TO: Recipients of the Minutes of the June 27, 2012, Meeting of the Kiwanis International Board of Trustees

Attached are the proposed minutes of the June 27, 2012, Meeting of the Kiwanis International Board of Trustees. They are also located on the Kiwanis website.

These minutes will become "official" when approved by the Board of Trustees at its next scheduled meeting, October 3-6, 2012, in Indianapolis, Indiana.

Sincerely,

Stan Soderstrom  
Executive Director

SDS/dap

Enclosures
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**KIWANIS INTERNATIONAL BOARD OF TRUSTEES**

**JUNE 27, 2012**

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NEXT BOARD MEETING – SEPTEMBER 19, 2012
The meeting of the Board of Trustees of Kiwanis International was held at the Hilton Riverside Hotel in New Orleans, Louisiana, June 27, 2012. Those present were: Alan Penn, President; Sylvester Neal, Immediate Past President; Thomas E. DeJulio, President-Elect; Gunter Gasser, Vice President; Stan D. Soderstrom, Executive Director; and John R. Button, Jane E. Erickson, Pam Fleming, Clinton Green, Pietro Grasso, Stephen T. Hill, John M. Johnson, Lee Kuan Yong, Warren F. Mitchell, Susan A. Petrisin, Jerome E. Peuler, Jr., Stewart Ross, Wen-Pin Su, Sjoerd R.J. Timmermans. Guests: Peter Mancuso, President-elect, Kiwanis International Foundation; Paul Inge Paulsen, President, Kiwanis International-European Federation; and Adeline Chan Sui Lee, Chair, Kiwanis Asia-Pacific.
The Kiwanis International Board meeting was called to order by President Alan Penn on Wednesday, June 27 at 1:00 p.m. in New Orleans, Louisiana.

The following reports were received:

REPORT OF THE PRESIDENT
The Report of the President, Alan Penn is attached as Tab 01.

REPORT OF THE PRESIDENT-ELECT
The Report of the President-Elect Thomas E. DeJulio, is attached as Tab 02.

REPORT OF THE VICE PRESIDENT
The Report of the Vice President, Gunter Gasser, 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 KIWANIS INTERNATIONAL FOUNDATION REPRESENTATIVE
The Report of the Kiwanis International Foundation Representative, Peter Mancuso, is attached as Tab 05.

REPORT OF THE BOARD COUNSELOR TO CIRCLE K INTERNATIONAL
The Report of the Board Counselor to Circle K International, John M. Johnson, is attached as Tab 06.

REPORT OF THE BOARD COUNSELOR TO KEY CLUB INTERNATIONAL
The Report of the Board Counselor to Key Club International, Sue Petrisin, is attached as Tab 07.

REPORT OF THE BOARD COUNSELOR TO SERVICE LEADERSHIP PROGRAMS-EUROPE
The Report of the Board Counselor to Service Leadership Programs–Europe, Sjoerd R.J. Timmermans, is attached as Tab 08.

REPORT OF THE BOARD COUNSELOR TO SERVICE LEADERSHIP PROGRAMS-ASIA-PACIFIC
The Report of the Board Counselor to Service Leadership Programs–Asia-Pacific, Wen-Pen Su, is attached as Tab 09.
REPORT OF THE KIWANIS INTERNATIONAL-EUROPEAN FEDERATION PRESIDENT

The Report of the Kiwanis International-European Federation President, Paul Inge Paulsen, is attached as Tab 10.

REPORT OF THE KIWANIS ASIA-PACIFIC CHAIR

The Report of the Kiwanis Asia-Pacific Chair, Adeline Chan Sui Lee, is attached as Tab 11.

APPROVAL OF APRIL 17-21, 2012 MINUTES

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

RESOLVED, That the Kiwanis International Board approves the minutes of the Board Meeting held April 17-21, 2012 in Indianapolis, Indiana, as shown in Tab 12.

2012-13 APPOINTMENTS TO KIWANIS INTERNATIONAL FOUNDATION BOARD

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

RESOLVED, That the Kiwanis International Board approves the following appointments to the Kiwanis International Foundation Board of Trustees, beginning October 1, 2012:

- Alice Savage
  New England District
  (three-year term)

- Cynthia Champer
  Ohio District
  (three-year term)

- Valeria Gringeri
  Italy-San Marino District
  (three-year term)

- Alan Penn
  2012-13 Immediate Past President
  (one-year term)

- John R. Button
  2012-13 Vice President
  (one-year term)
Trustee Piero Grasso abstained due to personal relationship with one appointee.

APPROVAL OF 2012-13 BOARD COUNSELOR ASSIGNMENTS

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

RESOLVED, That the Kiwanis International Board approves the 2012-13 Board Counselor assignments as shown in Tab 13.

APPROVAL OF 2012-13 BOARD COMMITTEES

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

RESOLVED, That the Kiwanis International Board approves the 2012-13 Board Committees as shown in Tab 14.

PROCEDURE 193.5 – DISTRIBUTION OF CAMPAIGN INFORMATION AND MATERIALS

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

RESOLVED, That the Kiwanis International Board approves a one-time exception to Procedure 193.5 - Distribution of Campaign Information and Materials, so that materials may be distributed only in the lobby of the convention center. This is necessary due to challenges obtaining the appropriate permit from the city of New Orleans that would have allowed the normal distribution outside of the convention center.

REPORT OF THE EXECUTIVE COMMITTEE

The Report of the 2011-12 Executive Committee, Alan Penn, Chairman, was presented, as shown in Tab 15.

2014 KIWANIS INTERNATIONAL CONVENTION IN CONJUNCTION WITH ASIA-PACIFIC

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

RESOLVED, That the Kiwanis International Board grants permission for Kiwanis Asia-Pacific to hold its convention in conjunction with the 2014 Kiwanis International Convention.
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the Memorandum of Understanding between Kiwanis International and Kiwanis International-European Federation for the 2012-13 year as shown in Action Report-Exhibit A, and authorizes the Executive Director and Board officers to sign the Memorandum of Understanding.

2015 CONVENTION

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

RESOLVED, That the Kiwanis International Board extends an invitation to the entire Kiwanis family, especially the Kiwanis International-European Federation and Kiwanis Asia-Pacific, to hold their annual conventions in conjunction with the 2015 Kiwanis International annual convention in Indianapolis.

2016 CONVENTION SITE SELECTION

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

RESOLVED, That the Kiwanis International Board selects Toronto as the site for the 2016 Kiwanis International convention.

KIWANIS DAY AT THE WHITE HOUSE

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

RESOLVED, That the Kiwanis International Board allocates US $40,000 to support a Kiwanis Day at The White House during September 2012 for the purpose of showcasing Kiwanis family service. This event will be part of The White House’s Champions of Change awards program. The Board will use a reallocation of financial resources to fund this event.

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

REPORT OF BOARD COMMITTEE ON EDUCATION

The Report of the 2011-12 Board Committee on Education, Stewart Ross, Chairman, was presented, as shown in Tab 16.
CURRICULUM REVIEW – CLUB PRESIDENT AND CLUB SECRETARY EDUCATION

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

RESOLVED, That the Kiwanis International Board approves the club president education curriculum, as shown in Consent Report-Exhibit A, for implementation during the 2012-13, 2013-14, and 2015-16 administrative years.

TASK FORCE ON THE KIWANIS INSTITUTE

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

RESOLVED, That the Kiwanis International Board accepts the report from the Task Force on the Kiwanis Institute, as shown in Consent Report-Exhibit B; thanks the members for their research; and dissolves the task force effective immediately.

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

REPORT OF THE BOARD COMMITTEE ON MEMBERSHIP

The Report of the 2011-12 Board Committee on Membership, John R. Button, Chairman, was presented, as shown in Tab 17.

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 Consent Report-Exhibit A.

FAMILY MEMBERSHIP PILOT PROGRAM REQUESTS

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

RESOLVED, That the Kiwanis International Board adopts a pilot program to test the concept of family members in the Ohio District, following the guidelines and fee structure established for the New England District.
**Ramifications of 15 Member Charter Size**

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

**RESOLVED,** That the Kiwanis International Board requests districts to send a letter to clubs, prepared by Staff, when their October 1 membership number is under 15.

**FURTHER RESOLVED,** That the Kiwanis International Board requests Staff to conduct a review of the new club charter gifts and associated costs provided to new clubs and report their findings to the Board.

**Australia – Sri Lanka Nation-District Connection**

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

**RESOLVED,** That the Kiwanis International Board declines the request from the Australia District-in-Formation to attach the Nation of Sri Lanka.

**FURTHER RESOLVED,** That the Kiwanis International Board approves a one-year grant of USD$8,000 to support a mentoring relationship between the Australia District-in-Formation and the Nation of Sri Lanka, pending approval of the Board Committee on Audit and Finance, with the ability to reapply on an annual basis.

**Organization of a Kiwanis Club in Xiamen, China**

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

**RESOLVED,** That the Kiwanis International Board requests the Malaysia District to initiate discussions with the local government in the City of Xiamen, China, regarding the organization of Kiwanis clubs in the People’s Republic of China, with an initial focus on a club in Xiamen, China.

**Romania / Czech-Slovakia Request**

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

**RESOLVED,** That the Kiwanis International Board approves the change of status of Romania from Kiwanis Nation to the Romania District in Pre-Formation.

**FURTHER RESOLVED,** That the Kiwanis International Board approves the change of status of Czech Republic and Slovak Republic from Kiwanis Nations to the Czech Republic-Slovak Republic District in Pre-Formation.
This completed the action of the Membership Committee and the report was accepted.

REPORT OF THE BOARD COMMITTEE ON GOVERNANCE

The Report of the 2011-12 Board Committee on Governance, Jerome E. Peuler Jr., Chairman, was presented, as shown in Tab 18.

MEMORIAL RESOLUTION TO PAST KIWANIS INTERNATIONAL PRESIDENT WES H. BARTLETT

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

RESOLVED, That the Kiwanis International Board presents to the House of Delegates at the 2012 Kiwanis International Convention a memorial resolution honoring Past Kiwanis International President Wes H. Bartlett, as follows:

PREAMBLE: Wesley H. Bartlett, known as “Wes,” was born in 1915 – the same year of Kiwanis’ founding. Wes was a furniture and flooring merchant in the small town of Algona, Iowa, where he became a Kiwanian in 1946. He rose through our leadership ranks, serving as club president, lieutenant governor, Nebraska-Iowa District governor in 1953, and ultimately as Kiwanis International President in 1971-72. He also served as a Kiwanis International Foundation Trustee and Treasurer.

Wes’ years on the Kiwanis International Board from 1964 to 1973 were tumultuous years in society and an especially difficult time for our Circle K and Key Clubs. The youth of the day were challenging the status quo, and our Service Leadership Programs were affected. Circle K, particularly, struggled against a declining membership.

Adopting the theme “United for Progress,” calling for cooperation among all segments of society, Wes was instrumental in crafting a “new beginning” for CKI, giving each CKI club the choice of opening its membership to women. The next year, CKI adopted the change for all clubs.

That story exhibits the essence of Wes Bartlett as a leader. He talked a lot about bringing people together—and he did just that.

WHEREAS, Wes Bartlett, who was born the same year of Kiwanis’ founding in 1915 and departed this world on March 26, 2012, served as club president, lieutenant governor, district governor, and Kiwanis International Trustee, culminating his Kiwanis career as Kiwanis International President in 1971-72. He also served as a Kiwanis International Foundation Trustee and Treasurer, and ultimately recorded more than 60 years of perfect attendance.
AND WHEREAS, Wes Bartlett led Kiwanis on a path of progress by forging strong bonds with Key Club and CKI, by advocating unity, and by emphasizing the need for each Kiwanis club to have relevance and identification within its community;

AND WHEREAS, Wes Bartlett met the challenges of his day head-on by adopting the theme “United for Progress,” calling for cooperation among all segments of society, and by establishing twin Major Emphasis Programs addressing current issues: “Operation Drug Alert” and “Project Environment.”

THEREFORE, BE IT RESOLVED THAT the delegates to the 97th Annual Kiwanis International Convention assembled in New Orleans, Louisiana, on June 29, 2012, do hereby express the sincerest sympathy to the family and friends of Wes H. Bartlett and do record this resolution permanently in the annals of Kiwanis in recognition of the respect and admiration which all have for this great leader.

MEMORIAL RESOLUTION TO DECEASED KIWANIS INTERNATIONAL TRUSTEE OSCAR H. KNIGHT III

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

RESOLVED, That the Kiwanis International Board presents to the House of Delegates at the 2012 Kiwanis International Convention a memorial resolution honoring Kiwanis International Trustee Oscar H. Knight, III, as follows:

PREAMBLE: Oscar E. Knight III, a mortgage banker by trade, joined the Kiwanis family in 1979 in the San Diego, California, club, going on to become president of the La Mesa Club, governor of the California-Nevada-Hawaii District, and ultimately a Trustee of Kiwanis International in 2010, before his untimely death on April 1, 2012.

Along the way, Oscar received city and state awards for leading Division 31 Kiwanis clubs in raising more than $1 million for victims of the 2003 wildfires that destroyed a large area of San Diego County. Beyond serving Kiwanis for more than 30 years, he also volunteered for the American Red Cross, the San Diego County YMCA, Grossmont College Foundation and the Girl Scouts of America.

As we remember Oscar, we would do well to try to be like Oscar Knight. Start with his smile – a big, radiant, genuine, friendly smile. And no matter what you’re doing, no matter your mood or how busy you are, greet everyone as though they’re the most important person in the world. Tell someone how happy you are to see them – and mean it. When young adults cross your path, encourage them. Inspire them. Leave a lasting impression. Emphasize the “we” of cooperation over the “I” of self-fulfillment—that was Oscar’s philosophy. Be a friend. Shake hands. Have fun. See possibilities. Be passionate about Kiwanis. Above all, lead by example and celebrate life. Try to be the kind of Kiwanian Oscar has been, and you’ll make a difference in your community and in our world.
WHEREAS, Oscar Knight was a dedicated servant leader who unselfishly shared his talents with Kiwanis for more than 30 years;

AND WHEREAS, Oscar Knight was a man of vision and a passionate spokesperson for Kiwanis, emphasizing the “we” of cooperation over the “I” of self-fulfillment and leading by example;

AND WHEREAS, Oscar Knight has impacted the lives of so many Kiwanis members worldwide, most importantly by inspiring the children and young adults of our Circle K, Aktion Club, Key Club, Key Leader, Builders Club and K-Kids programs;

AND WHEREAS, Oscar Knight was a warm and caring person and truly a friend of all Kiwanians;

THEREFORE, BE IT RESOLVED THAT the delegates to the 97th Annual Kiwanis International Convention assembled in New Orleans, Louisiana, on June 29, 2012, do hereby express the sincerest sympathy to the family of Oscar E. Knight III and do record this resolution permanently in the annals of Kiwanis in recognition of the respect and admiration which all have for this departed leader.

CLARIFICATION TO PROCEDURE 203.3 – [SERVICES PROVIDED TO A] DISTRICT IN FORMATION

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

RESOLVED, That the Kiwanis International Board revises Procedure 203.3 - [Services Provided to a] District in Formation, as follows:

203 - DISTRICT STATUS

203.3 - SERVICES

D. Districts in Formation: In addition to the above, districts in formation will receive: (2/05)
   - Invitation to the District Leader or Governor of District-in-Formation to attend governors-elect meeting(s) required by Kiwanis International, as well as designated meetings for growth and training provided by Kiwanis International;
   - Invitation to the District Leader or Governor of District-in-Formation at to attend International Council meetings (if any are held) as a non-voting member.

(10/96) (1/12)
**Clarification to Procedure 127 – Background Check Appeals Committee**

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

**RESOLVED**, That the Kiwanis International Board revises Procedure 127 - Background Check Appeals Committee, as follows:

**127 – Background Check Appeals Committee**

A standing committee on Background Check Appeals shall be appointed by the International President, subject to approval by the International Board, to be composed of three persons, none of whom may be a current International Board Member or Governor and one of whom shall be from outside of the United States. Initial appointments will include a one-year, two-year, and three-year term; thereafter, all members shall serve for a three-year term, with each new President adding one new member to the committee. The committee’s duties shall be to review the action taken based on something reflected in as a result of a criminal history background check, if such action is disputed and appealed by the person in question and if referred to the committee by the International Board, in accordance with the Policy and Procedure on background checks. (4/10)

**Clarification to Procedure 156 – Staff Voting at International Conventions**

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

**RESOLVED**, That the Kiwanis International Board revises Procedure 156 – Voting by Staff, as follows:

**156 - Voting by Staff**

A member of the Kiwanis International Office staff shall not vote at Kiwanis International Conventions and district conventions. A staff member shall also not vote during that portion of the division conference at which the lieutenant governor or lieutenant governor-elect is elected. In the event that a staff person is named as a delegate for the purpose of club representation credit, a registration fee for the appropriate convention shall be required. A Kiwanis International Office staff person shall not vote at Kiwanis International Conventions, district conventions, division conferences, or other events above the club level unless he/she has been certified by his/her club as a club delegate and has paid the appropriate registration fee for the event. (6/89)
Clarification to Standing Rule 17 for the Kiwanis International Convention

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

RESOLVED, That the Kiwanis International Board revises Procedure 133.6 - Standing Rules for the House of Delegates at Convention, Rule #17, as follows:

133 - House of Delegates

133.6 - Standing Rules for the House of Delegates at Convention

Rule 17 – Candidates for the office of International Trustee shall have a nomination, the content of which shall include only:

a. The nominator’s name and club he/she represents;

b. The name of the candidate and the office the candidate is seeking.

Each candidate shall have up to three (3) minutes to personally address the House of Delegates. (1980) (4/08)

Andean and Central America District Bylaws Amendments

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

RESOLVED, That the Kiwanis International Board approves amendments to the Andean and Central America District Bylaws adopted at its 2011 convention, as shown in Action Report-Exhibit A.

European Federation Bylaw Amendments to Comply with Kiwanis International Bylaws

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

RESOLVED, That the Kiwanis International Board approves amendments to the Kiwanis International-European Federation Bylaws adopted at its 2012 convention, as shown in Action Report-Exhibit B.

Update on Switzerland-Liechtenstein District Bylaw Revisions

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

RESOLVED, That the Kiwanis International Board approves the Switzerland-Liechtenstein District Bylaws adopted at its 2011 convention, as shown in Action Report-Exhibit D.
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board requests the Task Force on Governing Documents review the Standard Form for District Bylaws to identify aspects that reflect the core principles of Kiwanis district operations that cannot or should not be compromised unless in contradiction of the laws of local jurisdiction. The Task Force is also requested to recommend changes in the Standard Form that encompass best practices for districts. The Task Force is requested to report its findings and recommendations at the January 2013 Board meeting.

REVISION TO PROPOSED NEW STANDARD FORM FOR CLUB BYLAWS

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

RESOLVED, That the Kiwanis International Board amends the proposed new Standard Form for Club Bylaws as follows:

ARTICLE 2. MEMBERS

2.1.1. Adults of good character and good community standing may be admitted to membership in this club by invitation or by transfer from another Kiwanis club upon no less than a majority two-thirds (2/3) vote of the entire board present and voting.

2.1.2. Members in good standing are entitled to all rights and privileges of the club. To be in good standing, members are obligated to pay the dues and fees defined in club policy and comply with any other criteria stated in club policy.

2.1.3. Members not in good standing may be suspended or removed by no less than a majority two-thirds (2/3) vote of the entire board present and voting. At least fourteen (14) days previous notice of such pending action must be provided to the member. The member will have the right to appear to present his/her case to the board on or before the meeting at which action will be determined.

2.1.4. A member may resign by submitting written notice to the club. Any member who resigns or has been removed from club membership forfeits all interest in any club funds or property and all rights to use any Kiwanis marks.

This completed the action of the Governance Committee and the report was accepted.
REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE

The Report of the 2011-12 Board Committee on Audit and Finance, Gunter Gasser, Chairman, was presented, as shown in Tab 19.

APRIL 2012 FINANCIAL SUMMARY

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

RESOLVED, That the Kiwanis International Board receives and accepts the April 2012 Financial Summary as shown in Consent Report-Exhibit A.

2012-13 BUDGETS FOR KIWANIS, CIRCLE K AND KEY CLUB

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

RESOLVED, That the Kiwanis International Board approves the 2012-13 budgets for Kiwanis International for the Operating Fund (deficit US$939,544), Magazine Fund (deficit US$259,664), Convention Fund (deficit US$384,232), Liability Insurance Fund (surplus US$180,568), and Property Fund (surplus US$0) for a total deficit for all funds for Kiwanis International of US$1,402,872.

FURTHER RESOLVED, That the Kiwanis International Board approves the 2012-13 budgets for Circle K International Membership (surplus US$16,339), Circle K Convention (surplus US$6,792) and Circle K Subsidized (surplus US$0; subsidy US$279,306) for a total surplus of US$23,131.

FURTHER RESOLVED, That the Kiwanis International Board approves the 2012-13 budgets for Key Club International Membership (surplus US$176,490), Key Club Convention (surplus US$68), Key Leader (surplus US$0; subsidy US$230,913), Builders Club (surplus US$0; subsidy US$66,602), K-Kids (surplus US$0; subsidy US$110,063) and Key Club Subsidized (surplus US$0; subsidy USD$127,677) for a total surplus of US$176,558.

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

The Report of the 2011-12 Board Committee on Communications and Marketing, Pam Fleming, Chairman, was presented, as shown in Tab 20.

No action was taken by the Board Committee on Communications and Marketing.

REPORT OF THE BOARD COMMITTEE ON PROGRAMS

The Report of the 2011-12 Board Committee on Programs, John M. Johnson, Chairman, was presented, as shown in Tab 21.

No action was taken by the Board Committee on Programs.

NEXT BOARD MEETING – SEPTEMBER 19, 2012

The next meeting of the Board of Trustees will be September 19, 2012, via teleconference.
The meeting adjourned sine die on Wednesday, June 27, 2012, at 3:30 p.m.
KIWANIS INTERNATIONAL PRESIDENT REPORT
TO THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES
June 2012

This is my final report to the Kiwanis International Board for this administrative year. It is hard to believe that we are at our fourth Board meeting and there are only three months left in this administrative year. We have a date set aside for one more Board meeting if needed. It will be via phone teleconference in late September.

Congratulations to this year’s Kiwanis International officers, Board members, and Governors. You have accomplished more than many past leaders in a very short time. Your actions this year have had a positive effect on our organization. We are fortunate to have you as leaders.

There are still three months in this administrative year. This leaves us time to finish many of our goals for this year while preparing for the new administrative year. Stay in touch with your counseled districts. Keep promoting The Eliminate Project. Remember there is much service still to do.

To those leaving the KI Board at the end of this administrative year, thank you for your dedication and service to the greatest organization in the world dedicated to improving the lives of children and families in our local and world communities. Your legacy of service as a Board member is appreciated by all in our Kiwanis organization. Enjoy your new role in Kiwanis.

Jeri and I would like to thank all of you and all of those in our Kiwanis organization that have shown us such great hospitality this year. Your welcoming smile, your kind words of encouragement, your dedication to serving others was very evident as we traveled. Our trips to districts and clubs were phenomenal. We experienced many service projects and witnessed the servant hearts of many many Kiwanis members.

Thank you all for the privilege to serve.

