an amendment to the Kiwanis International Bylaws as shown below to the House of Delegates at the 2013 Kiwanis International Convention in Vancouver, providing that, in cases where a person’s behavior involves moral turpitude or when their behavior with youth is found to be illegal: (1) requires clubs to remove the member; (2) requires clubs to report such behavior to Kiwanis International and the proper authorities; (3) allows Kiwanis International to remove the member if the club does not do so; and (4) gives Kiwanis International the authority to reject former, current, or prospective new members with such a record. This amendment will be effective October 1, 2013. Staff is directed to prepare corresponding policies and/or procedures to implement this process, if the amendment is approved.

ARTICLE VIII. CLUB MEMBERS

Section 8. Discipline of Members of the Kiwanis Family

a. The general discipline of members in any club shall be as provided in the Standard Form for Club Bylaws. (6/2012)
b. The definition of “conduct unbecoming a member of the Kiwanis family” and the process to be followed for an allegation of conduct unbecoming shall be as defined by the Kiwanis International Board. (6/2012)

c. A member of the Kiwanis family, in cases of conduct unbecoming, is defined as members of Kiwanis clubs, Aktion Clubs, Circle K clubs, and Key Clubs. (6/2012)

d. A club shall discipline any member whose conduct is determined to be conduct unbecoming a member of the Kiwanis family and shall report such conduct and discipline to Kiwanis International, or else the club shall be considered out of compliance with accepted standards for Kiwanis clubs and may have its charter suspended or revoked as provided in these Bylaws. (6/2012)

Section 9. Illegal Behavior or Moral Turpitude: A club shall remove any member whose behavior involves moral turpitude or whose behavior with minors is found to be illegal and shall report such member and such behavior to Kiwanis International and the proper authorities immediately. If the club does not take such action, Kiwanis International may remove the member and the club may have its charter suspended or revoked for being out of compliance with accepted standards for Kiwanis clubs.

Kiwanis International shall bar from membership in a Kiwanis club any former, current, or prospective member whose behavior involves moral turpitude or whose behavior with minors has previously been found to be illegal.

This completed the action of the Board Committee on Governance and the report was accepted.

REPORT OF BOARD COMMITTEE ON MEMBERSHIP DEVELOPMENT AND EDUCATION

The Report of the 2012-13 Board Committee on Membership Development and Education, Sue Petrisin, Chairman, and Wen-Pin Su, Co-Chairman, was presented. (Tab 13)

ADMINISTRATIVE ACTION REPORT

Upon motion duly made, supported, and carried it was:
RESOLVED, That the Kiwanis International Board approves the Administrative Action Report as shown in Exhibit A.

**Membership Strategy – Discuss Campaign for Growth**

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves a new five-year campaign for growth (as noted in the Audit and Finance Board Committee report).

**Member Discount Programs**

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board proposes an amendment to the Kiwanis International Bylaws as shown below to the House of Delegates at the 2013 Kiwanis International Convention in Vancouver, to discontinue the dues waiver for former sponsored youth members, effective October 1, 2013.

**ARTICLE XXII. REVENUE**

Section 3. A club shall be relieved of any obligation to pay International dues for any club member for a period of two (2) years from the date of joining that club, provided such member was a former member of a Kiwanis International sponsored program. The financial obligations to said member’s local club and district, the subscription for official publications, and the premium payable to defray the cost of insurance prescribed in these bylaws shall remain payable. (7/2007)

FURTHER RESOLVED, That the Kiwanis International Board agrees, effective October 1, 2013, to discontinue the practices of: (1) waiving next year’s dues for members of clubs formed between January 1 – September 30; (2) waiving the new member enrollment fee for former sponsored youth members; and (3) graduating the new member enrollment fee. These actions are within the authority of the Kiwanis International Board and do not require Bylaw amendments. Staff is instructed to update Kiwanis International procedures and Kiwanis International Bylaws interpretations to reflect these actions, as shown below.

305 - FEES AND DUES

305.1 - Prior to Receiving Charter

A. Membership Application and Fee: Before a new club may be organized and the charter presented, the required number of individuals shall have completed an application for membership and the club shall have paid a charter member fee per person, which shall be $50 for Tier A clubs; $25 for
Tier B clubs; and $15 for Tier C clubs. For clubs organized January 1-
September 30, payment of charter member fees shall also be considered
payment of dues, subscription fees, and insurance for all charter members of
the club for the following administrative year. 

B. Club Dues: A new club must also establish annual dues of an amount
necessary to meet club administrative expenses and district, federation (if
any), and International dues. (See Procedure 341 - Payment of Dues,
Magazine Subscription, and Insurance.) (6/91) (2/05)

KIWANIS INTERNATIONAL BYLAWS INTERPRETATIONS
PAYMENT OF CHARTER MEMBER FEES BY NEW CLUBS

Article XXII, Section 1, states in part “...each club shall pay to Kiwanis International for
each member, with the exception of those holding life member status, the sum of forty-
two dollars (US $42.00) per annum”...“due annually on October 1...”