Respectfully submitted,

Alan Penn
President
Since the April Board meeting, I have focused on three primary tasks:

1) Assisting staff and the Chair of the Audit and Finance Committee to develop a balanced FY 2013 budget plan;
2) Recruiting and making preparations for the appointment of Kiwanis International committee members and Kiwanis International Board committee and counseling assignments; and
3) Planning for the 2012-13 administrative year, including finalizing next year’s calendar of meetings and activities; preparing a schematic for Kiwanis Magazine issues; finalizing 2012 New Orleans convention activities; and visiting the 2013 Vancouver convention site.

In connection with visits to the Kiwanis Asia-Pacific District Training Conference in late May and Kiwanis International-European Federation Convention in early June, meetings were held with 2012-13 District Governors to complete training and “goals” for the coming year.

Communications with all Governors-elect and goal setting continued through June as they lead Lt. Governor training conferences. A presidential video message was prepared and information regarding next year’s theme and Distinguished Club Award criteria also presented.

A “presidential message” was delivered in person in May 2012 at the Annual Prayer Dinner in Knoxville, Tennessee citing the importance of the First Object of Kiwanis as it relates to all facets of the Kiwanis mission.

Working closely with Randy DeLay and the ELIMINATE Campaign, efforts continue to be made to integrate the Global Campaign for Children and the Kiwanis International Foundation’s fundraising efforts, including inviting Kiwanis leaders to procure model clubs and emphasizing how they can leverage this campaign to enhance Kiwanis visibility that can tie into membership growth and development.

Respectfully submitted,

Thomas E. DeJulio
President-elect
“A ship in the harbor is safe. But that’s not what ships are built for”. (William Shed)

We have to steer Kiwanis in changing waters.

As the Chair of the Board Committee on Audit and Finance, I made every effort to fulfill my duties to the best of my abilities, relying on KI staff, the Board’s independent Financial Advisor, and the Committee members for financial data and assistance.

In the absence of alternative revenue sources, the financial condition of Kiwanis International is too dependent on club dues. At its meeting in April, the Board reviewed the idea of imposing a convention fee per club or imposing a per member convention registration fee. Instead, in order to balance the operating budget, which has been running a deficit for the last two years, a bylaw amendment for a club dues increase per member will be introduced at the KI convention in New Orleans. The new dues increase proposal avoids cuts in our Service Leadership Programs, will increase marketing, technology and branding initiatives, and will support financial incentives for larger attendance at International conventions.

I participated in the following meetings:

- After the April Board meeting, I had the opportunity to meet with staff to begin preparations for the 2013-14 administrative year. The main focus was the Governors-elect Training in November 2012.
- Attended the board meeting at the Austria District Convention and had the privilege to honor the first model club in Austria.
- Visited the Kiwanis Club of Northwest Indianapolis, where I had a conversation with the Mayor of Indianapolis to maintain the good relations between the city of Indianapolis and Kiwanis International.
- Visited a charter night of the Kiwanis Club of Braunau, Austria.
- Attended, as an honorary member, the Kiwanis Club of Vienna-Europe 1’s general meeting, which has decided to become a model club.
- Attended the Kiwanis Asia-Pacific Leadership Conference in Taipei including the forums about growth. As counselor to the Taiwan District, I participated in two charter nights and the Eliminate Project celebration, where 585 Zeller recipients were honored. President Alan, Eliminate Project Chair Randy DeLay and I met the President of Republic of China (R.O.C.), who is a Kiwanian, to strengthen relationships.
- Participated in numerous telephone conference meetings of Kiwanis International, growth, and the Kiwanis International Foundation. Additionally, I communicated with governors of my counseled districts.
At the Kiwanis International-European Federation Convention in Bergen, which was well planned, I attended the meetings of the 2011-12 and 2012-13 boards, the Eliminate Project forum and the General Assembly. Together with President-elect Tom DeJulio, Kiwanis International Trustees from Europe Sjoerd Timmermans and Piero Grasso, and the European team, we worked on a new proposal for an agreement between Kiwanis and the Kiwanis International-European Federation. As a member of the Kiwanis International Foundation Board, I used every opportunity to promote the Eliminate Project, our global service project.

Respectfully submitted,

Gunter Gasser
International Vice-President
June 2012

Report of the Executive Director
To the
Boards of Trustees
Kiwanis International
Kiwanis International Foundation

As we roll into our annual convention, there are several very significant events that are worthy of our attention. Some have recently taken place. Some will take place in New Orleans during the convention week. And some are on the horizon.

Strategic Planning

In quick summary, we have contracted Tecker International to help facilitate our strategic planning process. We have directed them to help us create an “umbrella plan” that gives strategic direction to Kiwanis International as a whole, helping each element of our family understand its own role to play in the success of a worldwide Kiwanis movement.

On Tuesday, June 26, we will spend most of the day retreating with both Boards, some key staff, and a few key leaders from Europe and Asia-Pacific. On Friday and Saturday, June 28 and 29, Tecker will lead focus groups of various demographic and geographic constituencies. Late in July, Tecker will meet with groups of Key Club and Circle K leaders to hear from them. To ensure adequate information gathering has been conducted, Tecker will conduct telephone interviewing and/or online surveying of any other stakeholder groups missed in the previous efforts.

By late September, we should begin to see what strategic objectives and big ideas are coming out of this process.

Eliminate Project

We now know that our goal of reaching total contributions and pledges of US$14 million by the end of the convention will be exceeded. This is exciting news. The convention program contains numerous informational, motivational and promotional elements for the project and campaign.

Governmental Relations

In late May, President Alan Penn, accompanied by other Kiwanis leaders, met with Taiwan President Ma Ying-jeou, Kiwanian and Zeller fellow, in Taipei. This is the second meeting with President Ma.
We are working with the White House to host Kiwanis Day at the White House in late September. President Alan Penn and President-designate Tom DeJulio would lead a delegation of US Kiwanis family members, several of whom will be recognized as White House Champions of Change. The White House would invite approximately 100 people to attend. This gathering will be significant for us as an organization, and we will propose that a US Congressional reception be held in conjunction with the event. We have received confirmation on this date, but lack official invitation at the time of report preparation. We will present more information as it is known. We are also developing estimates for the cost of the event(s).

I recently attended a Washington, DC, conference on Child Survival “Call to Action” sponsored by USAID (US Agency for International Development). We were invited to attend because of our success with IDD. (In USAID’s eyes, the IDD work continues, and we continue to be viewed as an important partner.) Our current MNT effort was cited as an example of an effective partnership making a difference for children.

Working through our Washington, DC, consultants, we are making progress toward attracting US governmental funding to support The Eliminate Project via the Congressional appropriations process and delivered through USAID. There is also work underway by Kiwanis in Canada and Australia (among other nations) to secure governmental funding for The Eliminate Project.

Other Information

Corporate Relations – Our recently enacted partnerships with US Army and Hershey are reflected by their attendance and participation at the convention. Please welcome and thank them if you meet any of their attendees. Of special note, US Army Brigadier General Henry Huntley will be with us for part of the convention.

Two other works-in-progress partners are Scholastic and Nickelodeon. We are working with both of those organizations on ways to strengthen and promote our Service Leadership Programs.

Chief Financial Officer Search – Our search progresses, and we plan to conduct the next round of interviews with finalist candidates in mid-July.

Closing

It is my hope that the strategic planning retreat will get us refocused on the most important element of the organization, our clubs. I know we share great aspirations for what we want Kiwanis to be. But at the end of the day, if we lack strong, impactful clubs, we have nothing.

Have a great convention experience.

Respectfully submitted,

Stan D. Soderstrom
Executive Director

June 23, 2012
A PATH to 2015
The Kiwanis International Foundation Board of Trustees has been in conversation about a strategic approach to our future. During the January 2012 Board meeting, the trustees asked Chief Operating Officer Ann Updegraff Spleth to begin the process of researching and recommending some new directions for the foundation.

In preparation for the joint Strategic Planning retreat that is happening in New Orleans, the foundation trustees discussed the future vision, “A Path to 2015” in a recent conference call. The general direction of the working paper was received favorably, though no formal action has yet been taken. Incremental steps will be taken to begin implementing this with the start of the new year.

ANNUAL FUND
As of June 5, 2012, Kiwanis International Foundation’s donated revenue for the 2011-2012 Kiwanis year totaled US$906,391.67. This total excludes gifts for The Eliminate Project. Donations (including individual, club and corporate gifts) were designated for the following programs:

- Annual Club Gift: $398,570 ($410,264 including ACG funds held in foreign accounts)
- Kiwanis Children’s Fund: $338,795 (includes Sustaining Donor, Skip-A-Meal and designated Hixson funds)
- Disaster Relief: $44,125.35
- Endowment Funds: $2,487.90
- Heritage Society: $77,026.69
- IDD Sustainability: $2,031.03
- Operating Fund: $35,837.25

As stated above, donations for this year’s Annual Club Gift campaign totaled $410,264 as of June 5, 2012. In comparison, $564,247 had been received for last year’s ACG campaign as of June 5, 2011. (Both figures include funds held in foreign Kiwanis foundations and accounts.)
To date, two Annual Club Gift appeals have been sent by direct mail and email to North American Kiwanis clubs that have not yet made a gift. In July 2012, we will send two targeted mailings/email blasts to these club secretaries and presidents: a final appeal to clubs that have not yet given, and a year-end thank-you to clubs that did give. Both mailings will include flyers to raise awareness about the impact of Annual Club Gifts and benefits to clubs that participate.

Donations for this year’s Skip-A-Meal program, which totaled $90,987 from 818 donors on June 5, are nearing the $94,875 raised for Skip-A-Meal in 2010-2011 and are still coming in at a healthy pace. In comparison, as of June 5, 2011, we had raised $64,799 for this program from 546 donors. The increased response is likely due to our improved outreach to clubs this year, which included save-the-date and follow-up emails as well as a targeted direct mail piece.

As of June 5, 2012, the year-end Kiwanis Children’s Fund individual appeal had secured $63,853 from 862 donors. In comparison, the 2010-2011 end-of-year appeal raised a total of $41,985 from 395 donors.

Our summer Kiwanis Children’s Fund individual appeal is being conducted via both blast email and direct mail, which went out in May and early June, respectively. While responses to the email have been slow ($455 given to date by 7 donors), we anticipate a good return on the direct mail piece, which was sent to approximately 10,000 individuals who are likely to give generously given their linkage to the foundation (e.g., loyal past donors, Life Members and Kiwanians who have been members for at least 20 years). We are currently preparing for our first individual tiered giving program to benefit the Kiwanis Children’s Fund, which will be conducted by email to a broad Kiwanian audience and will drop in early fall.

MAJOR/PLANNED GIFTS
Staff has continued to focus on building lasting relationships through an ongoing series of substantiative contacts that engage donors and strengthen their connection to the foundation. As reported previously, Raisers Edge has enabled staff to document and track important steps to identify prospects, cultivate relationships, plan and implement solicitations, and steward important relationships. Optimally, staff seeks to conduct 10 personal visits per month as these face-to-face meetings are most effective in cultivating and soliciting major and planned gifts. The goal is to average between 12-15 visits monthly.

MAJOR/PLANNED GIFTS PROPOSED AND CLOSED
Staff has documented three new Shafer Society members and a new Heritage Society member since the last board meeting. Additionally, discussion continues with six other donors who are considering planned gifts, including outstanding proposals for two six-figure deferred gifts.

Up to two-thirds of staff time has been spent on The Eliminate Project campaign, including travel for donor visits and strategizing for solicitations. Two major gifts were documented before the New Year. Earlier this month, a donor upgraded his gift from a major to lead gift. That discussion also resulted in a verbal commitment for a $100K gift ($20K annually for five
years) for the foundation. The individual is considering ideas on where (e.g. SLP, an endowed scholarship, unrestricted or a combination) to designate the funds.

**MAJOR/PLANNED GIFTS CONTINUING EDUCATION**

The Major/Planned Gifts officer participated in the webinar, *Research-Driven Innovation: Changing the Face of Planned Giving*. It offered an excellent overview of marketing trends related to emerging technology and social media. This will be helpful as we market planned giving and consider how donors prefer to receive information and make philanthropic decisions.

**TRAVEL**

Along with The Eliminate Project field visit to the Philippines, recent campaign and general foundation travel has included visits to the Capital District and participation in its foundation board meeting; and donor visits in Greater Cincinnati; central Ohio; southwestern Wisconsin; Champaign/Urbana, Illinois; northern and southern Indiana; Greater Detroit; and Miami/Fort Lauderdale. Travel has included club presentations on the foundation and Eliminate Project, as well as stewardship of Heritage Society donors.

**DASHBOARD UPDATE**

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<td><strong>Dollars to the Eliminate Project</strong></td>
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<td><strong>Number of new Hixson Fellowships</strong></td>
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<td><strong>Number of new Zeller Fellowships</strong></td>
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<td><strong>Total dollars for Bequests</strong></td>
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<td><strong>Total dollars to the Eliminate Project to date</strong></td>
<td>$4,997,566</td>
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As we near our International Convention in New Orleans, we also near the end of the 2011-12 Circle K International (CKI) Board tenure. CKI will have its International convention with us in New Orleans, which should be an exciting event for all of us. Please take the time to attend some of the events that will take place with Circle K during its convention. I will promise you will enjoy yourself and will be able to see firsthand how our CKI leadership functions.

Although it has only been a short time since my last report, the Circle K leadership continues to be active in their planning for the International convention and the end of the year functions.

The board has been busy planning for its Large Scale Service Project (LSSP) that will kick off the International convention, and the registration numbers have surpassed last year. The LSSP kicks off Sunday before the convention.

Also, the CKI board has been working hard fine tuning its amendments and making sure there will be plenty of candidates ready for the elections. The board members are trying whenever possible to blend their by-laws to reflect what Kiwanis is doing in respect to changing from sub-regions and moving to the Trustee system. They will also be adding a trustee to represent non-North American Circle K clubs. Circle K has done an outstanding job promoting international awareness and should be commended by Kiwanis for their efforts.

As reported at the last meeting, the CKI leadership continues to work hard on growth, international membership, Kiwanis Family Relations Program, and the Long Range Strategic Plan.

Please stay in touch with your Circle K clubs and help make them stronger and also learn something in the process.

Respectfully submitted,

Johnny Johnson
Circle K International Counselor
Mission Statement

*Key Club* is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership.

Membership Update

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<th>2011-2012 Year to Date</th>
<th>2010-2011 Year End</th>
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<td>New Charters</td>
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<td>235</td>
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<td>Membership</td>
<td>264,372 (+1980)</td>
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Key Club International Convention
July 4-8, 2012
Orlando, FL

What do you get when you mix 1,500 students, 300 adults, sun and Mickey Mouse together? An awesome Key Club International Convention! More than US$10,000 raised for The Eliminate Project at a dance. There were workshops, general sessions and caucuses, and a magician. And, a House of Delegates that lasted longer than the Kiwanis International House of Delegates in New Orleans, LA.

President Annie and the board did an outstanding job facilitating and running the convention. The board provided a year of visionary leadership, dedication to success and a love for service.

A highlight of the convention was the election of the 2012-2013 Key Club International Board. Here are the results:
President Rebecca Riley, Alabama District
Vice President Caitlin Stroup, Minnesota-Dakotas District
Trustee Marc Chen, Eastern Canada District
Trustee Cecelia Ferguson, Florida District
Trustee Yein Ha, Capital District
Trustee Kayla Lash, Pennsylvania District
Trustee Calvin Leung, Pacific Northwest District
Trustee Ratan Manohar, New England District
Trustee Colten Meisner, Texas-Oklahoma District
Trustee Joel Nomdarkham, Jamaica District
Trustee Mary Alice Peng, Pacific Northwest District
Trustee Betty Stearns, California-Nevada-Hawaii KIWIN’s District
Trustee Jack Vielhauer, New York District

It’s been an honor to work with President Annie and the 2011-2012 Key Club International Board. As future leaders of Kiwanis International, we are definitely in good hands!

Serving with our Service Leaders,

Sue Petrisin
Sue Petrisin, Trustee
Kiwanis International
Counselor to Key Club International
REPORT OF THE BOARD COUNSELOR TO SERVICE LEADERSHIP PROGRAMS-EUROPE TO THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

June 2012

Having attended the Kiwanis International-European Federation (KI-EF) Convention in Bergen, Norway, June 6–10, 2012, attended the 2011-12 and 2012-13 board meetings, and spoken with the chair of the Youth Committee KI-EF, Jan Radon, I have the following to report.

Until now, the interest for Service Leadership Programs (SLP) in Europe other than Kiwanis Junior has been, unfortunately, rather poor. Looking at the European districts one can conclude a few districts have some initiatives for the existing SLP’s.

The reason for the lack of interest is that the European society is completely different from other parts of the globe. Nevertheless, is it my personal opinion that there are possibilities for SLP to be achieved.

The Germany District has two Key Clubs, and my understanding is one in Belgium.

In past years, a lot of effort has been made to build a strong European SLP, Kiwanis Junior. The Italy-San Marino District has a strong Kiwanis Junior organization with over 300 members which are not internationally recognized as Kiwanians. That recognition was the reason that Kiwanis Junior in The Netherlands District was transformed into a Young Professional “organization”.

All junior clubs will be formed as one Young Professionals club with seven satellite clubs. The charter of that club will presented during The Netherlands District Convention, September 8 and will give growth in The Netherlands District a boost!

During the 2012-13 board meeting, there was a budgeted amount reserved for SLP. This can be seen as a very positive development for the future and will enable the Youth Committee to do its job more professionally. This provides hope for future SLP developments.

In this meeting, Jan Radon gave a power point presentation to the KI-EF board members in order to promote the work of his committee. Please contact me if you would like a copy.

In July, the Youth Committee will organize for the third time a youth camp, this year in Poznan, Poland. On behalf of Kiwanis International, I will visit this camp and report on the status at the October Board meeting. I want to express my sincere appreciation to President Alan for allowing me to participate in the camp activities and present a positive message on his and Kiwanis International’s behalf to the youngsters!
Although the results are not spectacular in Europe, I strongly believe that seeds have been planted and results can be expected on the long run.

Important will be the connection between the Kiwanis International Board and Youth Committee with continued communications. I hereby make a request to appoint again one of the European trustees to be the SLP representative.

Finally, inviting the chair of the Youth Committee to the SLP Convention will provide him a better understanding, more information, and the motivation to continue his work. The KI-EF budget may cover the flight costs for him to attend.

Respectfully submitted,

Sjoerd R.J. Timmermans
Board Counselor to
Service Leadership Programs-Europe
SERVICE LEADERSHIP PROGRAMS-ASIA-PACIFIC COUNSELOR’S REPORT TO THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES
JUNE 2012

Findings:
1. There seems to be a retention and sponsorship issue in Australia, Philippine Luzon, Philippine South, and Taiwan Districts where certain Service Leadership Programs (SLP) presented more inactive clubs than active ones.
2. Key Club seems to be the most popular SLP program in the Asia-Pacific region with a total of 97 clubs, including the inactive ones.

Other issues:
1. Korea expressed an interest in growing SLP programs but sought financial assistance from Kiwanis International to hire an English-speaking staff and other necessary resources.
2. Philippine Luzon would like to see SLP growth numbers be accounted for Kiwanis growth scores.
3. Japan does not have SLP programs per se, but has many youth groups attached to existing Kiwanis clubs as their club satellite. Japan expressed a cultural concern why adopting the SLP program names might inhibit SLP movements in Japan. However, the sponsoring Kiwanis district is now seeking Kiwanis International’s consideration to accept its youth satellite groups to be recognized as part of the SLP programs such as Circle K or Key Club so that the youth members can also enjoy the fellowship of their student counterparts in Circle K or Key Club.

Recommended actions:
1. SLP advisors in the Australia, Philippine Luzon, Philippine South, and Taiwan Districts to be contacted to work on the inactive clubs.
2. Thoughts and consideration to be given to Key Clubs in the Asia-Pacific Region to bring together the students on an annual basis and encourage the growth of Key Club through substantial activities.
3. Forward issue #1 and #2 to the Kiwanis International Board for further discussion.
4. Further discussion on Japan’s request. This will help engage the students with the greater Circle K organization and foster growth in Japan.

Respectfully submitted,

Wen-Pen Su, Representative
Kiwanis Asia-Pacific
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REPORT OF THE PRESIDENT OF
KIWANIS INTERNATIONAL EUROPEAN FEDERATION
TO THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES
JUNE 2012

Dear President Alan, honoured Board members and guests,

Once again, I will thank you for allowing me to attend your Board Meeting, and I must say that I am looking forward with great expectations to the upcoming Kiwanis International Convention in New Orleans.

1. GROWTH
As it happens every year, growth efforts have been taken very serious in Europe this year. Up to May 31st we have built 12 new clubs in Europe. I am pleased to note that new clubs are built not only in the Eastern part of Europe, but also in the full districts in the west.
The clubs built are as follows:

<table>
<thead>
<tr>
<th>3 clubs in Romania</th>
<th>2 clubs in Italy-San Marino</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 clubs in Switzerland-Liechtenstein</td>
<td>2 clubs in the Netherlands</td>
</tr>
<tr>
<td>1 club in Austria</td>
<td>1 club in Albania</td>
</tr>
<tr>
<td>1 club in Belgium-Luxembourg</td>
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</table>

In addition, my reports tell me that 6-8 clubs will be chartered before September 30th. My estimate is that we will have approximately 2% net growth this fiscal year.

2. EDUCATION
Our education programs are working well, and reports from the districts and Kiwanis nations give us a picture of many conferences being held on the district, division and club level. I am confident that next year’s team will be ready, able and willing to do a terrific job for our great organization.
We are, of course, also looking forward to “our” Vice President Gunter’s training conference for the Governors-elect in November.

3. THE HIGHLIGHTS OF THE SUMMER
For many Kiwanians of Europe, we have two highlights during the summer – The Kiwanis International-European Federation (KI-EF) Convention and, of course, the Kiwanis International (KI) Convention. In addition to these, we are looking forward to all the different district and nation conventions. Due to the cost factor, it is not possible for everyone to participate at all events, but we are very focused on the fact that we must be at our district convention and one of the international conventions as well. It is so important to nourish the enduring friendship, to meet old friends and also to make new ones.
The 45th annual KI-EF Convention, Bergen Norway

The KIEF Convention was held in my home town Bergen, Norway June 8-10, 2012. My wife, Kari, and myself have worked hard with our host committee to make the convention a pleasant experience for all our guests. We are very honoured and proud that so many Kiwanis leaders came to participate, with three KI Officers, one KI Foundation President, four KI Trustees, three KI Foundations Trustees, two KIEF Boards and Eliminate Project Chair Randy DeLay in the lead of a large group of Kiwanians and other guests. In total, we were 250 people gathered. About 110 clubs sent their delegates. We made the quorum with 152 delegates (KI-EF Bylaws requires 150) and the house of delegates performed in full harmony. During the evening events, our guests were introduced to Norwegian cooking and culture.

In all modesty, Norway is a very scenic, beautiful country and when the city of Bergen presented itself in full sun and a pleasant temperature all day long, we felt that life is wonderful. We also contributed to this nice picture by hanging Kiwanis and Eliminate Project flags on carefully selected flagpoles around in the city centre.

Both before and after the convention, many of the participants went touring in the fjords and mountains of Western Norway.

During the convention, we also received the fantastic news that Europe has now reached the first goal of contributing to the Eliminate Project campaign with the first one million US-Dollars. I know it will not be the last.

- The 97th annual KI Convention in New Orleans, Louisiana, USA

For all the Kiwanis members of the world, this will be the number one highlight of the year. I am pleased to see that the European delegation will count approximately 70 persons. The city of “njälins” has a magic sound with it. We will have everything there, beating jazz rhythms, mouth-watering cuisine, friendly faces from the locals, many happy events with good friends, and great opportunity to make many more friends. I used to say that what I like most about New Orleans, is that it is the city of USA that is most European. So let’s go for it, folks!

4. COMMUNICATION

We have continued to improve our website: www.kiwanis.eu. This period with new education presentations for downloading directly and we also find that the interest around our “KI-EF Update” is very good. If you are interested in following what happens in Europe, you are welcome to go to our website and subscribe.

5. WORKING RELATIONSHIP KI – KIEF

I am very happy to report that the way KI Board at the April meeting met the unrest we experienced in KI-EF has helped to calm the situation, and the relationship between KI and KI-EF is now working much better. We have started negotiating a new agreement and it is my sincere hope that we can sign a new agreement before the termination of the current one before September 30, 2012.
Finally, regarding the Iceland-Faroes District, I received a report from Governor Ragnar and I am pleased to inform you that the leadership has started to work against the goal of achieving the 1,000 membership by September 30, 2012. It is my belief that they can make it.

Respectfully submitted,

Paul Inge Paulsen
KI-EF President
Kiwanis Asia-Pacific continued to enjoy some exciting events that had brought our leaders and members together.

In GROWTH

More new clubs were built and with our top district, Philippine Luzon, leading the team with 19 clubs. There are also new clubs from the Taiwan and New Zealand-South Pacific Districts, and more will be sponsored by the other districts. Good news is that we will soon be getting new clubs from our nations of India, Sri Lanka, and Indonesia.

In LEADERSHIP EDUCATION

We had a successful and enjoyable Leadership Education Conference in Taiwan in May. A new set of chairs have been elected and many new ideas and challenges were discussed.

SLP

A little slow in most districts, but the Philippines are doing great in this field.

THE ELIMINATE PROJECT

With the visit of President Alan Penn and Chairman Randy DeLay to the Taiwan District, a new wave of excitement has been created. We attended a dinner for a presentation of Zellars to the donors and there were over 300 present to receive the awards.

OUR NEXT FOCUS

To motivate and give our best push to help all Governors to achieve their goals and lead their districts/nations to achieve distinguish status.

To have Kiwanis Asia-Pacific recognized in the Kiwanis International Bylaws and to ensure Kiwanis is more relevant to our members.

Respectfully submitted,
Adeline Chan
Kiwanis Asia-Pacific Chair
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MINUTES OF THE MEETING OF

KIWANIS INTERNATIONAL BOARD OF TRUSTEES

APRIL 17-21, 2012

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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 17-21, 2012. Those present were: Alan Penn, President; Sylvester Neal, Immediate Past President; Thomas E. DeJulio, President-Elect; Gunter Gasser, Vice President; Stan D. Soderstrom, Executive Director; and John R. Button, Jane E. Erickson, Pam Fleming, Clinton Green, Pietro Grasso, Stephen T. Hill, John M. Johnson, Lee Kuan Yong, Warren F. Mitchell, Susan A. Petrisin, Jerome E. Peuler, Jr., Stewart Ross, Wen-Pin Su, Sjoerd R.J. Timmermans. Guests: Peter Mancuso, President-Elect, Kiwanis International Foundation; Paul Inge Paulsen, President, Kiwanis International-European Federation; Adeline Chan Sui Lee, Chair, Kiwanis Asia-Pacific; Randolph DeLay, Chair, The Eliminate Project Campaign Committee; Melanie Walter, Representative, Circle K International; and Annie Lewandowski, President, Key Club International.
The Kiwanis International Board meeting was called to order by President Alan Penn on Saturday, April 21, 2012 at 4:30 p.m. in Indianapolis, Indiana. Invocation was given by Thomas E. DeJulio.

The following reports were received:

**REPORT OF THE PRESIDENT**
The Report of the President, Alan Penn is attached as Tab 01.

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

**REPORT OF THE VICE PRESIDENT**
The Report of the Vice President, Gunter Gasser, 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 KIWANIS INTERNATIONAL FOUNDATION REPRESENTATIVE**
The Report of the Kiwanis International Foundation Representative, Peter Mancuso, is attached as Tab 05.

**REPORT OF THE BOARD COUNSELOR TO CIRCLE K INTERNATIONAL**
The Report of the Board Counselor to Circle K International, John M. Johnson, is attached as Tab 06.

**REPORT OF THE BOARD COUNSELOR TO KEY CLUB INTERNATIONAL**
The Report of the Board Counselor to Key Club International, Sue Petrisin, is attached as Tab 07.

**REPORT OF THE BOARD COUNSELOR TO SERVICE LEADERSHIP PROGRAMS-EUROPE**
The Report of the Board Counselor to Service Leadership Programs–Europe, Sjoerd R.J. Timmermans, is attached as Tab 08.
REPORT OF THE BOARD COUNSELOR TO SERVICE LEADERSHIP PROGRAMS-ASIA-PACIFIC
The Report of the Board Counselor to Service Leadership Programs–Asia-Pacific, Wen-Pen Su, is attached as Tab 09.

REPORT OF THE KIWANIS INTERNATIONAL-EUROPEAN FEDERATION PRESIDENT
The Report of the Kiwanis International-European Federation President, Paul Inge Paulsen, is attached as Tab 10.

REPORT OF THE KIWANIS ASIA-PACIFIC CHAIR
The Report of the Kiwanis Asia-Pacific Chair, Adeline Chan Sui Lee, is attached as Tab 11.

APPROVAL OF JANUARY 12-16, 2012 MINUTES
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the minutes of the Board Meeting held January 12-16, 2012 in New Orleans, Louisiana, as shown in Tab 12.

APPROVAL OF MARCH 15, 2012 MINUTES
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the minutes of the Board Meeting held March 15, 2012, via conference call, as shown in Tab 13.

APPROVAL OF 2011-12 INTERNATIONAL COMMITTEE UPDATES
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the updates to the 2011-12 International Committees, as shown in Tab 14.

DEATH OF TRUSTEE OSCAR KNIGHT III AND RESULTING VACANCY
The Kiwanis International Board, in response to the death of Trustee Oscar E. Knight, III, on April 1, 2012, and the resulting vacancy in the remainder of his term and Trustee assignments, does hereby adopt the following:
Upon motion duly made, supported, and carried it was:

FURTHER RESOLVED, That the Kiwanis International Board approves the appointment of Trustee John M. Johnson as chair to the 2011-12 Board Committee on Programs, effective immediately.

REPORT OF THE ELIMINATE PROJECT CAMPAIGN COMMITTEE

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

RESOLVED, That the Kiwanis International Board accepts the Report of the Eliminate Project Campaign Committee presented by Chairman Randolph DeLay, as shown in Tab 15.

REPORT OF THE EXECUTIVE COMMITTEE

The Report of the 2011-12 Executive Committee, Alan Penn, Chairman, was presented, as shown in Tab 16.

UPDATE ON BOARD COMMITTEES FOR 2012-13

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

RESOLVED, That the Kiwanis International Board approves the 2012-13 Board Committees as:

1) Executive
2) Audit and Finance
3) Programs and Partnerships
4) Membership, Development and Education
5) Governance

SPONSORSHIPS AND PARTNERSHIPS (BOARD SUBCOMMITTEE ON PARTNERSHIPS)

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

RESOLVED, That the Kiwanis International deletes existing Procedure 410 - Criteria for a Partnership with a Not-For-Profit and Non-Profit Organization, and replaces it with new Procedure 410 – Corporate Partnerships, as shown in Action Report-Exhibit A.
**STRATEGIC PLAN**

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

**RESOLVED,** That the Kiwanis International Board empowers the 2011-12 Executive Committee to select the appropriate firm to help develop a comprehensive, global strategic plan for Kiwanis International and the Kiwanis family for a multi-year period, to be completed for Board approval in January 2013.

**EVALUATION OF INTERNATIONAL OFFICE OPERATIONS**

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

**RESOLVED,** That the Kiwanis International Board will select an operational assessment proposal after the completion of the strategic plan in October 2012.

**DISTRICT COUNSELING FOR 2012-13**

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

**RESOLVED,** That the Kiwanis International Board amends Procedure 107 - District Counseling, as follows:

**107 - DISTRICT COUNSELING**

D. District Functions: As part of their counseling role, counselors may be expected to attend one district function for each assigned district, which shall normally be the district convention, but may be the district midyear conference or a district board meeting, to be determined between the counselor and each assigned district. A counselor may attend additional district functions. (6/10)

**DISTINGUISHED CLUB CRITERIA FOR 2012-13**

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

**RESOLVED,** That the Kiwanis International Board adopts the Distinguished Club Award Criteria for 2012-13 as shown in Action Report-Exhibit B.

**VACANT TRUSTEE SEAT**

Upon motion duly made, supported, and carried it was:
RESOLVED, In accordance with the Kiwanis International Bylaws Article XIX, Section 6 (vacancies), the Kiwanis International Board announces a term beginning upon election through September 30, 2013, to be filled by the trustee candidate from the U.S. and Pacific Canada Region who receives the fourth highest number of votes at the 2012 Kiwanis International convention.

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

REPORT OF BOARD COMMITTEE ON EDUCATION

The Report of the 2011-12 Board Committee on Education, Stewart Ross, Chairman, was presented, as shown in Tab 17.

No action was taken from the report of the Board Committee on Education.

REPORT OF THE BOARD COMMITTEE ON MEMBERSHIP

The Report of the 2011-12 Board Committee on Membership, John R. Button, Chairman, was presented, as shown in Tab 18.

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 Consent Report-Exhibit A.

DISTRICT MATCHING GRANT

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

RESOLVED, That the Kiwanis International Board declines the Philippine-Luzon District request for a matching grant and recommends the district resubmit a matching grant request with more detailed, specific steps to reach the 90% goal retention rate of current members.

OHIO DISTRICT PROPOSAL

Upon motion duly made, supported, and carried it was:
RESOLVED, That the Kiwanis International Board declines the Ohio District’s request for funding of a New Club Building Administrator position and creation of a family membership pilot program.

**Creation and Administration of an “Exit Poll”**

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

RESOLVED, That the Kiwanis International Board approves the creation of a brief survey, to be sent to members who resign their membership, to determine why they chose to leave Kiwanis. The survey’s first focus is the English language, with translations into core languages to follow, dependent upon initial response.

**Norden District Proposal**

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

RESOLVED, That the Kiwanis International Board approves the request from the Norden District to charter a club-in-organization in Sweden with 10 members.

**Request from Iceland-Faroes District-in-Formation – Return to District Status**

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

RESOLVED, That the Kiwanis International Board approves a one-time extension of district status for the Iceland-Faroes District-in-Formation until September 30, 2012.

**Charter II Recognition**

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

RESOLVED, That the Kiwanis International Board approves Charter II recognition for:

- Clubs that began the 2011-12 administrative year with 15 - 24 members and reach 25 or more on September 30, 2012; and
- Clubs that began the 2011-12 administrative year with less than 15 members and reach 15 or more on September 30, 2012.

**Status of Poland**

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

RESOLVED, That the Kiwanis International Board approves district-in-preformation status for Poland.
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board defers the request from the Australia District-in-Formation to attach the Nation of Sri Lanka to it, until Australia achieves district status.

MONITORING DISTRICT STATUS AND GROWTH

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

RESOLVED, That the Kiwanis International Board approves revisions to Procedure 203 – District Status and Procedure 102 - International Board Committee Responsibilities, as shown below, to provide improved monitoring and assistance regarding district status and growth:

203 - DISTRICT STATUS

203.1 - Minimum Requirements for Each Status

E. Decline: A district-in-pre-formation, a district-in-formation, or a district that fails to maintain its status for two (2) consecutive years after achieving it, based on the annual membership reports by clubs to Kiwanis International, will automatically revert to the appropriate status, with corresponding obligations and privileges, without appeal. (4/00) (1/12). See also Procedure 203.7.

203.7 - Notification

The Executive Director, on behalf of the International Board, shall notify each nation/area, district-in-pre-formation, district-in-formation, or district when it attains each major goal toward a new status or when it is in danger of reverting to a lower status, as well as when it actually reaches a new status as defined in this procedure. (1/12)

Specifically, the Executive Director shall contact any district whose membership falls below 1,500 to offer support and/or resources to assist the district with growth. If a district’s membership is 1,100 or below, the district will be advised it may be in danger of losing district status. A copy of this procedure shall be included.
102.6 - Membership
The Board Committee on Membership will work to develop and implement membership growth and retention strategies to achieve the Kiwanis International vision of one million members. New thinking, new ideas, and new models of membership will be necessary to meet and achieve this vision. The committee will focus on global expansion, product development retention strategies, new club and new member support, and club growth. Further, this committee will assure that Kiwanis International and Kiwanis clubs reflect the communities that we serve by focusing on membership and leadership diversity. The committee shall review district membership figures at each Board meeting to monitor district status as provided elsewhere in procedures. (10/11)

CHARTER REVOCATION OF THE KIWANIS CLUB OF ROMA, ITALY

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

RESOLVED, That the Kiwanis International Board revokes the charter of the Kiwanis Club of Roma, Italy, (K08002), effective immediately, for failure to comply with the accepted standards for clubs as stated in Article VII, Section 2, of the Kiwanis International Bylaws, as shown below, – specifically, for failure to comply with the Kiwanis Objects.

ARTICLE VII – DISCIPLINE OF CLUBS
Section 2.
a. Any club that fails to conform to these Bylaws or that fails otherwise to conform to the accepted standards for clubs may have its charter and membership suspended or revoked or may be otherwise disciplined by a two-thirds (2/3) vote of the entire Board of Trustees. (7/1998)

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

REPORT OF THE BOARD COMMITTEE ON GOVERNANCE

The Report of the 2011-12 Board Committee on Governance, Jerome E. Peuler Jr., Chairman, was presented, as shown in Tab 19.

BOUNDARY CHANGE BETWEEN SOUTHWEST AND ROCKY MOUNTAIN DISTRICTS

Upon motion duly made, supported, and carried it was:
RESOLVED, That the Kiwanis International Board moves the Kiwanis Clubs of Aztec (K 4781), Bloomfield (K 14177), Farmington (K 3838), and Raton (K 509), all in New Mexico, from the Southwest District to the Rocky Mountain District.

FURTHER RESOLVED, That the Kiwanis International Board requests the Rocky Mountain District to amend its bylaws as follows to change its boundaries accordingly:

Rocky Mountain District Bylaws
Article I. Name and Territorial Limits

Section 2. The territorial limits of this district shall be confined to the State of Colorado; the State of Wyoming; and in the state of Nebraska, the counties of Scottsbluff, Sioux, Dawes, Box Butte, Sheridan, Banner, Kimball, Cheyenne, Morrill, Garden, and Deuel in the State of Nebraska; and, in the state of New Mexico, the county of San Juan, as well as any other areas that may be agreed between this district and the Southwest District. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the International Board of Trustees.

FURTHER RESOLVED, That the Kiwanis International Board requests the Southwest District to amend its bylaws as follows to change its boundaries accordingly:

Southwest District Bylaws
Article I. Name and Territorial Limits

Section 2. The territorial limits of this District shall be confined to the State of Arizona; the State of New Mexico; the County of El Paso in the State of Texas, and such territories in eastern California and Southern Nevada as agreed by between the Southwest District and the California-Nevada-Hawaii District and approved by Kiwanis International such territories in northern New Mexico as agreed between the Southwest District and the Rocky Mountain District. Neither the District name nor territorial limits shall be changed unless permission shall first have been obtained from the International Board of Trustees.

DISTRICT POLICY ON CRIMINAL HISTORY BACKGROUND CHECKS

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

RESOLVED, That the Kiwanis International Board revises Policy B.14 as shown below:

B. INTERNATIONAL ADMINISTRATION

14. Criminal History Background Checks
a. **Background Checks by Kiwanis International**
(No change to existing text; just adding a title and number.)

b. **Background Checks by Districts and Clubs**

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.

A clear criminal history background check may be required by a district, at the discretion of its board, for specific offices or positions, or may be required by a club, at the discretion of its board, for specific 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.

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.

**FURTHER RESOLVED,** That the Kiwanis International Board directs Staff to make available to districts and clubs appropriate templates for policies and procedures on background checks that parallel Kiwanis International’s own policy and procedure as much as possible.

**FURTHER UPDATES TO PROCEDURE 220 – DISTRICT COMMITTEES**

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

RESOLVED, That the Kiwanis International Board revises Procedure 220 – District Committees, as shown in Action Report-Exhibit A.

**NEW CODE OF ETHICS FOR KIWANIS INTERNATIONAL OFFICERS**

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

RESOLVED, That the Kiwanis International Board adopts the revisions to Policy B.3.f – Code of Ethics and Conduct [for members of the International Board], as shown below,
effective immediately. Additionally, all Board members are requested to read and sign the new code at this meeting.

B. INTERNATIONAL ADMINISTRATION

3. International Board

f. Code of Ethics and Conduct

The Board commits itself and its individual members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. (1/08)

Board Members may not attempt to exercise individual authority over Kiwanis International operations except as explicitly set forth in their duties and/or Board policies. (1/08)

Board Members’ interaction with the public, press, or other entities must recognize these limitations as well as the ineligibility of any Board member to speak for the Board as a whole except to repeat explicitly stated Board decisions. Board members must be aware at all times that their comments could be perceived to be statements of the Board as a whole or to otherwise carry official weight. (1/08)

Outside of Board discussion, individual Trustees and Officers will not publicly criticize Staff performance. (1/08)

Board Members will maintain the confidentiality of sensitive issues as defined and discussed by the Board. (1/08)

To ensure the confidence of clubs and members and the reputation of Kiwanis International among the public and to fulfill the Board’s role of stewardship and leadership to the organization, Kiwanis International expects all members of the International Board to conduct themselves according to the highest ethical, professional, and moral principles. Each Board member and candidate for any Board office shall annually acknowledge, by signature, that he/she has read, understands, and accepts personal responsibility to adhere to the standards of conduct stated in this policy.

Each Board member shall, to his/her utmost ability:
- Personally comply with all applicable laws and regulations, as well as Kiwanis International Bylaws, Policies, and Procedures;
- Never knowingly allow Kiwanis International to violate any applicable laws and regulations;
- Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent Kiwanis in any business dealings;
• Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment;
• Be loyal to Kiwanis International and its mission, above any loyalty to a particular individual or group of individuals;
• Demonstrate care for clubs and club members and the communities they serve, including the highest regard for the safety, health, and welfare of the public;
• Make responsible decisions for the future of the organization, ensuring Kiwanis resources are prudently managed and expended;
• Practice transparency and accountability to clubs, members, and the public;
• Not use the name of Kiwanis or their Board position for personal benefit or advantage;
• Help create a cooperative and productive working environment at Board meetings and other Kiwanis functions;
• Respect and protect any privileged or confidential information, including the private information of members and donors, and support the final decisions of the Board;
• Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of his/her office;
• Interact with Staff in a professional and respectful manner, following agreed channels of communication and authority;
• Not engage in any conduct that would tarnish the good reputation of Kiwanis or undermine the public's trust.

Alleged violations of these standards of conduct shall be reported to the Executive Director, who shall inform the Executive Board Committee. If the Executive Director and Executive Board Committee determine that further investigation is warranted, the process shall be conducted in the same manner as violations of conduct unbecoming, including the right to defend him/herself, as defined in the International Bylaws. After the process is completed, any Board member found to have violated these standards of conduct shall be subject to disciplinary action as determined by the Board, up to and including suspension of duties or removal from office.

**Clarification of a District's Role**

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

RESOLVED, That the Kiwanis International Board presents the following amendment to the Kiwanis International Bylaws to the House of Delegates at the 2012 Kiwanis International Convention:

**ARTICLE IX. DISTRICTS**

Section 1. For the purpose of promoting the best interests of Kiwanis, the Board of
Trustees shall create, supervise, and control districts of clubs associated for administrative purposes and shall establish the boundaries thereof. A Kiwanis district shall exist to help Kiwanis clubs and Kiwanis International advance the Objects, objectives, policies and strategic goals of Kiwanis.

Section 2. The Board of Trustees shall have the power to change the boundaries of districts in such manner as it may deem best. Prior to any proposed change becoming effective, not less than ninety (90) days' notice shall be given to the affected federations, districts, and clubs. Within the next thirty (30) days after such notice, a federation, district, or club may submit a written statement of support or protest and/or may request that a hearing be held before the Board of Trustees during its meeting at the next annual International convention. If a hearing is requested, the Board shall schedule such hearing and give notice thereof to the affected federations, districts, and clubs. Before any change becomes effective, the Board shall consider all matters presented at the hearing, if held, and all written statements of support or protest. (7/1998)

FURTHER RESOLVED, That, if the above amendment is adopted, the Kiwanis International Board adopts the revisions to Kiwanis International Policies and Procedures and revisions to the Standard Form for District Bylaws, as shown below, to clarify revisions to the role and purpose of districts:

KIWANIS INTERNATIONAL POLICIES:

D. DISTRICTS AND CLUBS

1. District

With the consent, and subject to the supervision and control of the International Board, a district or structured grouping of chartered clubs may be formed. Such district or structured grouping of clubs shall be an administrative unit of Kiwanis International. (5/83) (10/95)

KIWANIS INTERNATIONAL PROCEDURES

201—ROLE OF A DISTRICT

A district is a geographical area in which Kiwanis clubs are associated for administrative purposes. The activities and organization of a Kiwanis district shall exist only to help individual Kiwanis clubs and Kiwanis International advance the Objects, objectives, Policies and goals of Kiwanis and shall not diminish services provided by Kiwanis clubs or individual Kiwanians at the club level. (6/91) (4/97)

STANDARD FORM FOR DISTRICT BYLAWS:

ARTICLE II. OBJECTS PURPOSE
Section 1. The objects purpose of this district shall be primarily to help Kiwanis clubs and Kiwanis International advance the Objects, objectives, policies and goals of Kiwanis, and specifically to cooperate with Kiwanis International in: building new clubs and strengthening existing clubs; delivering education to clubs; and delivering service leadership programs and global campaign for children programming to and through clubs.

a. To seek within the district and through the clubs of the district the attainment of the Objects of Kiwanis International as set forth in the International Bylaws.
b. To increase the fellowship and cooperative effort of the clubs within the district.
c. To cooperate with Kiwanis International in building new clubs and membership in existing clubs, educating club members, and strengthening club services within the district.
d. To promote participation of clubs in the general objectives, programs, and policies of the district and Kiwanis International.

KIWANIS ASIA-PACIFIC BYLAW AMENDMENTS

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

RESOLVED, That the Kiwanis International Board approves amendments to Article IV, Sections 1 and 5h, of the Kiwanis Asia-Pacific Bylaws, as shown below, adopted by the Asia-Pacific House of Delegates at their convention in March 2012. (Additional amendments have been approved as part of the Administrative Action Report.)