And Article XXI, Section 6, states in part “Each club in the United States and Canada,
excluding the French-speak clubs in Canada, shall collect from each of its members the
subscription price of the official publication together with the regular club membership
dues.”

And Article XXIV, Section 2, states in part “Clubs covered by such insurance shall be
billed for premiums by Kiwanis International, prorata, based on membership...”

Interpretation: For new clubs formed on or between January 1 and September 30 of any
administrative year, the charter member fees paid by such new club shall be considered
payment of the applicable dues, magazine subscription fees, and insurance fees for
charter members of the new club for the following administrative year commencing on
October 1. (Example: A new club formed January 14, 2011, which is during the 2010-11
administrative year, pays charter member fees during formation. The charter member
fees paid by that club will be considered payment of dues, magazine, and insurance for
the original charter members of the club for the 2011-12 administrative year. However,
the new club will be required to pay dues, magazine, and insurance for the 2012-13
administrative year and thereafter.) (10/2010)

342 - NEW CLUB MEMBERS (1/13)

342.2 – Graduated Enrollment Fee
A graduated enrollment fee in an amount determined by the Board shall be
charged for each new club member to defray administrative costs. This fee may
not exceed the annual amount of dues, publication, and insurance (per the
Bylaws), and will be graduated throughout the year based on when the new
member joins. See addendum to Procedures for the full schedule of rates. (10/90)
(6/10)

This The new member enrollment fee is waived for: charter members of new
Kiwanis clubs; honorary members; members who, within a six-month period, join
another Kiwanis club; and former Circle K or Key Club members who join a Kiwanis club. The fee is not waived when a member who has been deleted is then re-added by the same club, except when annual dues have been paid for that member for the period in which the member rejoins. (10/90) (6/10)

FURTHER RESOLVED, That the Kiwanis International Board, effective October 1, 2013, discontinues graduated new member enrollment fees. Instead, the new member enrollment fee shall be $50 for Tier A clubs in North America and $42 for Tier A clubs outside of North America. However, clubs outside of North America below Tier A shall pay $25 for Tier B clubs and $15 for Tier C clubs. This complies with the Kiwanis International Bylaws, which provides that the charter member fee cannot exceed the annual amount of dues, subscriptions fees for official publications, and liability insurance fees.

342.2 – Graduated Enrollment Fee
A graduated enrollment fee in an amount determined by the Board. This fee may not exceed the annual amount of dues, publication, and insurance (per the Bylaws), and will be graduated throughout the year based on when the new member joins. See addendum to Procedures for the full schedule of rates. An enrollment fee shall be charged for each new club member to defray administrative costs, in the amount of $50 for Tier A clubs in North America and $42 for Tier A clubs outside of North America. However, clubs outside of North America below Tier A shall pay charter member fees of $25 for Tier B clubs; and $15 for Tier C clubs. (10/90) (6/10)

This fee is waived for: charter members of new Kiwanis clubs; honorary members; members who, within a six-month period, join another Kiwanis club; and former Circle K or Key Club members who join a Kiwanis club. The fee is not waived when a member who has been deleted is then re-added by the same club, except when annual dues have been paid for that member for the period in which the member rejoins. (10/90) (6/10)

EVALUATION OF FLEXIBLE MEMBERSHIP INITIATIVES

Upon motion duly made, supported, and carried it was:

RESOLVED, That, in accordance with the Kiwanis International Bylaws regarding new forms of membership, the Kiwanis International Board presents a resolution to the House of Delegates at the 2013 Kiwanis International convention to continue corporate membership, affiliate clubs, and company-based clubs as new forms of membership.
FURTHER RESOLVED, That the Kiwanis International Board approves the request from the Pacific Northwest District to be included in the family membership pilot program.

**KOREA DISTRICT SUPPORT**

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves providing USD$8,500 to the Korea District for the 2013-14 administrative year to support interpretation and translations needs. The district will assume responsibility for providing these services on behalf of and in coordination with Kiwanis International.

**PHILIPPINE SOUTH RESPONSE TO JANUARY BOARD MEETING ACTION**

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the addition of the United Arab Emirates as an official Kiwanis nation.

FURTHER RESOLVED, That the Kiwanis International Board agrees to allow Filipino clubs chartered in the United Arab Emirates to affiliate with the Philippine South District and to pay dues based on the Philippine South District tier for as long as the affiliation continues. A semi-annual report must be submitted to the appropriate Board committee in September and March.

FURTHER RESOLVED, That the Kiwanis International Board agrees to allow Filipino clubs chartered in Hong Kong to affiliate with the Philippine South District and to pay dues based on the Philippine South District tier for as long as the affiliation continues. A semi-annual report must be submitted to the appropriate Board committee for in September and March.

This completed the action of the Board Committee on Membership Development and Education and the report was accepted.

**NEXT BOARD MEETING – JUNE 26, 2013**

The next meeting of the Board of Trustees will be June 26, 2013 in Vancouver, British Columbia, Canada.

The meeting adjourned sine die on Saturday, April 20, 2013, at 5:30 p.m.