KIWANIS ASIA-PACIFIC BYLAWS:

ARTICLE IV. OFFICERS.

Section 1. The officers, who shall comprise the Executive Board, shall be a Chairman, a Chairman elect, a Vice Chairman, the Immediate Past Chairman, a Secretary/Treasurer, the incumbent Governor of each district, the guaranteed Region IV International Trustees, the Convention Organizing Chairman, and three (3) representatives of the non-districted clubs not coming from the same club or nation. The International President, International President-elect, International Vice-President / Treasurer, any other International Officers and Kiwanis International Foundation Trustee(s) from the Kiwanis Asia-Pacific area, the Executive Director of Kiwanis International or his/her designate and International Committee Chairmen for Asia Pacific, shall be ex-officio members of the Executive Board, without vote. The Governor-elect of each district and a representative from any nation not already represented, shall be invited as observers to meetings of the Executive Board.
Section 5. The duties of the officers shall be as follows:

(h) Subject to the approval of the International Board each year, the guaranteed Asia-Pacific Region International Trustees may also perform such duties as may be assigned by the Executive Board.

BACKGROUND CHECK APPEALS COMMITTEE RECOMMENDATIONS

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

RESOLVED, That the Kiwanis International Board revises Procedure 197.4 – [Criminal History Background Check] Appeal Process, as shown below:

197.4 - Appeal Process

The action resulting from a conviction shown on a background check may be appealed by the following process: (4/10) (1/11)

A. The appeal must be submitted in writing to the Executive Director within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come from the person who has been checked. (4/10) (1/11)

B. The Executive Director shall refer the matter to the standing Appeals Committee (defined elsewhere in Procedure) within fifteen (15) days of receipt. (4/10) (1/11)

C. The Appeals Committee shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted. (4/10) (1/11)

D. If a hearing is warranted, the Appeals Committee shall meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal shall be given twenty (20) days notice of the committee meeting and shall have the right to attend at his/her own expense. (4/10) (1/11)

E. The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, Kiwanis International shall have legal counsel present.

F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded.

G. The Appeals Committee shall report its findings and recommendations to the International President and Executive Director within fifteen (15) days after meeting, with such report to include all relevant information including a
summary of discussion and any votes taken in connection with the proceedings. The report shall then be forwarded to the International Board to consider at the next scheduled Board meeting. (4/10) (1/11)

F. H. After considering the Appeals Committee report, the International Board, shall consider a motion to uphold the appeal, which shall require a two-thirds (2/3) vote to adopt. (4/10) (1/11)

**RESOLUTION FROM FLORIDA DISTRICT BOARD REGARDING BACKGROUND CHECKS**

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

RESOLVED, That the Kiwanis International Board maintains the existing criteria for criminal history background checks as stated in the current policy and procedure.

**TASK FORCE ON CONDUCT UNBECOMING**

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

RESOLVED, That the Kiwanis International Board adopts, in concept, revisions related to conduct unbecoming as proposed by the 2011-12 Task Force on Conduct Unbecoming in Action Report-Exhibits B-E. Necessary amendments to the Kiwanis International Bylaws as shown in Action Report-Exhibit B will be presented to the House of Delegates at the 2012 Kiwanis International Convention, and the Board adopts the necessary change to Policy, also as shown in Action Report-Exhibit B. Revisions recommended by the Task Force to other governing documents, as shown in Action Report-Exhibits C-E, are directed to Staff and legal counsel for additional review regarding compliance with the law, liability, enforcement, and best practices, prior to finalization by the Board no later than the October 2012 Board meeting. All provisions related to conduct unbecoming shall take effect January 1, 2013.

FURTHER RESOLVED, That the Kiwanis International Board directs Staff to draft a new Kiwanis International Bylaws article on definitions, bringing together existing definitions throughout the bylaws, to be reviewed by the 2012-13 International Board for possible presentation at the 2013 Kiwanis International Convention in Vancouver.

FURTHER RESOLVED, That the Kiwanis International Board requests the Membership Committee to review Procedure 360.1 regarding the “essential actions” required for clubs to be in good standing and update the procedure as may be appropriate.

FURTHER RESOLVED, That the Kiwanis International Board directs Staff and the Key Club and Circle K International Boards to review and revise provisions in SLP governing documents, as applicable, to correspond to the changes being adopted by Kiwanis International.
FURTHER RESOLVED, That the Kiwanis International Board takes steps to assure that regular and ongoing education be conducted among clubs and districts on conduct unbecoming, including inclusion in Club Leadership Education (CLE) materials at the next curriculum revision.

FURTHER RESOLVED, That the Kiwanis International Board thanks the members of the Task Force on Conduct Unbecoming for its thorough work on the topic, and commends them for conducting all business electronically.

PROPOSED AMENDMENTS TO THE INTERNATIONAL BYLAWS / REPORT OF THE RESOLUTIONS AND BYLAWS COMMITTEE

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

RESOLVED, That the Kiwanis International Board presents the amendments to the Kiwanis International Bylaws, as shown in Action Report-Exhibit F, to the House of Delegates at the 2012 Kiwanis International Convention.

FURTHER RESOLVED, That the Kiwanis International Board takes a position on the amendments submitted by clubs and districts, as shown in Action Report-Exhibit G, also to be presented to the House of Delegates at the 2012 Kiwanis International Convention.

FURTHER RESOLVED, That the Kiwanis International Board authorizes the Executive Director to make any editing adjustments necessary, prior to publication and distribution to clubs, to carry out the Board’s position and intention regarding each proposed amendment.

FURTHER RESOLVED, That the Kiwanis International Board will present memorial resolutions to Past International President Wes Bartlett and former International Trustee Oscar Knight, III, to the House of Delegates at the 2012 Kiwanis International Convention.

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

REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE

The Report of the 2011-12 Board Committee on Audit and Finance, Gunter Gasser, Chairman, was presented, as shown in Tab 20.

FEBRUARY 2012 FINANCIAL SUMMARY

Upon motion duly made, supported, and carried it was:
RESOLVED, That the Kiwanis International Board receives and accepts the February 2012 Financial Summary, as shown in Consent Report-Exhibit A.

401(k) PLAN REVIEW

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

RESOLVED, That the Kiwanis International Board accepts the 401(k) report provided by the 401(k) Trustees.

2012-13 PRELIMINARY BUDGETS/DUES INCREASE

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

RESOLVED, That the Kiwanis International approves presentation of the following amendment to the House of Delegates at the 2012 Kiwanis International Convention, proposing a club dues increase of US$15.00 per member for Tier A clubs, US$10 per member for Tier B clubs, and US$7 per member for Tier C clubs.

ARTICLE XXII. REVENUE

Section 1. Subject to Sections 2, 3, and 4 of this Article, each club shall pay to Kiwanis International for each member, with the exception of those holding life member status and honorary members, the sum of forty-two dollars (US $42.00) fifty-seven (US $57.00) per annum. Such sum shall be based on each club’s annual membership report as of September 30 of each year and shall be due annually on October 1 and payable by November 30. (6/2009)

Section 2. The Board of Trustees shall adjust the dues from the clubs in any country where the Gross National Income per capita is less than ten thousand dollars (US $10,000) as reported by the World Bank.

The schedule for payment shall be as follows: (6/2003)
- Tier A: Countries with per capita income US $10,000 or more pay US $42.00-$57.00. (6/2003)
- Tier B: Countries with per capita income US $5,000 to US $9,999 pay US $27.00-$37.00. (6/2003)
- Tier C: Countries with per capita income US $4,999 or less shall pay US $18.00-$25.00. (6/2003)

FURTHER RESOLVED, That the Kiwanis International Board approves presentation of the following amendment to the House of Delegates at the 2012 Kiwanis International Convention, to extend the freeze on tiered dues for two more years. However, if the dues increase is not adopted at US$15, this amendment will be withdrawn.
ARTICLE XXII. REVENUE
Section 2. The Board of Trustees shall adjust the dues from the clubs in any country where the Gross National Income per capita is less than ten thousand dollars (US $10,000) as reported by the World Bank.

The schedule for payment shall be as follows: (6/2003)
- Countries with per capita income US $10,000 or more pay US $42.00. (6/2003)
- Countries with per capita income US $5,000 to US $9,999 pay US $27.00. (6/2003)
- Countries with per capita income US $4,999 or less shall pay US $18.00. (6/2003)

PROVISO: Beginning June 27, 2009, and extending through September 30, 2012 2014, clubs shall be assessed for dues at the same tier as they were assessed during the 2008-09 administrative year. (6/2009)

KIWANIS INTERNATIONAL PRESIDENT’S BOARD ALLOWANCE (CONTINGENCY)

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

RESOLVED, That the Kiwanis International Board approves an increase to the President’s Board Allowance (Contingency) budget amount for 2011-12 not to exceed US$15,000. Efforts will be made to find cost savings in other Board and Executive Department accounts to help pay for such additional expenses.

KIF/ELIMINATE PROJECT INTEREST EXPENSE WAIVER

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

RESOLVED, That the Kiwanis International Board waives US$10,838 of the interest expense previously accrued and paid by the Kiwanis International Foundation on the outstanding line of credit for The Eliminate Project.

KIF/ELIMINATE PROJECT US FUND EXPENSES

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

RESOLVED, That the Kiwanis International Board approves that Kiwanis International absorbs US$210,851 of the expenses previously paid by the Kiwanis International Foundation to US Fund for UNICEF for The Eliminate Project. These expenses relate to the kick-off of the project at the 2010 Kiwanis International Convention.
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves payment to the Kiwanis International-European Federation (KIEF) of the sum of US$63,938 as full payment of fourth quarter 2010-11 expenses, as calculated per the KI-KIEF agreement. This payment will be made upon receipt of the KIEF audit report for the year ended September 30, 2011.

2012-13 CONVENTION REGISTRATION FEE

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

RESOLVED, That the Kiwanis International Board approves a registration fee structure for the 2013 convention in Vancouver as follows:

<table>
<thead>
<tr>
<th>Members and Guests</th>
<th>AMOUNT ($US)</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>$185</td>
<td>April 1, 2013</td>
</tr>
<tr>
<td>Late</td>
<td>$235</td>
<td>May 15, 2013</td>
</tr>
<tr>
<td>On-site</td>
<td>$250</td>
<td>May 16, 2013 and after</td>
</tr>
<tr>
<td>Host District</td>
<td>$135</td>
<td>December 31, 2012</td>
</tr>
</tbody>
</table>

FINANCIAL ADVISOR – EXTENSION OF APPOINTED TERM

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

RESOLVED, That the Kiwanis International approves the appointment of Rick Arnold as Independent Financial Advisor to the Kiwanis International Board for the 2012-13 administrative year.

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

REPORT OF THE BOARD COMMITTEE ON COMMUNICATIONS AND MARKETING

The Report of the 2011-12 Board Committee on Communications and Marketing, Pam Fleming, Chairman, was presented, as shown in Tab 21.
Kiwanis Store

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

RESOLVED, That the Kiwanis International Board requests Staff to provide an outline of the Kiwanis Store business plan, which includes pricing, branding, fulfillment strategies, and customer service. This business plan shall maximize the sale of merchandise within a profitable operation.

FURTHER RESOLVED, That the Kiwanis International Board requests Staff to review and report on licensees of Kiwanis marks and associated license fee income, and that review of license fees for similar organizations be researched and compared against current Kiwanis license fees.

Kiwanis Magazine: Increase the Number of Issues of the Kiwanis Magazine

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

RESOLVED, That the Kiwanis International Board approves expanding Kiwanis magazine from six to eight issues, beginning with the 2012-13 year, with no change in the subscription fee to members.

Kiwanis Magazine: Asia-Pacific Printing and Distribution in English

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

RESOLVED, That the Kiwanis International Board requests Staff to conduct a feasibility study for the publication and distribution of Kiwanis magazine in English to various Asia-Pacific nations.

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

Report of the Board Committee on Programs

The Report of the 2011-12 Board Committee on Programs, Oscar E. Knight III, Chairman, was presented, as shown in Tab 22.

Amendments to CKI Bylaws

Upon motion duly made, supported, and carried it was:
RESOLVED, That the Kiwanis International Board amends the Circle K International Bylaws as presented in Consent Report-Exhibit A, pending editorial review by the Kiwanis International Parliamentarian and Governance Specialist, and taking effect starting May 1, 2012.

**KiwaniS Guidelines for Adults Working With Youth**

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

RESOLVED, That the Kiwanis International Board approves changes to Procedure 432 - Guidelines for Adults Working with Kiwanis Sponsored Programs, as presented in Consent Report-Exhibit B.

**KIF Grant Request for the Service Leadership and Kiwanis Programs Conference**

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

RESOLVED, That the Kiwanis International Board endorses the submission of the Service Leadership and Kiwanis Programs (SLKP) Conference grant application to the Kiwanis International Foundation, as shown in Consent Report-Exhibit C.

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

**Executive Director’s Contract**

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

RESOLVED, That the Kiwanis International Board approves a two-year contract extension, for Stanton D. Soderstrom as Executive Director of Kiwanis International, effective October 1, 2012, when the current contract expires on September 30, 2012. The Board authorizes specific terms of the contract to be negotiated by the Executive Officers and the Executive Director.

**New Policy on Kiwanis International-European Federation and Kiwanis Asia-Pacific**

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

RESOLVED, That the Kiwanis International Board amends Policy D.2 – Federations, and adds a new Policy D.3 – Council of District and/or Nations, as shown below:
D. DISTRICTS AND CLUBS

1. District
   With the consent, and subject to the supervision and control of the International Board, a district or structured grouping of chartered clubs may be formed. Such district or structured grouping of clubs shall be an administrative unit of Kiwanis International. (5/83) (10/95)

2. Federations
   A federation is an administrative unit that may be utilized by the International Board to administer a group of districts and/or nations. (5/83)
   a. Kiwanis International-European Federation (KIEF)
      i. The mission of the Kiwanis International-European Federation shall be to promote the best interests of districts and clubs within the Europe Region of Kiwanis International.
      ii. KIEF shall be governed by its own bylaws subject to approval by the Kiwanis International Board.
      iii. The KIEF Board annually shall enter into an agreement with Kiwanis International to cover growth, education and training, branding, communications, marketing, public relations, service programs, and logistic support needed to support the Europe Region.

3. Council of Districts and/or Nations
   With the consent and subject to the supervision and control of the International Board, a Council of Districts and/or Nations within a region may be formed. Such Council is an administrative unit that may be utilized by the International Board to administer a group of districts and/or nations.
   a. Kiwanis Asia-Pacific (ASPAC)
      i. The Council of Districts and Nations within the Asia-Pacific Region shall be known as Kiwanis Asia-Pacific (ASPAC).
      ii. The mission of ASPAC shall be to promote the best interests of districts and clubs within the Asia-Pacific Region of Kiwanis International.
      iii. ASPAC shall be governed by its own bylaws which shall be reviewed and approved by the Kiwanis International Board.
      iv. ASPAC shall comply with all governmental reporting requirements for finances, taxation, employment and any other areas of operation, and shall report regularly on its financial status to the Kiwanis International Board, at such times and including such information as requested by the Board.

NEXT BOARD MEETING – JUNE 27, 2012

The next meeting of the Board of Trustees will be June 27, 2012 in New Orleans, Louisiana.
The meeting adjourned sine die on Saturday, April 21, 2012, at 8:45 p.m.
# 2012-13 Board Counseling Assignments

**District** | **Counselor** | **Date** | **Location**
--- | --- | --- | ---
Alabama | Dennis M. Oliver | July 27-29, 2012 | Montgomery, Alabama
*Andean & Central America* | Gunter Gasser | August 17-19, 2012 | Cali, Colombia
*Australia* | Gunter Gasser | August 23-26, 2012 | Sydney, Australia
Austria | TBD | May 3-5, 2013 | Schwaz, Austria
*Belgium-Luxembourg* | John R. Button | September 14-15, 2012 | Kortrijk, Belgium
California-Nebraska-Hawaii | Lee Kuan Yong | August 16-18, 2012 | Santa Clara, California
Capital | Stephen T. Hill | August 24-26, 2012 | Reston, Virginia
Carolinatas | Kevin Dean | August 24-26, 2012 | Cary, North Carolina
Eastern Canada & the Caribbean | Colin W. Reichle | N/A | N/A
Florida | Jane M. Erickson | August 9-12, 2012 | Tampa, Florida
France-Monaco | TBD | May 9-11, 2013 | Troyes, France
Georgia | Sjoerd R.J. Timmermans | August 10-12, 2012 | Macon, Georgia
Germany | TBD | N/A | N/A
*Iceland-Faroes* | Alan Penn | September 14-16, 2012 | Reykjanessbaer, Iceland
Illinois-Iowa | Dennis M. Oliver | August 8-11, 2012 | Springfield, Illinois
Indiana | Sjoerd R.J. Timmermans | August 3-5, 2012 | Florence, Indiana
Italy-San Marino | TBD | May 2013 | TBD Reggio Calabria, Italy
*Japan* | Sjoerd R.J. Timmermans | September 7, 2012 | Wakayama, Japan
Kansas | Elizabeth M. Tezza | July 27-29, 2012 | Lawrence, Kansas
Kentucky-Tennessee | Kevin Dean | August 9-12, 2012 | Gatlinburg, Tennessee
*Korea* | Alan Penn | August 31-September 1, 2012 | Incheon City, Korea
La-Miss-Tn | Stephen T. Hill | August 2-5, 2012 | Lafayette, Louisiana
Malaysia | Wen-Pin Su | September 14-16, 2012 | Kuala Lumpur, Malaysia
Michigan | Sue Petrisin | August 23-26, 2012 | Harbor Springs, Michigan
Minnesota-Dakotas | Elizabeth M. Tezza | August 3-5, 2012 | St. Cloud, Minnesota
<table>
<thead>
<tr>
<th>DISTRICT</th>
<th>COUNSELOR</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSOURI-ARKANSAS</td>
<td>Warren F. Mitchell</td>
<td>August 2-5, 2012</td>
<td>St. Louis, Missouri</td>
</tr>
<tr>
<td>MONTANA</td>
<td>Colin W. Reichle</td>
<td>August 10-12, 2012</td>
<td>Medicine Hat, Alberta</td>
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<tr>
<td>NEBRASKA-IOWA</td>
<td>James M. Rochford</td>
<td>August 3-4, 2012</td>
<td>Des Moines, Iowa</td>
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<tr>
<td>NETHERLANDS</td>
<td>TBD</td>
<td>September 7-9, 2012</td>
<td>Maastricht, Netherlands</td>
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<td>NEW ENGLAND</td>
<td>Elizabeth M. Tezza</td>
<td>August 16-19, 2012</td>
<td>Leominster, Massachusetts</td>
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<tr>
<td>NEW JERSEY</td>
<td>Warren F. Mitchell</td>
<td>August 16-19, 2012</td>
<td>New Brunswick, New Jersey</td>
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<tr>
<td>NEW YORK</td>
<td>Lee Kuan Yong</td>
<td>August 15-19, 2012</td>
<td>Niagra Falls, New York</td>
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<tr>
<td>*NEW ZEALAND-SOUTH PACIFIC</td>
<td>Gunter Gasser</td>
<td>September 7-10, 2012</td>
<td>Noumea, New Caledonia</td>
</tr>
<tr>
<td>NORDEN</td>
<td>Óskar Guðjónsson</td>
<td>September 7-9, 2012</td>
<td>Arendal, Norway</td>
</tr>
<tr>
<td>OHIO</td>
<td>Alan Penn</td>
<td>August 10-12, 2012</td>
<td>Boardman, Ohio</td>
</tr>
<tr>
<td>PACIFIC NORTHWEST</td>
<td>Alan Penn</td>
<td>August 23-26, 2012</td>
<td>Bend, Oregon</td>
</tr>
<tr>
<td>PENNSYLVANIA</td>
<td>Clinton Green</td>
<td>August 16-19, 2012</td>
<td>Indiana, Pennsylvania</td>
</tr>
<tr>
<td>*PHILIPPINE LUZON</td>
<td>John M. Johnson</td>
<td>September 6-8, 2012</td>
<td>Puerto Princesa City, Palawan, Philippines</td>
</tr>
<tr>
<td>*PHILIPPINE SOUTH</td>
<td>Clinton Green</td>
<td>September 13-15, 2012</td>
<td>Roxas City, Philippines</td>
</tr>
<tr>
<td>ROCKY MOUNTAIN</td>
<td>Kevin Dean</td>
<td>August 2-5, 2012</td>
<td>Alamosa, Colorado</td>
</tr>
<tr>
<td>SOUTHWEST</td>
<td>Dennis M. Oliver</td>
<td>August 3-5, 2012</td>
<td>Albuquerque, New Mexico</td>
</tr>
<tr>
<td>*SWITZERLAND-LIECHTENSTEIN</td>
<td>John M. Johnson</td>
<td>September 14-16, 2012</td>
<td>Brig-Glis/Naters, Switzerland</td>
</tr>
<tr>
<td>*TAIWAN</td>
<td>Sue Petrisin</td>
<td>August 11-12, 2012</td>
<td>Kaohsiung, Taiwan</td>
</tr>
<tr>
<td>TEXAS-OKLAHOMA</td>
<td>Jane M. Erickson</td>
<td>August 8-12, 2012</td>
<td>Killeen, Texas</td>
</tr>
<tr>
<td>UTAH-IDAHO</td>
<td>James M. Rochford</td>
<td>August 24-26, 2012</td>
<td>Boise, Idaho</td>
</tr>
<tr>
<td>WEST VIRGINIA</td>
<td>James M. Rochford</td>
<td>August 10-12, 2012</td>
<td>Pipestem, West Virginia</td>
</tr>
<tr>
<td>WESTERN CANADA</td>
<td>Colin Reichle</td>
<td>August 10-12, 2012</td>
<td>Medicine Hat, Alberta</td>
</tr>
<tr>
<td>*WISCONSIN-U.MICHIGAN</td>
<td>John R. Button</td>
<td>August 17-19, 2012</td>
<td>Eau Claire, Wisconsin</td>
</tr>
</tbody>
</table>

**DISTRICTS IN FORMATION**

| *ECUADOR DIF                   | Alan Penn                | September 7-9, 2012| Ambato, Ecuador                          |

**NATIONS**

| CZECH REP.-SLOVAKIA            | Óskar Guðjónsson          | May 24-25, 2013| Košice, Czech Republic                    |
| POLAND                         | Óskar Guðjónsson          |                  |                                           |
| ROMANIA                        | N/A                      | April 19-20, 2013| Bucarest, Romania                         |

*Denotes KI approved lowest airfare expense coverage (including spouse) to district convention*
2012-13 INTERNATIONAL BOARD COMMITTEES

(Revised 6/30/12)

The President and President-elect will serve as ex-officio members of the all Board Committees.

EXECUTIVE

During meetings of the International Board, the Executive Committee will provide oversight and direction to all other Board Committees, and enforce the commitment to the Kiwanis International Strategic Plan. The Executive Committee will oversee and direct the Global Campaign for Children; Board training and development; and all operational functions of the organization, including but not limited to, personnel matters, litigation, risk and property management, information technology, public relations and marketing, facilities use and upkeep, conventions and conferences, and strategic planning.

Between meetings of the International Board, and unless otherwise determined by a majority vote of the International Board, the administrative authority of the Board is delegated to the Executive Committee on all matters. The action of the Executive Committee shall have full force and effect, and unless disapproved by the Board, shall be formally ratified by the Board. The Executive Director shall serve as liaison to the Executive Committee.

The Executive Committee will participate in monthly teleconferences upon the call of the President.

Thomas E. DeJulio, Chair
John R. Button
Gunter Gasser
John M. Johnson
Staff Liaison: Stan Soderstrom

Alan Penn
Sue Petrisin
Wen-Pin Su
Sjoerd R.J. Timmermans
GROUP I

AUDIT AND FINANCE

The Board Committee on Audit and Finance will work to protect and create the financial resources necessary to meet the financial goals, objectives, and strategies outlined in the organization’s strategic plan. The Committee is charged with monitoring all financial matters involving Kiwanis International and any of its sponsored organizations and affiliates, including budget development and amendments to budget, travel management, retail/merchandise operations, marketing, investments, and all current and new revenue sources.

John R. Button, Chair  
Stephen T. Hill  
John M. Johnson  
Colin W. Reichle  
Lee Kuan Yong  
Staff Liaisons: CFO/Bill Parker

Sjoerd R.J. Timmermans  
Dennis M. Oliver  
James M. Rochford  
Elizabeth M. Tezza

PROGRAMS AND PARTNERSHIPS

The Board Committee on Programs and Partnerships will work to evaluate, support, enhance and grow the various Kiwanis-branded service leadership programs for children, youth, and adults including Bring Up Grades, Terrific Kids, K-Kids, Builders Club, Key Club, Circle K, Aktion Club, and Key Leader, as well as such programs as “Young Children: Priority One” and initiatives for Early Childhood Development. The Committee will explore opportunities to expand these programs to more Kiwanis nations while strengthening existing programming and content. The Committee will assure that all the service programs of Kiwanis International conform to the strategic plan, support the Kiwanis brand, and identifies and markets Kiwanis as a recognized advocate for children and community development. The Committee will work to identify, improve and enhance Kiwanis’ relationships with governments, nonprofit organizations, and the corporate and business communities.

Gunter Gasser, Chair  
Jane M. Erickson  
Clinton Green  
Óskar Guðjónsson  
Warren F. Mitchell  
Staff Liaison: John Shertzer

Alan Penn  
Sue Petrisin  
Wen-Pin Su  
Kevin Dean
GROUP II

GOVERNANCE

The Board Committee on Governance will review all matters primarily related to governance and structure at all levels of the organization and will specifically address content and interpretation of, and compliance with, Kiwanis Bylaws and policies. The Committee will oversee procedures implementing the organization’s governing documents.

John M. Johnson, Chair
Sjoerd R.J. Timmermans, Co-Chair
Clinton Green
Colin W. Reichle
Lee Kuan Yong
Staff Liaison: Diana O’Brien

Dennis M. Oliver
James M. Rochford
Elizabeth M. Tezza

MEMBERSHIP DEVELOPMENT AND EDUCATION

The Board Committee on Membership Development and Education will work to develop and implement strategies for opening new clubs and assure long-term sustainable membership growth and retention. The Committee will oversee the development of high-quality membership education programs that will attract and support a successive line of competent, knowledgeable, and ethical leaders.

Sue Petrisin, Chair
Wen-Pin Su, Co-Chair
Jane M. Erickson
Gunter Gasser
John R. Button
Staff Liaisons: Jeff Oatess

Óskar Guðjónsson
Stephen T. Hill
Warren F. Mitchell
Alan Penn
Kevin Dean
KIWANIS INTERNATIONAL TRUSTEES
REPORT OF THE

EXECUTIVE COMMITTEE

Tuesday, June 26, 2012
3:00 - 6:00 p.m. CDT
Hilton Riverside Hotel
New Orleans, Louisiana USA

Committee Members

Alan Penn, Chairman
Thomas E. DeJulio
John R. Button
Pam Fleming
Sylvester Neal
Pietro Grasso
Gunter Gasser
Jerome E. Peuler, Jr.
Stewart Ross
Stan D. Soderstrom, Staff Liaison
Lisa Heindricks, Staff Liaison
Erin Bakemeyer, Staff Liaison
Guest Peter Mancuso, Kiwanis International Foundation Representative
Guest Ann Updegraff Spleth, Kiwanis International Foundation Representative
Guest Rick Arnold, Financial Advisor

1. Call to Order

2. Consent Report
   a. 2014 Kiwanis International Convention in conjunction with Asia-Pacific

3. Action Report
   a. Review of the Kiwanis International and KI-European Federation (KI-EF) Agreement
      b. 2015 Convention
      c. 2016 Convention Site Selection
      d. Kiwanis Day at The White House

4. Information Report
   a. Strategic Plan Update
   b. Update on Chief Financial Officer Position
   c. Partnership Updates
   d. Taiwan Currency Exchange
Consent Report

a. **2014 Kiwanis International Convention in Conjunction with Asia-Pacific**

On May 10, Kiwanis International received a communication from Kiwanis Asia-Pacific Chair Adeline Chan informing the organization that the Kiwanis Asia-Pacific Board had voted to select Macau as its 2014 convention site in order to hold the convention in conjunction with the Kiwanis International convention. Under the Kiwanis Asia-Pacific bylaws, the Kiwanis International Board provides formal approval to the site selected by the Kiwanis Asia-Pacific Board.

Vice President Gunter Gasser suggested he will appoint two co-chairs for the host committee, one from Malaysia and one from Taiwan.

**Recommendation #1: That Kiwanis International Board grants permission for Kiwanis Asia-Pacific to hold its convention in conjunction with the 2014 Kiwanis International Convention.**

(ADOPTED)

**Strategic Intent:** Administration.

**Financial and Human Resource Impact:** To be determined once the convention plan is prepared.

Action Report

a. **Review of the Kiwanis International and KI-European Federation (KI-EF) Agreement**

The agreement has been modified to a Memorandum of Understanding (MOU). The governors of the KI-EF districts want to be more involved with the decisions on how the funds are being spent. The amounts in the MOU are based on the budget approved by the full KI-EF assembly, which included the governors.

**Recommendation #1: That Kiwanis International Board approves the Memorandum of Understanding between Kiwanis International and Kiwanis International-European Federation for the 2012-13 year as shown in Action Report-Exhibit A, and authorizes the Executive Director and Board officers to sign the Memorandum of Understanding.**

(ADOPTED)

**Strategic Intent:** European growth.

**Financial and Human Resource Impact:** 180,000 Euros.
b. 2015 Convention

The 2015 Convention is to be a Kiwanis Family convention which would include the European Federation, Kiwanis Asia-Pacific, etc. The Committee discussed the options that KI-EF and Kiwanis Asia-Pacific hold their respective conventions in conjunction with the international convention.

Recommendation #2: That the Kiwanis International Board extends an invitation to the entire Kiwanis family, especially the Kiwanis International-European Federation and Kiwanis Asia-Pacific, to hold their annual conventions in conjunction with the 2015 Kiwanis International annual convention in Indianapolis.

(ADOPTED)

Strategic Intent: Universal celebration of the 100th anniversary of Kiwanis.

c. 2016 Convention Site Selection

The following cities were reviewed as hosts for the 2016 Kiwanis International Convention:
- Baltimore, Maryland, USA (Has never hosted a Kiwanis convention)
- Boston, Massachusetts, USA (Last hosted in 1939)
- Minneapolis, Minnesota, USA (Last hosted in 1982)
- Toronto, Ontario, Canada (Last hosted in 1985)

Recommendation #3: That the Kiwanis International Board selects Toronto as the site for the 2016 Kiwanis International convention.

(ADOPTED)

Strategic Intent: 100th anniversary of Kiwanis in Canada.
Financial and Human Resource Impact: best incentive package of $125,000 net.

d. Kiwanis Day at The White House

The Committee discussed a pending invitation for a Kiwanis Day at The White House in late September. The projected expenses for the event are US $40,000.
Recommendation #4: That the Kiwanis International Board allocates US $40,000 to support a Kiwanis Day at The White House during September 2012 for the purpose of showcasing Kiwanis family service. This event will be part of The White House’s Champions of Change awards program. The Board will use a reallocation of financial resources to fund this event.

(ADOPTED)

Strategic Intent: Significant recognition and exposure for Kiwanis.


Information Report

a. **Strategic Plan Update**

   Tecker International will facilitate the strategic plan retreat on June 26, 2012 as well as the focus groups. Past President Don Canaday will participate (or send an alternate in his place) for the retreat as a representative of the past presidents.

   A preliminary report is expected to be prepared by September to share with the Executive Committee at its meeting.

b. **Update on Chief Financial Officer Position**

   The process is continuing with three final candidates to be interviewed in July. It is anticipated that the position will be filled by September.

c. **Partnership Updates**

   The Board received an update on partnerships.

d. **Taiwan Currency Exchange**

   The Committee reviewed the request and decided to take no further action at this time.
MEMORANDUM OF UNDERSTANDING

Kiwanis International
Kiwanis International – European Federation

June 27, 2012

In a coordinated effort to support the health and welfare of Kiwanis clubs and districts in Europe, Kiwanis International (KI) and the Kiwanis International – European Federation (KIEF) agree to the following for the 2012-2013 year:

KI will support KIEF initiatives and programs for growth, education, training, communication, marketing, and Service Leadership Programs directly affecting the clubs of districts and sponsored nations of Europe. The aforementioned programs and initiatives are identified and included in the KIEF operations accounts of the KIEF budget for 2012-13 which has been approved by the KIEF Board and the delegates to the 45th Annual KIEF Convention in Bergen, Norway on June 9, 2012.

Accordingly, KI will financially support these programs and transmit to the KIEF the sum of 180,000 Euros payable in four (4) equal quarterly installments of 45,000 Euros on or about October 1, 2012; January 1, 2013; April 1, 2013; and July 1, 2013.

The entire KIEF Board, including all the district governors, shall work closely with the Presidents of KI and KIEF on a continuing basis, no less frequently than quarterly throughout the Kiwanis Fiscal Year 2012-13 to monitor evaluate and report the use of these funds for the expressed purposes stated in the 2012-13 KIEF Budget or as later amended with the approval of the entire KIEF Board.

Both parties agree to execute and abide by the stipulations contained herein.

Approved by the Board of the Kiwanis International - European Federation

______________________________  ____________________________
President                      Date

______________________________  ____________________________
President-elect                 Date
Approved by the Board of Kiwanis International

<table>
<thead>
<tr>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>President</td>
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<tr>
<td>President-elect</td>
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<tr>
<td>Vice President</td>
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<tr>
<td>Immediate Past President</td>
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<tr>
<td>Executive Director</td>
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KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
EDUCATION

June 1, 2012
Conference call
10:00 – 11:00 a.m. EST

Committee Members

_____ Stewart Ross, Chairman
_____ Pietro Grasso (absent from conference call)
_____ Stephen T. Hill
_____ Sylvester Neal
_____ Susan A. “Sue” Petrisin (absent from conference call)
_____ Lee Kuan Yong
_____ Michelle Morrison, Staff Liaison
_____ Marcela Llinás, Staff Liaison

1. Call to Order

2. Consent Report

   a. Curriculum review – club president and club secretary education
   b. Task Force on the Kiwanis Institute – accept report and dissolve the task force

3. Action Report

   None

4. Information Report

   a. Online education update
   b. 2012 Asia-Pacific Education Conference
   c. Latin America Education Conference
   d. International Committee on Leadership Education: Americas
   e. International Committee on Leadership Education: Asia-Pacific
   f. International Committee on Leadership Education: Europe
   g. International Committee on Technology Integration

5. Future Business

   None
IKWANIS INTERNATIONAL BOARD OF TRUSTEES

REPORT OF THE BOARD COMMITTEE ON
EDUCATION

Consent Report

a. Curriculum review – club president and club secretary education

At the April committee meeting, the format of the new club leadership education materials for club presidents was introduced as well as the first segment of the curriculum. This included a facilitator’s guide along with a corresponding participant’s guide. By centralizing the curriculum writing into a standardized document, the same curriculum will be used as the backbone to all teaching methods including the online materials, printed materials for the classroom, and any visual aids. The club president education curriculum is attached (Consent Report - Exhibit A).

Recommendation #1: That the Kiwanis International Board approves the club president education curriculum, as shown in Consent Report-Exhibit A, for implementation during the 2012-13, 2013-14, and 2015-16 administrative years.

(ADOPTED)

Strategic Intent: To provide quality education for club presidents.

Financial and Human Resource Impact: Staff design and production time, and financial resources within budget.

For secretary education, two webinars have taken place – new secretary education and returning secretary education. Both webinars have been archived for later viewing. To view these recordings, visit www.KiwanisOne.org/CLE.

New secretary education has been distributed to the districts for use at their district conventions. Through the process of writing the returning club secretary education, it was realized that nothing significant had changed over the past year. However, new things are scheduled for launch within the next 6 months. The returning secretary education webinar introduced conceptually what is scheduled for delivery in October. As a result, the returning secretary education PowerPoint document will not be distributed to the districts for use at their district convention.

In addition, the committee discussed the idea of changing the name of “Club Leadership Education” to something using the term “planning” or “orientation.” This will not be decided during this administrative year, but the committee encourages the 2012-13
committee to consider the benefits or consequences to changing the name of this education program.

b. Task Force on the Kiwanis Institute

The task force submitted a report which is attached as Consent Report – Exhibit B.

**Recommendation #2: That the Kiwanis International Board accepts the report from the Task Force on the Kiwanis Institute, as shown in Consent Report-Exhibit B; thanks the members for their research; and dissolves the task force effective immediately.**

**(ADOPTED)**

**Strategic Intent:** To maintain focus on the strategic priorities of the organization.

**Financial and Human Resource Impact:** None.

**Action Report**

None

**Information Report**

a. **Online education update**

At the 2012 April board meeting, the decision of funding the online curriculum updates and the learning management system was tabled until further discussion concerning the new initiatives from the finance committee. The education committee requested a 5 year projected cost for the integration of the online curriculum that included all current online education programs and the relationship with the learning management system. This document is attached *(Information report - Exhibit A).*

The board’s decision to table the funding request was communicated to the vendors who submitted a bid for the project, and they are aware that the decision is on hold pending both a strategic plan and approval of the funds.

As the decision relative to funding and thus beginning the work with the vendor is pending, the timeline for project completion will need to adjust accordingly. It is important to note that the initial timeline for the online modules to be complete was March 2013, and that goal was anticipating a June 2012 project start date. The committee will continue to be kept informed of any additional information that becomes available.
b. 2012 Asia-Pacific Education Conference

The annual Asia-Pacific Education Conference took place on May 25-27, 2012, in Taipei, Taiwan. Attendees from all 8 districts within the region were in attendance in addition to attendees from India and Indonesia. Sri Lanka participants were invited, but unfortunately were unable to attend. In total, there were approximately 52 attendees.

Facilitators included President-elect Tom DeJulio, Rosemary DeJulio, President Alan Penn, Vice-president Gunter Gasser, ASPAC Chair Adeline Chan, ASPAC Chair-elect Boy Valencia, and Eliminate Project Chairman Randy Delay. Staff attending as facilitators included Jeff Oatess, John Shertzer and Teresa Chen.

Initial feedback indicates that the attendees had a great experience and the education objectives were met. A report has been submitted by Chairman-elect Boy Valencia (Information Report – Exhibit B).

A survey has been sent in English to participants to gather their insight as to the effectiveness of the event and the agenda. This information will be used in future planning for education activities within the Asia-Pacific region.

In addition to the conference, many side activities were coordinated by the Taiwan district office including a new club charter night and a Walter Zeller recognition reception. President Alan Penn and Randy Delay were able to participate in these events.

c. Latin America Education Conference

The second meeting in Latin America took place in Bogota on April 28, 2012, for the Andean and Central America District. The following were in attendance:

- 2011-12 Governor, Rodrigo Zuluaga
- 2012-13 Governor, Eda Medina
- 2012-13 District secretary, Olid Quijano
- 2012-13 New Club Building chair, Luis Mario Jimenez
- 2012-13 Membership chair, Mario Augusto Rodriguez
- 2012-13 Education chair, Alvaro Salas
- 2012-13 CKI Administrator, Ana María Rodriguez
- Division 4 Kiwanian, Manuel Camacho
- District Board Counselor, Jerry Peuler
- KI staff member, Marcela Llinás
The leadership group determined the following action areas:

*Education and Leadership Development*

It was determined that more education to support growth is needed in the district. A subgroup will work on a more detailed education plan to be completed by July 31, which will include:

a. How to replicate the “School of Lieutenant Governors” experience in Division 1. This program has been in place for two years with very positive results in the quality and the preparation of the candidates for Lieutenant Governors in that division.

b. Utilize all former Certified Instructors of the district to actively work with the current group in broadening education offerings that support growth to members and club officers.

*New Club Building*

New Club Building Chair for 2012-13, Luis Mario Jimenez, will work with 2012-13 Lieutenant Governors on building a database of feasible clubs sites with Kiwanis contacts in those communities. This started the day after the meeting during Lieutenant Governor training on April 29. A follow up progress report is included in the District Board Meeting agenda, scheduled for Saturday, May 26.

New Club Building will be worked very closely with the Lieutenant Governors, and specific goals will be determined from the bottom up in order to get local buy in. Target for final goals is July 31. Quarterly reporting has been scheduled.

*Membership Growth*

Membership Growth Chair for 2012-13, Mario Augusto Rodriguez, will work with clubs through the 2012-13 Lieutenant Governors to establish recruiting plans with supporting marketing plans. Goals will be established bottom up, with target for finalized goals of July 31. Quarterly reporting has been scheduled.

Additionally, plans are to offer “how-to” training on recruiting for members and club officers as well as education offerings regarding the club committee on Membership and Retention.

The keeper of the plan is 2012-13 District Secretary, Olid Quijano. She will be compiling quarterly reports from the different members of the leadership team.

Written progress reports were received from the leaders of both the Andean and Central American District (Information Report – Exhibit C) and the Ecuador District-In-Formation (Information Report – Exhibit D).
d. **International Committee on Leadership Education: Americas**

   The committee submitted a report which is attached as *Information Report - Exhibit E*.

e. **International Committee on Leadership Education: Asia-Pacific**

   The committee submitted a report which is attached as *Information Report - Exhibit F*.

f. **International Committee on Leadership Education: Europe**

   The committee submitted a report which is attached as *Information Report - Exhibit G*.

g. **International Committee on Technology Integration**

   The committee submitted a report which is attached as *Information Report - Exhibit H*.

**Future Business**

None
**Segment Title: Let’s get this session started!**

Tip: Bookmark KiwanisOne.org on your browser.

<table>
<thead>
<tr>
<th>Resource:</th>
<th>Total time: 25 minutes</th>
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**WARM UP**

Introduce yourself.

Basic housekeeping:
- Sign in sheet (download in advance)
- Parking lot - a place to gather questions and comments not relevant to the current discussion
- Restroom location
- Cell phones silenced
- Vending locations

**FACILITATE**

You are not alone in your journey. Actually, you are a member of a bigger leadership team. Every year, all leadership positions from the club president to the international president transition. You are serving with 6,000 other club presidents, 600 lieutenant governors, 50 governors, and 20 board members including the international president, and together we are going to strive to make a difference in our part of the Kiwanis world.

To introduce you to the international president and some of the key messages you will
hear throughout your year of leadership, please turn your attention to the screen.

<Show welcome video of President-elect>

As you can see, next year is going to be a great year, and we’re excited that you’ve made the commitment to be a part of it.

**Our objective for the day is very simple - to help you be prepared to effectively manage the day-to-day operations of a Kiwanis club.**

We will accomplish this by discussing the following topics:
- Job description specifics
- Administrative basics
- Additional information
- District information

How will we know if we’ve accomplish the goal? This takes time, but there are four measurable areas that will serve as indicators:
- Improve the club experience as measured by the Club Excellence Tool
- Stabilize or increase membership in your club
- Increase club participation at international and district events
- Support of a Service Leadership Program(s) or branded program

**Ask participants: what are your expectations for today?**

Introduction activity: TBD

Depending on the size of the group, you may adjust the introduction activity.
We will accomplish this by discussing the following topics:
- Job description specifics
- Administrative basics
- Additional information
- District information

How will we know if we’ve accomplish the goal? This takes time, but there are four measurable areas that will serve as indicators:
- Improve the club experience as measured by the Club Excellence Tool
- Stabilize or increase membership in your club
- Increase club participation at international and district events
- Support of a Service Leadership Program(s) or branded program

TRANSITION

This is going to be quite a bit of information in just a few hours, but hopefully you will know where to find resources and have a better understanding of your role as club president.

Segment Title: What are your actual job responsibilities

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Tip #1: Go to [www.KiwanisOne.org](http://www.KiwanisOne.org) and click on “Club Leader Tools”

Tip #2: If you have questions and think Kiwanis International could help, call Member Services at 1-800-549-2647 extension 411.

Resource: The Leadership Guide will be your best friend. Download the club president section and refer to it often for monthly to-do lists and reference materials.

<table>
<thead>
<tr>
<th>WARMUP</th>
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<tbody>
<tr>
<td>Ask five (5) people what your job responsibilities are as club president and you’re likely to get five different answers. Is there an absolute right answer? Probably not, but there is a list of things that you will be expected to be familiar with and potentially do. The list will vary slightly by club to account for your club’s traditions and thus the expectations that are a part of those traditions.</td>
</tr>
<tr>
<td>The good news is that it is a manageable list with a little bit of planning.</td>
</tr>
</tbody>
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<tr>
<th>FACILITATE</th>
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<tbody>
<tr>
<td>As a member of the leadership team, you should understand how you fit into the big picture.</td>
</tr>
<tr>
<td>Your club is one of many clubs that makes up a division. The division is led by a lieutenant governor. You will likely get to know your lieutenant governor well as he/she will be a great resource for you and your club. In most districts, the lieutenant governor serves on the district board and can be an advocate for issues they are seeing within their own division. Kiwanis International is composed of all clubs worldwide.</td>
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</tbody>
</table>
Multiple divisions together form a district. The district is led by a governor and supported by members who have been appointed to oversee administrative and strategic functions. The governor represents your district and serves as an international officer of the organization.

There are 50 districts – 30 in North America, two in Central America, eight in Asia-Pacific and 10 in Europe. A district exists to provide the administrative support to their local clubs. Within the policies of the organization, there is a system to ensure that all areas are represented on the international board appropriately.

*Just as you were elected to your position, the same applies to the lieutenant governor, governor, international board, and the international board officers. This process is completed through club delegates at a division council meeting, a district house of delegates meeting or at the International Convention House of Delegates. Advance notice of election information is required by the bylaws and most elections occur between March and August, so you’ll see this information beginning in February.

DESIGN NOTE – CAN WE FIND A VISUAL WAY TO REPRESENT THIS IN THE PARTICIPANT HANDBOOK, FACILITATOR GUIDE AND THE PPT? (IS THIS AN INVERTED PYRAMID)

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<tr>
<th>IN GUIDE</th>
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<td>Visual with labeling text from above</td>
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TRANSITION
Identify these individuals and their contact information. They are knowledgeable and ready to help.

It’s important to see this whole leadership team is working together to support the clubs all over the world. You play a very important role in connecting all of the pieces. The most commons ways you provide leadership to your club is through club meetings and board meetings.

**FACILITATE**

The club meeting is your biggest opportunity to make a first impression on prospective members and to keep your members engaged in the club activities. Whether you meet weekly, every other week, or once a month either in person or virtually, the club meeting is an important part of your club experience.

Many times, the club president is given some flexibility with how they would like the agenda to flow. There is a fine balance between flexibility and changing club culture, so be sure to think through what you would like to include in your club meeting agenda and get member feedback if you are unsure about how club members may respond.

*Ask participants: what elements of your club meeting are attractive to prospective and current members?*

Walk through exercise in participant guide.

**IN GUIDE**
Here’s an example of a club meeting agenda:
<insert an example>

What are the current agenda items at your club meeting?
<provide bullet points with empty lines>

Now place a * next to the items that are non-negotiable either due to their importance or club tradition. Note items that you may want to reconsider.

Compare your list with your neighbor and discuss the following:

Are there any changes your neighbor recommends you consider? How will prospective members feel the first time they visit your club? Is the agenda creating the club culture that is enticing to both current members and prospective members?

### DEBRIEF

Club meeting vary significantly. Some are very rich with tradition and some are less formal. Not every club meeting is the same – some sing, some use the gong and gavel, some want their banner to be hanging at every meeting, and the list goes on. But none of this defines your club as a Kiwanis club. These are all things that have become a part of your club culture. Don’t confuse tradition with requirements. Consider what is best for your club.

### FACILITATE

Board meetings
The key is that there is a format. Whatever format works best for you and your board is perfect, but just like a club meeting, arrive with a prepared agenda that will set the tone of your board meeting from the beginning. Board members should not be surprised by agenda topics when they arrive. That can lead to unhappy board members and frustration that is not going to contribute to an efficient board meeting.

<table>
<thead>
<tr>
<th>IN GUIDE</th>
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</thead>
<tbody>
<tr>
<td>Here are two suggested board meeting agenda formats that you may use or create your own customized option. The key is to have an agenda.</td>
</tr>
</tbody>
</table>

**Option 1**
- Roll call confirming quorum is present*
- Secretary’s report
  - Minutes from previous meeting (officially accepted by the board after review)
  - Official correspondence
- Treasurer’s report (usually officially accepted by the board after review)
  - Administrative and service accounts
  - Approval for payments not within the approved annual budget
- Report from membership committee
  - Applications for membership
  - Resignations or changes in club roster
- Other committee reports
- Unfinished business
- New business
- Strategic discussion about any areas of concern
- Division business
<table>
<thead>
<tr>
<th>District business</th>
<th>International business</th>
</tr>
</thead>
</table>

Option 2
Confirm quorum is present*
Consent agenda
  - Secretary report and minutes
  - Treasurer report
Strategic agenda
  - Committee reports that require action
  - Funding requests outside of the approved budget
Information agenda
  - Committee reports that do not require action
New business

All business fits into one of these four categories. If for some reason, time runs short, information agenda items can be shared electronically after the meeting.

*A quorum is defined as more than half of the board members. Without a quorum, the board should not take any formal action.

**TRANSITION**

If you are unsure about board proceedings, Kiwanis has accepted “Robert’s Rules of Order” as the standard method for parliamentary procedures. Most clubs will not need anything this formal, but it’s nice to have it at your finger tips should a situation arise. If you’d like to better understand Robert’s Rules of Order, check out [www.robertsrules.com](http://www.robertsrules.com).
Facilitate

Communication

Communication is an area where we all have to pay close attention to. Too much communication and your members will feel overwhelmed and begin to tune you out. Not enough communication and you will lose the ongoing support your members want to offer but don’t know how to give. Many clubs communicate formally as often as they meet (once a week, twice a month, etc). Other clubs have a monthly newsletter, either electronic or printed, and provide very small updates as other things come up through the month.

The important thing is your members know what to expect so they look for those pieces of communication and take a few minutes to read through them.

What are some examples of the four most common types of written communication?
Formal print – community publications
Informal print – personal notes
Formal electronic – newsletter, routine communication through email or a website
Informal electronic – social media updates (Facebook, Twitter, etc.)

In addition to written communication, you will also be the spokesperson in the following situations:
Club meetings
Board meetings
Special events such as officer and new member installations
Written communication most commonly occurs in one of the following ways:
Formal print
Informal print
Formal electronic
Informal electronic

How do you want to communicate with the members of your club?
How often?
Do you want to be the author of the communication or can this be delegated?

How often is your club featured in a community publication (either electronic or in print)?
Is this an area of opportunity? Y/N If yes, …

Homework:
Find out who has administrative access to your club’s:
Email account(s)
Login:
Password:
Member responsible:

Facebook page
Login:
Password:
Member responsible:
Try to collect all of the information into one central place. While you do not want to be responsible for all of these pieces, it is important for the club to have ownership of these accounts and access to them. You never know when you may need it.

Tips:
Communication Do’s
Be a good listener
Cultivate a reputation for honesty
By polite
Be clear and concise
Match your body language to your words
Communication Don’ts
Criticize others in public and comments in private are constructive
Use profanity or offensive language
Speak too loudly in open areas
Use jargon, slang or acronyms
Use jokes that are inappropriate

**TRANSITION**

Great news – you do not have to do this alone. Most clubs have a communications or public relations committee to manage the day-to-day functions of your club’s communication needs. With the help of members either in an official committee chair role or as professional experts, you will be able to rely on members to help with the business and tactical side of club operations. Let’s make sure you know how to put your team together.

**FACILITATE**

Elections and appointments

One of your first acts as president-elect will be to work with or chair the nominations committee to present for club vote the board, officers, and committee chairs for the year you will lead.

Your board officers will include the following positions: immediate past president, president (that’s you!), president-elect, vice president, secretary and treasurer. If your club board approves it, the positions of vice president and president-elect can be combined as can the positions of secretary and treasurer. Some clubs use the position of
vice president for the person who will be president elect the following year; others use it as a one year position to give someone an opportunity to be on the board without making a multi-year commitment. Whatever is best for your club is appropriate. Obtain the approval of the board before combining any positions and then update your club bylaws to reflect the board action.

When the slate is presented to the club, officer positions should not have more than 2 candidates for each position. Board of directors should not have more than number of available seats plus three. Details regarding the nominations process can be found in the Standard Form for Club Bylaws, Article XII.

Take a few minutes to fill in any names that you know will be serving in a board officer position next year.

In addition, your board includes a minimum of 5 additional members that are serving in one year, two year, or three year terms. The club has likely committed to a rotation schedule so that not all board members are rotating off the board in the same year.

Take a minute to consider who will be continuing on the board. If you do not know, consult either the current president or secretary.

Each club has a list of standing committees within their bylaws, but many clubs over the years have added committees for different functions that serve other areas of the club such as specific fundraisers and service activities.

Your standing committees likely include:
<list standing committees>
Ask participants: what other committees does your club have? Do you already know who some of the committee chairs will be next year? Are there any committees that are no longer serving a strategic function for your club?

<table>
<thead>
<tr>
<th>IN GUIDE</th>
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<tbody>
<tr>
<td>Board officers:</td>
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<tr>
<td>Immediate past president - &lt;blank line for name&gt;</td>
</tr>
<tr>
<td>President - &lt;blank line for name&gt;</td>
</tr>
<tr>
<td>President-elect - &lt;blank line for name&gt;</td>
</tr>
<tr>
<td>Vice President (may be combined with president-elect) - &lt;blank line for name&gt;</td>
</tr>
<tr>
<td>Secretary - &lt;blank line for name&gt;</td>
</tr>
<tr>
<td>Treasurer (may be combined with secretary with board approval) - &lt;blank line for name&gt;</td>
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</table>

Board members (a minimum of 5 board members is required by the standing form of club bylaws, but your club may have a higher number. Their terms may be one, two or three year terms. Your secretary or current president should be able to help you determine the rotation and how many board members will need to be appointed this year.)

Board member #1 – continuing or new? - <blank line for name>
Board member #2 – continuing or new? - <blank line for name>
Board member #3 – continuing or new? - <blank line for name>
Board member #4 – continuing or new? - <blank line for name>
Board member #5 – continuing or new? - <blank line for name>
Board member #6 (optional) – continuing or new? - <blank line for name>
Board member #7 (optional) – continuing or new? - <blank line for name>
Board member #8 (optional) – continuing or new? - <blank line for name>  
Board member #9 (optional) – continuing or new? - <blank line for name>  
Board member #10 (optional) – continuing or new? - <blank line for name>  

Each club has a list of standing committees within their bylaws, but many clubs over the years have continued to add committees for different functions that serve other areas of the club such as specific fundraisers and service activities.

Your standing committees likely include (even though your club may call them by different names):

- Community service
- Sponsored Youth
- Young children: priority one
- Human and spiritual values
- Club administration
- Membership growth and education
- Public relations
- Finance and fundraising

What other committees does your club have?  
<provide blank lines with bullet points>

<table>
<thead>
<tr>
<th>FACILITATE</th>
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</thead>
<tbody>
<tr>
<td>Planning and goal setting</td>
</tr>
<tr>
<td>Planning ahead for how your club will spend its time and money in the community is</td>
</tr>
</tbody>
</table>
extremely valuable especially as the board considers the club budget, as you consider committees and chairmen that are strong and those that are not as strong as they should be and when considering who will be in a position of leadership in the coming years.

There are three documents to assist your club to be more intentional about your service activities and dispersing the funds you have raised.

1. **Community Analysis** - a guide to ensure your club’s projects and services are still needed and identify new initiatives your club can support.
2. **Club Excellence Tool** - a blueprint for identifying strengths you can build on and opportunities you have for improvement.
3. **Planning Your Club’s Success** – easy-to-complete form to help you outline your strategy by establishing goals for the year, tracking club trends, and taking steps to improve the club experience for your members.

Each of these documents work hand-in-hand to guide a club through the process of identifying the members expectations and the community needs to be able to adjust your club’s efforts to match the two together as best as possible.

Succession planning is a key step in any club plan. Listen to the following audio segment from a recent webinar.

<crop audio>

### IN GUIDE

The first step in making any short or long term plans is understanding how your members feel about the club. A simple 30 question survey can give the board data to help make these important decisions and create a plan. This survey is referred to as the “Club Excellence Tool.”
Tip: The Club Excellence Tool is available online and will self-tabulate all of the members’ responses into a summary document and provide suggestions to improve areas that may need to be evaluated based on the responses. Check it out at [www.kiwanisone.org/clubexcellencetoolonline](http://www.kiwanisone.org/clubexcellencetoolonline). Your secretary will have access to the code needed to get started.

<screen shot of the sample club excellence tool summary>

Club Excellence Tool questions:

Take a look at the following community analysis.
<Screen shot of sample community analysis>

Community analysis questions:
When is the last time your club completed a community analysis?
Reach out to other local organizations that understand the community (hospitals, local government, United Way). They may have extensive community information about current needs that are being met and those that are not.

Get a team together
Fill out as much information in advance
Schedule interviews

Now consider the following Planning Your Club’s Success document.
<Screen shot of sample PYCS document>
Planning your club’s success questions:
Can you dedicate a board meeting to discuss strategic goals and action steps?
What is the target date to have this conversation?
To gather all member and community input, plan 2 months to gather and analyze data.
When should your club start the process to have it completed in time?

These three documents work together to give the club tools to create its own personal plan and will provide long term direction on where and how to spend money and time.
If your club does not have a plan in place, consider taking the time to have your members complete the survey and then dedicate a board meeting to creating a plan based on the survey.

Tip: Download printer-friendly versions of these documents at [www.kiwanisone.org/build](http://www.kiwanisone.org/build) and click on “Improve your club.”

Do you know who will be your successor? Yes/No
If yes, who is it? _________________________

<table>
<thead>
<tr>
<th>DEBRIEF</th>
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<tbody>
<tr>
<td>Does your club have a plan?</td>
</tr>
<tr>
<td>Is your club currently working and making decisions based on the plan?</td>
</tr>
<tr>
<td>What are the three documents that will help you create a plan?</td>
</tr>
<tr>
<td>1. Club Excellence Tool</td>
</tr>
<tr>
<td>2. Community Analysis</td>
</tr>
<tr>
<td>3. Planning Your Club’s Success</td>
</tr>
</tbody>
</table>

| TRANSITION |
There are people within the district and at Kiwanis International who are ready to assist you with any aspect of your position whether it’s understanding how you fit within the structure of the organization, club meetings, board meetings, club communications, committee appointments or creating a strategic plan for your club.

Please ask for help if there is anything that you are uncomfortable with or if you just want to talk it through with someone.

<table>
<thead>
<tr>
<th>Segment Title: It may not be your job, but someone needs to do it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dot your “i”s and cross your “t”s</td>
</tr>
<tr>
<td>Tip: When in doubt, call member services at Kiwanis International. They are so helpful especially when it comes to the technical things!</td>
</tr>
<tr>
<td>Resource:</td>
</tr>
</tbody>
</table>

**WARM UP**

Just as a CEO needs to have a basic understanding of finance, human resources, and marketing, you need to have a basic understanding of the technical side of being a Kiwanis club. Yes there are bylaws and tax form requirements (if you are in the US) and liability insurance (North America only). And while you do not need to be the expert, you should be aware that these things exist and know what questions you should ask when you get back to your club.
<table>
<thead>
<tr>
<th>FACILITATE</th>
<th></th>
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<tbody>
<tr>
<td>Bylaws and local government requirements</td>
<td></td>
</tr>
<tr>
<td>Bylaws</td>
<td></td>
</tr>
<tr>
<td>When a Kiwanis club is chartered, the “Standard form for club bylaws” is submitted among the required paperwork. When the international board approves a charter for a new club, they are also approving the submitted standard form for club bylaws. For many of us, we’ve not looked at them since the charter members sent it to Kiwanis International. Every time there is an amendment approved by the House of Delegates at the International Convention that affects the standard form for club bylaws, your club automatically grandfathers in acceptance of these changes. So your charter bylaws may be 50 years old, but your club is operating under the newest form.</td>
<td></td>
</tr>
<tr>
<td>Within the club bylaws, there are a few ways to personalize them for your club’s unique situation. Some of these things include: frequency of meeting (weekly, every other week, etc), number of board members, combining board officer positions, location of meeting, time and day of the meeting, and the list goes on.</td>
<td></td>
</tr>
<tr>
<td>Your club bylaws may be amended at any time with approval of the club board to reflect how your club is operating. If the club used to meet weekly and now meets every other week, it’s time to update your bylaws. The process is very easy.</td>
<td></td>
</tr>
<tr>
<td>To amend your club bylaws by adopting the current Standard Form for Club Bylaws, the new bylaws must be approved by a 2/3 vote of the active and senior members in attendance at a club meeting announced for that purpose and at which a quorum is present. (Quorum is 1/3 of the active and senior members).</td>
<td></td>
</tr>
</tbody>
</table>
Tip: To find the official paperwork type “Amend bylaws” in the search box on KiwanisOne.org.

**Incorporation (US clubs only)**

At the time your club chartered as part of the chartering process, the club should have been incorporated with the state. What this means is that they sent in official paperwork to the state. It is expected that clubs within the United States have incorporated to finalize your club’s tax status.

How do you know if your club is incorporated?
Call the appropriate state agency and ask.

**990 tax form (US clubs only)**

While the 990 tax form has been around for years, it was not well monitored by the US government until recently. In the last few years, this has become a much bigger priority. If the 990 tax form is not submitted in a timely manner, your club’s incorporation with the state may be at risk which would result in the club losing its status as a 501(c)4 organization. This form is due February 15. Be sure your club treasurer knows to watch for this notice and to complete the form by the due date.

<insert sample 990 tax form with a big “SAMPLE” watermarked across it>

<table>
<thead>
<tr>
<th><strong>IN GUIDE</strong></th>
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</thead>
<tbody>
<tr>
<td>Does your club have a copy of its charter club bylaws in its historical files? If no, you may request a copy from Kiwanis International. Most clubs files include their</td>
</tr>
</tbody>
</table>
original rosters and bylaws.

What is your club’s official charter date? (Hint: it’s also on your club roster)

Take a look at the current standard form for club bylaws on the following pages. Note what items are available to customize for your club. When you get home, take a look at your club’s most current bylaws to see if they need to be revised.

<Insert all pages of the standard form for club bylaws as screen shots that are legible>

Did your club incorporate with the state when it was chartered? (Hint: this would be on file with the state office) US clubs only
If you are unsure, it’s time to find out. Contact your local state agency to confirm the paperwork is on file and current.

990 tax form (US clubs only)

While the 990 tax form has been around for years, it was not well monitored by the US government until recently. In the last few years, this has become a much bigger priority. If the 990 tax form is not submitted in a timely manner, your club’s incorporation with the state may be at risk which would result in the club losing its status as a 501(c)4 organization. This form is due February 15. Be sure your club treasurer knows to watch for this notice and to complete the form by the due date.

<insert sample 990 tax form with a big “SAMPLE” watermarked across it>
Now that we better understand our governing documents, let’s talk about the basic dues and fees.

**FACILITATE**

Dues and fees are assessed per member as of the club’s roster on September 30 annually. There are 3 categories of dues and fees: International, district, and club.

International dues and fees as of <insert date> are:
- $42 – International dues
- $12 – Liability insurance
- $8 – Magazine publication (for English speaking members in North America)

What does a club member’s dues to Kiwanis International pay for?

- Support of Service Leadership Programs
- Resources available to clubs
- Leadership education materials for club, division and district leaders

What does a Kiwanis member’s dues not pay for?

- International convention – this is self supporting
- Kiwanis International Foundation
- Grants from the International Foundation

In addition to International dues and fees, each district also has dues and fees. These are unique for every district and are set by the house of delegates at a district event. Any additional costs paid by the members are considered to be the club dues and fees. These
monies stay in your club’s administrative account.

When your club receives an invoice from Kiwanis International for continuing members or new members, both the International and district costs are included. Kiwanis International has an arrangement to collect all of the funds and then distribute it appropriately to the district to help simplify the process for the clubs.

(The graduated enrollment fee schedule is in the participant guide.)

While we will talk about budgeting in a few minutes, it is important to note that dues and fees should run through the club’s administrative account. If there is a donation to the club’s foundation within the annual payment of club dues and fees, those specific funds may go to the foundation or service account.

If you are sponsoring a new club, the dues and fee structure is handled differently. Refer to the new club building materials for the most current information.

*Depending on your country’s GDP, the international dues and fees may be adjusted. This is defined in the Policies and Procedures.

<table>
<thead>
<tr>
<th>IN GUIDE</th>
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</thead>
<tbody>
<tr>
<td>International dues and fees:*</td>
</tr>
<tr>
<td>$42 – International dues</td>
</tr>
<tr>
<td>$12 – Liability insurance (North America only)</td>
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<tr>
<td>$8 – magazine publication (for English speaking members in North America)</td>
</tr>
</tbody>
</table>
In addition to International dues and fees, each district also has dues and fees. These are unique for every district and are set by the House of Delegates at a district event. Any additional costs paid by the members are considered to be the club dues and fees. These monies stay in your club’s administrative account.

District dues and fees:
$________
$__________
$__________
$__________

Club dues and fees:
$__________
$__________
$__________
$__________

When your club receives an invoice from Kiwanis International for continuing members or new members, both the International and district costs are included. Kiwanis International has an arrangement to collect all of the funds and to then distribute them appropriately to the district to help simplify the process for the clubs.

<insert graduated new member fee spreadsheet>

If you are sponsoring a new club, the dues and fee structure is handled differently. Refer to the new club building materials for the most current information.

*Depending on your country’s GDP, the international dues and fees may be adjusted. This is defined in the Policies and Procedures.

TRANSITION
Understanding the dues and fees structure will likely be something your treasurer will manage, however it’s always good to have a basic knowledge of how that part of the club works.

While your treasurer will be a great resource in all things related to money, it is your job to take the lead on developing your club’s budget for your year as president.

FACILITATE

Budget

As a Kiwanis club, we have a responsibility to handle funds appropriately. This applies to funds collected from our members and the public.

Standard best practices are to keep two separate accounts: an administrative account and a service account. Some clubs have only one bank account but track the funds separately. As with anything, consider what is best for your club. For those clubs with a foundation, the service account and the foundation account may be one in the same. As a rule of thumb (and there are exceptions of course), funds collected from your club members typically go into the administrative account and funds collected from the public go to the service account. Expenses associated with raising the money may be withdrawn out of the same account that the funds raised will be credited to.

When the public donates money as part of a fundraiser to the club, the expectation is that the money will be used to perform the service your club is known for – not to cover the operational or administrative expenses of the club. Typically, when a club has an administrative account fundraiser, members are the people contributing and are well
aware of how the money will be used. Any time a club is raising money for the administrative account, it is very important to declare where the funds are going so the individual making the contribution understands the money will support the club operations and not the service in the community.

Kiwanis has provided a simple accounting template for both the service account and the administrative account.

As the incoming president, you are responsible for working with your treasurer to prepare a budget for the administrative and service accounts for the year. It is best if the budget is approved at the first board meeting of the year.

Let’s go through a few examples demonstrating the differences of the administrative and service account:

| Copy chart from pg 28 in leadership guide |

There are over 1200 foundations using the Kiwanis name – and many of these are club foundations. If your club has a foundation, work with an advisor that is familiar with your state laws to ensure the foundation and club accounts are being managed appropriately.

*for those clubs in the US, please note that Kiwanis is a 501c4 organization. The Kiwanis International Foundation is a 501c3 organization. It is likely that other foundations bearing the Kiwanis name are also 501c3 organizations. Please encourage members to work with their tax professional as they consider the tax benefits of donations.

IN GUIDE
Club budgeting

As the incoming president, you are responsible for working with your treasurer to prepare a budget for the administrative and service accounts for the year. It is best if the budget is approved by the board that will serve with you at the first board meeting of the year. If at all possible, approve before October 1 but no later than October 15.

<include sample budgeting templates from leadership guide>

Administrative account examples:
<provide bullet points and lines>

Service account examples:
<provide bullet points and lines>

TRANSITION

So that wraps up all things related to money and budget. Aren’t you glad you have a treasurer to handle the financial matters of the club?

But before we leave the truly technical details of the club’s operations, we need to spend a little bit of time focused on the legal formalities any club should know about including liability insurance and other optional coverages.

FACILITATE
Liability insurance (North America only)

The Kiwanis International Comprehensive General Liability Insurance program provides legal liability insurance for clubs, members and Service Leadership Program organizations when they become legally obligated to pay damages to third parties for bodily injury or property damage associated with a Kiwanis-family-sponsored function or activity.

This insurance covers clubs in the United States, Canada and the Caribbean. Clubs pay per member for this coverage, which is submitted with the payment of international dues. Clubs may pay insurance premiums from either administrative or service funds (International Bylaws, Article XXIV, Section 2).

Information is available in the Club Insurance Resource Guide which is sent to your club secretary annually in November. Or find it at www.KiwanisOne.org/memberresources.

Optional insurance

While the General Liability Insurance program is not optional to clubs, there are other insurance coverages that the club may want to consider.

In late August or early September, the Optional Insurance Resource Guide is sent to current club presidents. This guide includes information about Directors and Officers insurance, crime insurance and club accident insurance. While you may want to look at a policy offered locally, Kiwanis has negotiated with a company to offer competitive rates for our clubs.
Every district has a “Risk Manager” that is very familiar with the general liability insurance coverage. Your district risk manager in addition to Kiwanis International can answer your questions regarding the insurance programs available.

<table>
<thead>
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<th>IN GUIDE</th>
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<tbody>
<tr>
<td>General Liability Insurance (North America only)</td>
</tr>
<tr>
<td>Information is available in the Club Insurance Resource Guide which is sent to your club secretary annually in November. Or find it at <a href="http://www.KiwanisOne.org/memberresources">www.KiwanisOne.org/memberresources</a>.</td>
</tr>
<tr>
<td>&lt;cover pic of the Club Insurance Resource Guide&gt;</td>
</tr>
<tr>
<td>Sent to club secretaries in November</td>
</tr>
</tbody>
</table>

Tip: Every year, a webinar is hosted and archived with the most current information related to the liability coverage. Check it out at www.KiwanisOne.org/webinars.

Optional Insurance
This guide includes information about Directors and Officers insurance, crime insurance and club accident insurance.

<cover pic of the Optional Insurance Resource Guide>

Sent to current club presidents by September

Every district has a “Risk Manager” that is very familiar with the general liability insurance coverage. Your district risk manager in addition to Kiwanis International can answer your questions regarding the insurance programs available.

TRANSITION
While the administrative requirements of a club may seem overwhelming at times, you are not alone in your effort to accomplish the tasks. Resources are available for nearly all of these topics. Refer to the President’s section of the leadership guide or call Member Services at extension 411 for assistance.

<table>
<thead>
<tr>
<th>Segment Title: Additional information</th>
<th>Total time: 45 minutes</th>
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<tbody>
<tr>
<td>Tip:</td>
<td>2 minutes</td>
</tr>
<tr>
<td>Resource:</td>
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</table>

WARM-UP

Congratulations, you’ve made it through all the nuts and bolts of what is required in the administrative aspects of your position. For some of you, it’s in your service projects. For others, it’s in the financial contributions. For some, it’s working with our Service Leadership Programs and students in your local schools. This is where we make our difference. This is what makes us Kiwanis.

FACILITATE

Fundraising and service ideas
It’s likely your club focuses on service, fundraising or a combination of the two. The definition of a successful service or fundraising event will vary from club to club.

When it comes to service projects, Kiwanis members are dedicated. Each year, they devote more than 6 million hours to service projects—and their choices are as creative as
they are varied. These service projects are popular because they work, they raise awareness, and they’re fun.

Let’s take advantage of the resources in the room and talk about what success means for us.

*Activity: Have participants identify 3 fundraising or service projects and answer the questions in their guide. When complete, give them time to get up and move around to share their projects with other participants. The goal is to help them identify potential projects for their club and/or ways to improve their existing project(s). And they will get to stretch a little bit too.*

Tip: Clubs submit projects to a global database. Check out what clubs, just like yours, are doing in their communities. They might just inspire your club. Visit View projects submitted by clubs [link to database](#).

<table>
<thead>
<tr>
<th>IN GUIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>List three (3) of your fundraising or service projects:</td>
</tr>
<tr>
<td>Do they still meet the needs of your community?</td>
</tr>
<tr>
<td>If no, how can your club adapt the project to make it more successful or what area do you need to focus on to best support your communities needs?</td>
</tr>
<tr>
<td>List three ideas you heard about today that could be used in your club:</td>
</tr>
</tbody>
</table>

| Project name: |
| Service hours: |
Money raised:
Successful:

Project name:
Service hours:
Money raised:
Successful:

Project name:
Service hours:
Money raised:
Successful:

TRANSITION

As you’ve learned from working with your fellow participants, there are so many ways to engage in service and fundraising in the Kiwanis world. Hopefully, you were able to identify at least one tip that you can apply to an existing project in your club.

While local service and fundraising is a key component to who we are, we are also a global organization that has a global focus on service – and that’s where your Kiwanis International Foundation makes a difference.

FACILITATE

The Kiwanis International Foundation

The Kiwanis International Foundation was established in 1939, and in 1940, a man
named Walter Zeller made a difference. He made the first donation: 25 silver dollars he hoped would turn into the foundation’s nest egg. These coins turned into US$625 at the auction fundraiser and launched the worldwide service efforts that the Kiwanis International Foundation continues today.

Thousands of donors later, the foundation has grown into the multimillion-dollar organization that awards grants to Kiwanis club and underwrites life-altering worldwide service projects.

When donors invest in the Kiwanis International Foundation, it extends their Kiwanis reach and impact today, tomorrow and forever. Many clubs make an impact today through their annual gifts. The Eliminate Project is making an impact for many tomorrows in communities all around the world. And many Kiwanis members have chosen to give forever through planned giving.

The Kiwanis International Foundation current supports projects such as:
Youth scholarships
Service Leadership Programs
The Eliminate Project
Local club service through grant writing

Ask participants: Has your club benefitted from a Kiwanis International Foundation grant?

A new service provided by the Kiwanis International Foundation is the donor advised fund. If your club is one of the many that does not have a club foundation, set up a donor advised fund through the Kiwanis International Foundation to help your club accept donations.
Frequently asked questions about the foundation are included in the participant guide.

Additional information about the Kiwanis International Foundation is available at kif.kiwanis.org.

The Eliminate Project
(a video is available to show if the technology is available. Visit www.TheEliminateProject.org to download.)

Kiwanis International and UNICEF have joined forces to eliminate maternal and neonatal tetanus.

To eliminate MNT from the Earth, more than 100 million mothers and their future babies must be immunized. This requires vaccines, syringes, safe storage, transportation, thousands of skilled staff and more. It will take US$100 million – and the dedicated work of UNICEF and every member of the Kiwanis family.

As a member and the club president, you will receive periodic communications from the Kiwanis International Foundation about the progress of the campaign. If you would like to receive routine updates, an e-newsletter is available. Sign up at www.KiwanisOne.org/email to receive this and other routine communications from the organization.

IN GUIDE

<pic of $25 birthday cake>
Caption: In 1940, Walter Zeller donated 25 silver dollars to be auctioned off. These coins turned into US$625 and launched the worldwide service efforts that we know today.
When donors invest in the Kiwanis International Foundation, it extends their Kiwanis reach and impact today, tomorrow and forever.

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- Youth scholarships
- Service Leadership Programs
- The Eliminate Project
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To help you answer the most commonly asked questions about The Eliminate Project, take a few minutes to familiarize yourself with the following information:  

<cut and paste FAQ>

For more information, visit [www.TheEliminateProject.org](http://www.TheEliminateProject.org).


<table>
<thead>
<tr>
<th>TRANSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>While the Kiwanis International Foundation and The Eliminate Project supports efforts that are both local and global, your club also has the opportunity to narrow their daily focus on the needs in your local community.</td>
</tr>
<tr>
<td>Many of your clubs are focused on the youth in your community and that includes your involvement in the lives of students. One of the many ways to share the spirit of community service to students and adults is to actively support one of the many successful Service Leadership Programs that Kiwanis offers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACILITATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Leadership Programs</td>
</tr>
<tr>
<td>Kiwanis offers community service opportunities to every age group and the success of the programs are an indication that both students and adults want to give back to their community.</td>
</tr>
</tbody>
</table>
Ask participants: Do your clubs currently sponsor a Service Leadership Program? What do you see as the benefit?

Ask participants to give a brief description of the program they sponsor. What is Key Club? Circle K? Aktion Club? Builders Club? KKids?

Service clubs:

Key Club International
The largest high school service leadership organization in the world.

Circle K International
A global service organization for university students

Aktion Club
The only community-service club for adults living with disabilities.

Builders Club
A leadership program for middle and junior high school students

Kiwanis Kids
Three programs for students between the ages of 6 and 12 together are referred to as Kiwanis Kids: K-Kids, Bring Up Grades (BUG), and Terrific Kids. K-Kids is a service club for students in elementary school.

In addition to the service clubs, Kiwanis offers the following programs for school aged
students:

Key Leader
A weekend experience designed to empower emerging student leaders.

Bring Up Grades (BUG)
A program designed to recognize students who raise their grades – and keep them up.

Terrific Kids
Character education for children in elementary school.

Young Children: Priority One
An ongoing service program of Kiwanis International that addresses the needs of young children.

*Ask participants who currently work with an SLP club:* "What does the Kiwanis advisor do?"

*Ask participants who currently work with an SLP club:* “What does the faculty advisor do?”

Regardless of what program your club chooses to support, there are 10 obligations for sponsoring a Service Leadership Program club. When you sign the charter, you commit to these. These programs can have a tremendous impact on individual participants and on the school or site that host them. IF the sponsoring Kiwanis clubs lives up to its obligations.

*Have a volunteer read each step. After it’s been read, ask the participants “why is this activity important? What happens if this activity is done well? What happens if this activity is done
poorly or not at all?

10 SLP sponsorship obligations:
1. Appoint a Kiwanian or a committee of Kiwanians to be Service Leadership Programs (SLP) advisors.
2. Attend SLP club meetings and events.
3. Maintain an expense line item in the service account.
4. Meet with the school principal or facility manager each year.
5. Ensure all dues and fees are paid.
6. Make sure SLP club officers receive proper training.
7. Schedule an annual meeting with Kiwanis and SLP club leadership.
8. Host or participate in joint activities.
9. Invite SLP club members to attend Kiwanis meetings.
10. Ensure SLP members are provided training opportunities beyond the club.

Guidelines for adults working with youth

<show short video>

Curriculum piece to come from SLP

Include the policy handout from John

IN GUIDE

My club is currently sponsoring:
<place check mark boxes next to each program>
<table>
<thead>
<tr>
<th><strong>Key Club International</strong>&lt;br&gt;The largest high school service leadership organization in the world.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circle K International</strong>&lt;br&gt;A global service organization for university students</td>
</tr>
<tr>
<td><strong>Aktion Club</strong>&lt;br&gt;The only community-service club for adults living with disabilities.</td>
</tr>
<tr>
<td><strong>Builders Club</strong>&lt;br&gt;A leadership program for middle and junior high school students</td>
</tr>
<tr>
<td><strong>Kiwanis Kids</strong>&lt;br&gt;Three programs for students between the ages of 6 and 12:&lt;br&gt;  - K-Kids&lt;br&gt;  - Bring Up Grades (BUG)&lt;br&gt;  - Terrific Kids</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

10 SLP sponsorship obligations: <insert “Why is this important?” after each one with room to write>
1. Appoint a Kiwanian or a committee of Kiwanians to be Service Leadership Programs (SLP) advisors.
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7. Schedule an annual meeting with Kiwanis and SLP club leadership.
8. Host or participate in joint activities.
9. Invite SLP club members to attend Kiwanis meetings.
10. Ensure SLP members are provided training opportunities beyond the club.

When you get home, take a few minutes to find the sponsorship toolkit for the program your club supports.

Tips:
- [www.KiwanisOne.org/advisor](http://www.KiwanisOne.org/advisor) to find the sponsorship toolkit
- [www.KiwanisOne.org/charter](http://www.KiwanisOne.org/charter) to find the paperwork for starting a Service Leadership program

**TRANSITION**

While the Service Leadership Programs are something to be proud of as a Kiwanis member, the support and commitment of sponsoring Kiwanis clubs have led to the success and notoriety of those programs around the world.

Now it’s time to review the various ways Kiwanis International can assist you with information and resources during your year.
FACILITATE

When in need, there are many places to find information and resources to support you throughout the year. Some are tangible, some are events, but all are usually just a few clicks away.

General resources from Kiwanis International
List of available education programs at www.KiwanisOne.org/cle:
- Board member education (interactive)
- Membership chair education (interactive)
- New member orientation (either interactive or downloadable)
- New club orientation (download)
- Sponsoring club orientation (download)

Achieving Club Excellence
A dynamic process each club should follow to remain viable in today’s culture and to attract and keep members. In this 3 hour classroom workshop, club members learn how to explore new approaches to increase service and apply new strategies for membership growth. Contact your district office to learn about sessions being offered in your area.

Webinars
Webinars are Kiwanis International’s way of meeting you where you are with information you ask for. Watch, learn and enhance your knowledge of Kiwanis, your club and your ability to serve. View webinars live at their scheduled time or catch them later on your own schedule. To see the upcoming schedule, visit www.KiwanisOne.org/webinars.
Quarterly membership campaign information
October: Walk the talk – show your club, division and district how to lead and grow
January: Stay flexible – the more flexible you are, the more attractive your club will be to new members
May: Reach out – every member can make an impact by inviting just one person to join
September: Keep it in the family – Tap into the potential of people who already know about Kiwanis

District Convention
- Member education opportunities
- Fellowship
- House of delegates
- Awards and recognition
- District elections

International Convention
- Member education opportunities
- Fellowship
- House of Delegates
- Awards and recognition
- International elections

International Convention schedule
2013: June 26-30 – Vancouver, British Columbia, Canada
2014: June 26-29 – Macau, Peoples Republic of China
2015: June 25-28 – Indianapolis, Indiana. Be ready to celebrate the 100th anniversary of Kiwanis!
IN GUIDE

Where do I find more help?

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Tip: Find resources to support each campaign at www.KiwanisOne.org/growth and click on “Reveal your growth potential.”

District Convention
- Member education opportunities
- Fellowship
- House of delegates
- Awards and recognition
- District elections

International Convention
- Member education opportunities
- Fellowship
- House of Delegates
- Awards and recognition
- International elections

TRANSITION
Remember, assistance is only a mouse click or phone call away! Don’t be shy when it comes to asking questions or seeking more Kiwanis knowledge. The team at Kiwanis
International exists to support you and the success of your club.

<table>
<thead>
<tr>
<th>Segment Title: District topics</th>
<th>Total time: 30 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tip:</td>
<td></td>
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<tr>
<td>Resource:</td>
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<table>
<thead>
<tr>
<th>Segment Title: Closing</th>
<th>Total time: 15 minutes</th>
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</thead>
<tbody>
<tr>
<td>Tip:</td>
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<tr>
<td>Resource:</td>
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</tr>
<tr>
<td>WARM UP</td>
<td></td>
</tr>
<tr>
<td>Now that you have experienced Club Leadership Education, it is my hope you feel more</td>
<td></td>
</tr>
</tbody>
</table>
prepared to lead your club next year. Should you feel like you need a refresher on any of the topics we discussed here today, I would encourage you to review the online education modules available at [www.KiwanisOne.org/CLE](http://www.KiwanisOne.org/CLE). This interactive, self-paced education tool is available 24 hours a day, seven days a week.

**CLOSING ACTIVITIES**

**Participant Expectations**
Flip to the beginning of your guide and take a look at the expectations.

_Ask participants: Are there any areas we did not address?_

Time permitting, you may address those areas now, suggest where to find the information or schedule a time to speak with the participant individually.

_Parking lot_
Let’s take a quick look at the questions posted in the parking lot.

_Ask participants: Are there any questions that remain unanswered?_

Be sure your name and either email address or phone number is on the paper so I may follow-up directly with you.

**ANNOUNCEMENTS**

_Housekeeping_
Address any housekeeping issues related to your venue or district. Collect the sign-in sheet.
### Online evaluations
Inform participant they will be receiving an email with an evaluation link to share their valuable feedback to the instructor, district and Kiwanis International. This evaluation should only take five minutes to complete.

### Attendance credit
While your instructor will take attendance through the online system, please inform your club secretary to indicate your attendance on the October Monthly Report Form. This will indicate your successful completion of the program.

### WRAP UP
Thank you for spending a few hours of your day with us. Your attendance shows your dedication to the organization and your club. We wish you the best in a successful year of service and leadership.
To: Alan Penn, task force members, and Tom DeJulio,

After our committee conference call, task force members were asked to consider the concept of a Kiwanis Institute and how it would fit into the goals and mission of the organization. The following responses were sent to me following the first conference call from members of the task force. (also attached as a separate document)

Questions to consider before moving forward:
1. What are the Objectives of having the Kiwanis Institute?
2. What areas might the certification, degrees, credit units be on?
3. Who might be the awarding body?
4. Who will benefit and in what way?
5. What’s the demand for this and who’s the target market?
6. Are these available elsewhere in the world?
7. What would one use it for? Eg, get a job? Kiwanis is a voluntary organization.
8. How will it be delivered?
9. How different is it from the material we already have on our CLE?

Questions to consider before moving forward:
1. Does it make sense to make plans so that participants can receive certificates of achievement or continuing education units (CEUs) for all educational programs?
   a. For example, how would attending CLE lead to CEU’s?
   b. Should Kiwanis leaders receive those types of credits for this attendance?
   c. What kinds of educational programs would be offered in a university-level credit program and how would it work to include both Kiwanis members and the general public?
   d. Would we be working through a university or attempting to do this on our own?
   e. Would we encourage members of other service organizations to take our programs?
2. In developing a curriculum for the Kiwanis Institute do we have the expertise on the task force to do this type of work?
3. Do we need to bring in professionals in the field for this and what that might cost (there seems to be no funds or resources to support this task force)?
   a. If the Institute is coordinated by the Kiwanis International office, who is going to do this?
   b. Are we prepared to add new work for one or more of our staff?
4. I am unclear what is meant by branch options for the Kiwanis Institute in each Kiwanis region.
   a. Does this refer to KIEF and ASPAC?
b. Can we really come up with a curriculum that can work in different countries and cultures?
c. Do we expect to make a profit on these CEU’s or are we doing this out of altruism?

The people I talked with didn’t feel a Kiwanis Institute would be worthwhile at this time. They asked why KI would want to create this project? Who would attend? Who besides teachers need this type of credit? How could this credit apply to teachers where specific subject area units are required? Where would the credits be from? How would this be administered/tracked? What would be the initial cost to set this up? What would be the cost to take the classes? Why does KI want to branch out like this when they could be focused on current issues/problems (growth, finances)? How would this project help to increase Kiwanis awareness or growth potential.

I’ve really been trying to get my hands around this project. I could see it being helpful to our Young and upcoming Kiwanis Leaders and also a way to work in partnership with other Charitable Organizations. Not sure about the education endeavor in regards to making it a credited course for college education.

We have much going on in Kiwanis and we need data that supports the need for a Kiwanis Institute so that time is not wasted creating something that might not be supported by clubs and members. We need to investigate before we move ahead. I personally have not heard from any Kiwanians asking for this type of institute although that is hardly credible research. I am open to the ideas presented in the call to the task force, but only after there seems to be some interest from rank and file members. If we can make a case that there is a need and that we can be successful in this endeavor, then we can go to work confident that we have the interest necessary in the Kiwanis world.

Based on these comments from the task force members, I propose the following conclusion:
1. There does not seem to be interest (or even a need) from the members polled.
2. There is a struggle as to whether it fits the mission, provides growth opportunities, and if it is a good investment of money to set up such a program.
3. The ability to make it "international" seems very challenging and expensive.
4. At this point, does something like this fit the priority needs of the organization?

Therefore, the recommendation is that there should be no more work on this project, the task force should be thanked for their service, and dissolved.

Steve Siemens
Chairman
## 5 year projections - online education

<table>
<thead>
<tr>
<th>Year</th>
<th>Learning management system</th>
<th>Content management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(including set up)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$53,000</td>
<td>$97,000</td>
</tr>
<tr>
<td>Year 1</td>
<td>$40,000</td>
<td>$97,000</td>
</tr>
<tr>
<td>Year 2</td>
<td>$40,000</td>
<td>$89,000</td>
</tr>
<tr>
<td>Year 3</td>
<td>$52,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>Year 4</td>
<td>$52,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>Year 5</td>
<td>$52,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>Total</td>
<td>$237,000</td>
<td>$393,000</td>
</tr>
</tbody>
</table>

### Learning management system
- **Set up, branding, configuration (7500-10000)**: $8,000
- **Coordinating web integration and Personify reports/tracking (15000-25000)**: $20,000
- **Course integration**: $10,000
- **Usage fee - increasing due to usage by KI members, CKI, and KCI**
  - 1000 users ($1250 per month): $15,000
  - 2500 users: $30,000
  - 5000 users: $42,000

### Content management
- **Club president and secretary updates**: $88,000
- **Lieutenant Governor Education**: $88,000
- **Club treasurer**: $20,000
- **New Member Orientation**: $20,000
- **Club membership chair**: $20,000
- **Club board member**: $20,000
- **Maintenance fees ($750 per quarter - current vendor. Hourly charges for year 4 & 5)**: $9,000

### Total cost
- **Year 1**: $150,000
- **Year 2**: $137,000
- **Year 3**: $129,000
- **Year 4**: $107,000
- **Year 5**: $107,000
- **Total**: $630,000
BOARD COMMITTEE ON EDUCATION
INFORMATION REPORT – EXHIBIT B

ASPAC EDUCATION CONFERENCE, TAIWAN

25 – 28 May 201

26 May 0900H

- Pres Tom make the opening and welcome remarks to all the participants. Governor-elects introduced the members of their team. All Districts were present except the Gov-elect of Australia.
- John Shertzer presented the SLP program and handed information packet to all Districts. Q/A follows and 2-relevant suggestions came from the floor;
  1) To include SLP in the KI distinguished district award criteria
  2) Ki to produce templates for SLP campaign
- Pres Tom introduces the District SLP Chairs
- Randy Delay introduced Adeline Chan as the ELIMINATE vice chair for ASPAC. Her new duties and responsibilities were read, and she presented the MNT program
- On Education and KI resources, Jeff Oatess elaborated the Kiwanis website, Kiwanis one.org and on-line training.
- The plan to grow mechanics for productive membership development, part I was handled by Pres Allan, Pres Tom, and Jeff.
- On mentoring new clubs / nations, Adeline presented “how to build new club”.

27 May 0900H

- 2012-2013 Team meeting was chaired by Pres Tom. The theme “OUR CHILDREN, THEIR FUTURE’
  was re-introduced, and he discussed the following:
  1) Use “facebook” in communicating
  2) C – connect with other clubs
     I - inspire young people (SLP) and members
     A – advocate for children
  3) With Rosemary, gave the Governor-elects “Child Survival” stamp collection and Fordham kit.
  4) For Distinguished Club program, it will be changed based on the 6 Objects as main criteria. Awards will be based on the 6 objects.
  5) Kiwanis calendar of activities was reviewed.
  6) Gunther Gasser was introduced as the incoming Pres-elect.
- Governor-elects and Secretaries break-out meeting
1) Pres Tom presented the new KI committee structure and will be limited to 4 major committee,
   a) Audit
   b) Programs
   c) Membership / education
   d) Governance

2) Pres Tom advised on the following;
   a) KI revenue is declining as membership declined
   b) Kiwanis store not making expected revenues
   c) KI will propose in the New Orleans convention US$15 dues increase, tiered
   d) KI balancing financial reserves expenses larger than revenues, as well as the budget
   e) There will be no travel for most District Counselors for this year to save some money, USD100,000. 4 years Trustee and Gunther Gasser maybe assigned to ASPAC with consultation with District Governors

- Maria Chee presented the qualification sheet for Master Instructor, and Rosemary, the CLE guidelines
- On district administration, Boy Valencia discussed “mentoring existing clubs and nations.
- For 2012-2013 plan, the Governor-elects presented their Districts growth goals / plans.

<table>
<thead>
<tr>
<th>Districts</th>
<th># of new Clubs</th>
<th># of new Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Japan</td>
<td>+2</td>
<td>+50</td>
</tr>
<tr>
<td>2) Korea</td>
<td>+13</td>
<td>+435</td>
</tr>
<tr>
<td>3) Malaysia</td>
<td>+5</td>
<td>+150</td>
</tr>
<tr>
<td>4) NZ / South Pacific</td>
<td>+4</td>
<td>+100</td>
</tr>
<tr>
<td>5) Philippine Luzon</td>
<td>+13</td>
<td>+300</td>
</tr>
<tr>
<td>6) Philippine South</td>
<td>+9</td>
<td>+126</td>
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<td>7) Taiwan</td>
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<tr>
<td>8) Australia</td>
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Boy Valencia 02 June 2012
Andean and Central American District (DACA)
Education and Planning Conference, April 28, 2012

Report to Education Board Committee
May 30, 2012

1. PARTICIPANTS:
   
   Jerry Peuler, Board Counselor
   Marcela Llinás, Area Director
   Rodrigo Zuluaga, Governor 2011-12
   Eda Medina de Wong, Governor 2012-2013
   Olid Celina Quijano, District Secretary 2012-2013
   Mario Augusto Rodríguez, Membership Chair 2012-2013
   Alvaro Salas Sierra, Education Chair 2012-2013
   Luis Mario Jiménez, New-club Building Chair 2012-2013
   Ana María Rodríguez, CKI Administrator
   Manuel Camacho, member from Division 4
   Fernando Galindo, Director Ejecutivo 2011-2012

2. TOPICS:
   
   Leadership development
   Membership
   New-club building

3. CONCLUSIONS, RESULTS OR DECISIONS MADE

   Leadership development by: Governor Rodrigo Zuluaga, Governor-elect Eda Medina, Education Chair, Alvaro Salas

   1.- To refresh the knowledge of all past DACA Certified Instructors by working together with Kiwanis International on the areas they need to be oriented or refreshed. This process will be done through classroom or webinar sessions (with Kiwanis International support).

   2.- To establish an action plan to provide leadership offerings by the Certified Instructors to members, club officers and the implementation of a Lieutenant Governors School.

   Timeline:
Resources:
Because the Andean and Central American District does not have the resources in the budget of this plan, we recommend the resources for Leadership Development are covered 100% by Kiwanis International.

New-club Building by: New-club Building Chair Luis Mario Jimenez

Goal: To build five new clubs in 2012-2013 in the Andean and Central American District

Action Steps:
- Diagnostic in each division to identify potential sites for new clubs
- Implementation of plan to educate members, club officers, lieutenant governors and new club building committees.
- Set new-club building target dates
- Ongoing coordination between Membership and New-club Building Chairs
- Establish a new-club building committee in each division
- Ongoing coordination with Lieutenant Governors

Timeline:
**Actions** | **Responsible Person** | **Date** | **Follow up**
---|---|---|---
DACA Planning meeting | Jerry Peuler Marcela Llinás | 29/04/12 | 
Submission of information for data base | New-club Building Chair Lieutenant Governors | 26/05/12 | 
Evaluation of data received | New-club Building Chair | 15/06/12 | 
Feedback on data | New-club Building Chair | 15/07/12 | 
Diagnostic in each division regarding potential sites and target dates for completion | New-club Building Chair Lieutenant Governors | 31/07/12 | 
Training on building new lasting clubs | New-club Building Chair | 17/08/12 | 
New-club building plan | New-club Building Chair Lieutenant Governors | 17/08/12 | 1/10/12 – 30/09/13 | 
Training program | New-club Building Chair Lieutenant Governors | 17/08/12 | 1/10/12 – 30/09/13 | 
Tracking results | New-club Building Chair Lieutenant Governors | 1/10/12 – 30/09/13 | 

**Membership** by: Membership Chair Mario Augusto Rodriguez

Goal: A net membership increase of **10% or more with quality members in 2012-2013**

- Sub objective 1: Improve retention rate by reducing desertion rate by 20% (from 20% down to at least 15%). This means 55 more members.
  
  - To conduct a SWOT analysis in the clubs with the support of the Lieutenant Governors.
  - Clearly establish weaknesses and strengths of each club.
  - To establish, with the help of the Governor-elect, the opportunities and threats for each division.
  - After the analysis, the Membership Chair will establish required actions to improve and make clubs more attractive to the members.

- Sub Objective 2: Increase recruiting rate to at least 25%. This requires working together with the New-club Building Chair, and means about 250 new members.
  
  - To coordinate with the New-club Building Chair, the goal for new clubs and its impact in membership recruitment.
• To establish, with the support of the Governor-elect, the clubs with growth opportunities.
• To establish the new member goal from existing clubs.
• To establish membership recruiting and retention in each club.
• To provide membership recruitment training and education to the club membership committees, club officers and lieutenant governors during the district convention.
• To develop a membership recruiting campaign.

Timeline:

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<thead>
<tr>
<th>Actions</th>
<th>Responsible Person</th>
<th>Date</th>
<th>Follow up</th>
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<tbody>
<tr>
<td>Receive clubs SWOT</td>
<td>Lieutenant Governors</td>
<td>June 1 – 25</td>
<td>June 15 and 26</td>
</tr>
<tr>
<td>SWOT analysis</td>
<td>Membership Chair Governor-elect</td>
<td>June 26 – July 7</td>
<td>July 2 and 9</td>
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<td>Coordinate goals</td>
<td>Membership Chair New-club Building Chair</td>
<td>July 9 - 14</td>
<td>July 12</td>
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<td>Retention programs</td>
<td>Lieutenant Governors Club Presidents</td>
<td>July 16 - 27</td>
<td>July 23 and 30</td>
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<tr>
<td>Membership recruitment program</td>
<td>Lieutenant Governors Club Presidents</td>
<td>July 16 - 27</td>
<td>July 23 and 30</td>
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<tr>
<td>Delivery of training/education programs</td>
<td>Membership Chair Certified Instructors</td>
<td>July 30 – August 10</td>
<td>August 6 and 13</td>
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<tr>
<td>Tracking results</td>
<td>Membership Chair Lieutenant Governors</td>
<td>Nov 30, Feb 28, May 31, Jul 31</td>
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Respectfully,

EDA MEDINA DE WONG
GOVERNOR ELECT
ANDEAN AND CENTRAL AMERICAN DISTRICT
SUMMARY OF ACTIVITIES FROM JANUARY TO MAY 2012

1.- Second District Board meeting in with President Alan Penn and his wife Jeri, and Marcela Llinás. Attendance of 70 Kiwanians.

2.- Meeting with clubs in Quito to analyze resolutions from the Second District Board meeting.

3.- Presentation of the project School of Leaders in Division 1

4.- Presentation of the project School of Leaders in Division 2, Ibarra.

5.- Participation in session “Developing Leadership”, by Lawyer Yandry Montuano, in Montecristi.

6.- Lieutenant Governors Education 2012 – 2013, in Montecristi.

7.- Presentation of the project School of Leaders in Division 1 to the Quito and y Equinoccial clubs.

8.- Meeting with growth team.

9.- Periodic communications regarding Kiwanis One Day, celebrated on April 28.

10.- Constant communication and follow up with clubs and Lieutenant Governors

Membership growth

A district wide membership recruitment campaign has been promoted in the month of May: The following is a status report of this initiative to date:
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<th>KIWANIS CLUB</th>
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<td>CARITA DE DIOS</td>
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<td>ZAMORA</td>
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<td><strong>New Clubs</strong></td>
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<td><strong>Total</strong></td>
<td>108 504</td>
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Because of the experience in past years, it has been suggested that the prospects work for some time in the programs of the clubs, in an effort to bring people to Kiwanis who are absolutely willing to be Kiwanis members. For this reason, from May through September, we will give it all our efforts to get positive results and we add up to a big grand total.

The Kiwanis club of Quito is working on a strategy to recruit young members, and slowly start taking over the leadership of the club. If this strategy works, it will be a great example for other clubs that are in the same situation of a senior membership.

Respectfully,

Betty Valarezo
Governor 2011-12
Ecuador DIF
May 30, 2012

To: Alan Penn; Stewart Ross; Denise Parker
Copy: Committee members
From: Preston Forbes, Chair
2011-12 International Committee on Leadership Education: Americas & Caribbean

Interim Report:

A brief summary of the activities of this committee since the last report are listed below.

I am pleased that we will be able to bring together the Master Instructors and separately the District Education Committee Chairs at the New Orleans Convention. A copy of the agenda for these meetings, which is subject to some adjustments, is attached.

The District Education Committee chairs will meet from 2:00 – 3:20 p.m. on Wednesday, June 27th and the Master Instructors are scheduled for 3:30 to 5:00 p.m. on Wednesday, June 27th.

Some Master Instructors or Education Committee Chairs who will be attending convention will not be able to participate because they will arrive at convention too late on Wednesday and others have leadership roles in other events at the same time. Of course there are some who will not be attending convention at all. Considering the number of Master Instructors and District Education Chairs that have been appointed, the number planning to attend is good. For futures years, the sessions should be offered during the convention rather than on the pre-convention day. It is a small group that will not have significant effect on other sessions and workshops.

The value of these sessions is to provide an opportunity for persons serving in the same positions to share successes and to learn from each other.
Outline of Convention Sessions for District Education Chair and for Master Instructors

District Education Chairs Convention Meeting
2:00 p.m. on Wednesday, June 27th
Convention Center room 237

General discussion of how committees are structured and what has been their focus.
Participants should bring:
- Bring 20 copies of the topics for Mid-year and Convention forums/workshops to share
- Bring the best new idea in Kiwanis education for your district
- Bring the most effective Kiwanis education piece in your district

Ask about effective use of Kiwanis International webinars in district education

Topics of interest or concern
- Help clubs with succession planning
- Specialized training unique to District -- training for treasurers – Webinar (Tony Molino)
- Interesting presentations and materials for member education used at club meetings
- Improving participation at district educational opportunities
- Effective use of regional training in Achieving Club Excellence and Eliminate (Andrea Raycraft)

Master Instructors Convention Meeting
3:30 p.m. on Wednesday, June 27th
Convention Center room 237

Discussion of similarities and difference in CLE deliveries. (How many participants in each session? How long are the sessions? How many instructors for each session? By division or regional?)

- Hear about a district’s CLE model that has required on-line CLE with follow-up workshops (Chas Chase).
- Hear how a district has changed the method of training the instructors and arranged for the Division Certified Instructors and the 2012-13 Lt. Governors to meet on a Regional basis to prepare for Divisional CLE sessions (Bill Saxton).
- Hear about what two district do to achieve better than average participation rates for CLE (Tony Molino; Donna Parton)

Topics for discussion
- Regional vs. Division CLE workshops
- Roles for Certified Instructors beyond CLE
- KI Board’s position that there should be no charge for CLE
- Effect of on-line CLE

Update on CLE materials for 2013
Report-ASPAC Leadership Education.
Taiwan 26-27 May 2012.

Attendance:

Peter Zander, Andy Mojica, Carmelo Dolfo ,Tony Huang, Seiichi Akiyama, Michel Fongue , Neha Garga, Maria Chee.

A. Goals 2011-12

1. Introduce and implement the Master Trainer and Certified Trainers team in each district.

2. Encourage and enhance Kiwanis education and leadership training in all ASPAC districts through the usage of KI. printed material, audio visual, online and e-learning materials, in combination where appropriate.

3. Coordinate Training Calendars, share ideas amongst districts and provide feedback on topics and material that might be included for further improvement.

B. Survey of Leadership Education in each district

A survey in the form of questionnaire was conducted in Sept. 2011 and summary findings are as below.

1. Club Leader and LG Education

Most districts provide some form of training. Education in the ASPAC districts range from a spectrum of none provided (being considered) to training given with combination of local and KI content to 100% KI materials used, to some districts totally self sufficient, business-like approach with training provided by professionals in areas such as journalism, emceeing, etiquette aside from the usual CLE and LG Educ.

2. New Member Education

Each club are to be responsible for their own Member Orientation. Most districts do not provide this as it’s handled at the club level.

Promotional materials such as org/corp. videos that tell a compelling Kiwanis story impacting across the globe would be extremely helpful in ‘selling’ our cause in Orientation and also motivating members.

C. Issues brought up for Discussion, Recommendations and Suggestions

1. Selection of Certified Instructors (To be done by Master Instructors in agreement by district /gov.) more details attached.
2. Training Materials sent- American sized and some material corresponds with American seasons eg. Fall season etc.(pls make it A4 and using months)

3. Materials online-Request to KI for online materials to be properly organised for Master Instructors usage and easy reference- too many material all over the place.(can there be a section for Master Instructors?)

-Master Instructors also need access to Kiwanis info. online eg. forms, materials currently only available to club Pres, Secr and Govs.

4. Getting people to attend Education sessions(Make it more relevant and interesting)

5. Financial support for Training eg, in the, both Philippines Luzon and South’s Training budget are personally funded by their respective gov.s .

Is it possible to allocate the 20% rebate for new club building towards training?

D. Master Instructors

1. Australia Peter Zander
2. New Zealand Michel Fongue
3. Taiwan Tony Huang
4. Japan Seiichi Akiyama (1 year)
5. Philippine Luzon Alejandro Mojica (Andy)
6. Philippines South Carmelo Dolfo (Mel)
7. Malaysia Maria Chee
8. Korea Jong Sun Moon

E. ASPAC Leadership Education Calendar and proposed Certified Trainers.

1. Australia

a. Incoming LG Planning Workshop 20/21 Jul, most likely in Melbourne.


Potential Trainers identified- Peter Kimberley, Tim Vine, Peter Cownley, Jim Chantry, Janine Powell and George Loch etc.

2. Taiwan

a. Emcee training on May 19-20. Open to all members.

b. 2012-2013 Lt. governors pre-training meeting in June. 2012-2013 Lt. Governors only.

c. Etiquette training course in July, open to all members.

d. 2012-2013 Lt. Governors and district officials training in July--open to 2012-13 Lt. governor and district officials only.

e. 2012-2013 clubs officials training in Aug. Open to clubs officials only.

f. Circle K and Key Club Grand Assembling in Aug. Open to Circle K members, Key club members, sponsor clubs, etc.

3. Malaysia

a. LG Planning Session-2-3 June 2012 (Kiwanis Malaysia office)


c. National Convention14-16 Sept’12, Gold Coast hotel, Morib, Selangor.

Proposed Trainers identified- Lee Kuan Yong, Adeline Chan, Fred Lah, Hwang Chia Seng, Gary Wong, Mario del Castillo, Stewart Labrooy, Sally Goh etc.

4. Philippine Luzon

a. Orientation of new CTs 9-10 June

b. LG.Session 16-17 June

c. CLE (Weekends) 23 June-30 Sept (several groups)

d. Orientation-SPL and MNT Chairs Oct

e. Orientation-Club Builders Oct

f. Mentors Training
Proposed Trainers

P Gov Belle Garcia, P Gov Boyet Lucero - Guest Instructor
PLtGov Dick Valera, PLtGov Gody Ferrer, PLtGov Estie Evora
PLtGov Mel De Mesa, PP Cesar Genato - Guest Instructor
PLtGov Vic Mallillin, KWN - Christine Francisc
PLtGov Mac Tancinco - May be next year since he is running for Treasurer in the District this year
PLTGov Tony Pulido - May be next year since he is running for treasurer in the district this year
LTGov Elect Herns Hernando - IT person

Those who will not be able to commit their time for the training will be consider for next year’s team

5. Philippine South
a. LG Planning Session 6-8 Jul 2012
b. CLE for Club Officers 14 Sept

Proposed Trainers
Kenneth
Alovera, Tomas Gracia, Ronald Calina, Daniel Langga, Allan Sira, Lea Alagar, Marit Stinus-Cabugon.

6. New Zealand
- LTGs training: June 16 & 17
- CLE: June 23 & 24

Proposed Trainers

7. Japan
LG & Pres-1 June 2012

Proposed Trainer: Mr. Fujii Yoshihiko

8. Korea

Various Leadership training throughout the year.

Proposed Trainers

Reported by Maria Chee, ASPAC Chair on Leadership education.

---

Certifying Trainers

- Master Instructors play an important role
- Recruitment of willing, experienced content expert with reasonably good presentation skills and are a positive person/influence.
- Go through material/slides with trainers
- Observation of session
- Feedback from attendees (K.I.eval. forms & informal)
- Conduct feedback with trainers for future improvement.
- Recommend to district board Certified Trainers.
- Extend appreciation and recognition.
2012-2013 Kiwanis Malaysia Lt. Governor’s Planning Conference

Venue: KM Office

2-3 June 2012

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**10:30**
- Coffee

**10:50**
- The KM Board - District meeting formats and frequency, schedules and venue of meetings
  
  Md Teh

**11:15**
- Reporting Format-from clubs and to KM - Monthly, Mid term and Nat.Convention, Achievement Criteria.
  
  Chooi

**11:45**
- Introducing the Committee Chairs
  
  Md Teh

**12:00**
- Call to action and Good byes
  
  Md.Teh

**12:30**
- Lunch
Kooigem, 2012 May 25th

Quarterly report on KIEF Training Committee part 2

In these second report I refer to the items of the first report sent in February to the KI Board and joined on page 3 and 4.

Activities

3. The 7 powerpoints presentations (pilots) were updated and are still available on the website www.kiwanis.eu in pdf. format. The people having received the Powerpoint version (on request) received the update message.

4. Although we contacted lots of people to get to the Training platform on LinkedIn for KIEF, and despite the fact this was asked by the participants at the TtT Conference, nearly no reactions came and the plans for this are on hold. Even the try with the KIEF EC had no success; in place we receive hundred of reply-all-e-mails that come through in a very confused way. Typical is that most of the items treated in these mails could be in an excellent way handled on the the LinkedIn platform. People hesitate to do so because of the anger that this way is not private.... Although it is more private than a e-mail with BCC copies.....

5. A large number of Districts were helped by KIEF Trainers for their own trainings sessions. We enumerate Italy with Francesco Valenti, Hungary with Joe Nopp, Poland with Marc Jacobs and President Elect Ernst von der Weppen, Belgium Luxembourg, Romania, Czech and Slovakian Republic and the Netherlands with myself. Other Districts got financial help for their trainings through KIEF: grants up to max. 2000€ were given to the
Districts Norden and Germany. Other requests will certainly follow in upcoming weeks of after the Board Meeting at the Convention next June.

**Plans**

6. During the summer it will probably be possible to extend the number of pilot presentations with some files about officer’s functions.

7. On request of KI Vice President Gunter Gasser we gave in collaboration with Marie Jeanne Boutroy, KIEF Vice President our KIEF view on the Governor Elect Conference for November 2012.

8. Being a candidate for the Vice Presidency of KIEF I will have to give up the Chair of the Committee on Training for next year. In order to have the smoothest passing of the function to my successor it was agreed with that if elected
   a. I will hold the overview on KIEF training as related officer
   b. Joe Nopp from District Austria will be nominated as Chair on Training for KIEF.

This ends my report on KIEF Training Committee for the period of Oct 2011 until end of May 2012.

Cordial and dynamic Kiwanis greetings

Vincent SALEMBIER
KI-EF Chair Training Committee
Annex Report Q1 sent in February to Board

Kooigem, 2012 February 8th

Quarterly report on KIEF Training Committee

**Activities**

1. As Chair I met in the summer time the KIEF President Elect Ernst and the KIEF Vice President Marie Jeanne in a meeting in Luxembourg Airport together with the KIEF Chair on Communication Francesco Valenti and the Trustee on charge Piero Grasso. We established the programs of the upcoming winter trainings

2. Two trainings were hold in the wintertime: a Train the Trainers Conference end of November and a District Officers Training end of January. The trainings had 35 and 60 registrations and were well accepted by participants. We invited two major speakers Jane Erickson and Lenora Hanna, with each a different success. Both trainings were hold in the Parkhotel in Prague which offers good meeting facilities and is quite cheap for such events.

3. Seven powerpoints (pilots) were placed on a Training page at the website [www.kiwanis.eu](http://www.kiwanis.eu). Some 20 requests for use were sent for this tools.

4. Following the TtT Conference we established a platform for discussion and contact between Training Committee and District Trainers. As it is in a building period success is not yet reached.

**Plans**

5. At this moment already seven requests were sent from Districts for help in their training sessions. KIEF will delegate at least one trainer to each conference.

6. As mentioned in point 3 the pilots get updated twice/year. More new presentations of this kind are planified

This ends my report on KIEF Training Committee for the period of Oct 2011 until end of January 2012.
MEMO

TO: ALAN PENN, 2011-2012 KI PRESIDENT
FROM: FRANCESCO VALENTI, 2011-2012 KI TECHNOLOGY INTEGRATION COMMITTEE CHAIR
CC: TECHNOLOGY COMMITTEE
RE: MID-YEAR RECOMMENDATIONS
DATE: MAY 14, 2012

In accordance with your directive, our committee has continued to look at how to

1. Help staff develop a program to improve the integration of technology at the club, District, and regional level
2. Help provide guidance in the use of next generation of technology
3. Determine whether traffic is increasing or declining on the current websites (KI, KIF, and Youth). - what do members look for and what is downloaded.

Scott Smith, our staff liaison, has been filling us in regarding what is currently in the works at KI from a technology standpoint, and that has helped us tremendously to understand the best ways that we can offer our input. Of our original 4 suggestions submitted previously, #2 (smartphone app) is now in distribution, It is a great use of technology, and based on an evaluation and input from a member of our committee, has already been revised to offer even more features. Congratulations to the KI staff for a job well done. Below are our thoughts at present:

1) Help staff develop a program to improve the integration of technology at the club, District, and regional level
   a) The committee feels that the best way to develop a program geared towards improvement is to develop a way to funnel feedback from the membership (at some predetermined level) to the staff. Initially, such a program would involve a simple online survey whose results could be aggregated and analyzed by staff to see what ideas rise to the top. Links to this survey could be emailed to members, published in the Kiwanis magazine, or printed in Convention materials. The committee already has several questions prepared for such a survey, and would be happy to work with staff to fine-tune them should KI wish to implement a “technology” survey.
   b) Following the initial survey, we feel that it would be wise to think of ways to collaborate on technological issues beyond the current structure of the committee. For example, many suggestions this committee has are for multiple Departments at KI, and would not necessarily be the best use of our liaison’s time, as that would make him a “middleman” to pass along a suggestion to another Department rather than someone whose expertise
can help us formulate our strategy. Simply stated, we think that “technology” should be a part of every Department, and should receive feedback from all committees.

c) There were several suggestions regarding the KI and KiwanisOne website. However, we now understand that there is much work already in progress at KI on these websites, so we think it is best to wait until the current initiatives are completed – several of our comments will probably be addressed by the time the conversion is completed.

2) Help provide guidance in the use of next generation of technology

a) Item 1b) sums up what we think is the best way to stay ahead of current and upcoming uses of technology. Providing a way to constantly facilitate feedback regarding the needs/wishes of the membership (at a club, District and regional level).

b) We are unsure of the best method to handle what might be a tremendous number of suggestions. One way might be through KiwanisOne login (so that at least members have to be logged in to the system), then a series of drop-down boxes so that suggestions would be routed to the proper Department. Integrating this with a sort of knowledge base might actually already answer the member’s comment. If not, then they would have the opportunity to upload the feedback. (For example, it has been helpful to the committee to find out that some of our ideas were already in progress – an automated feedback system with keyword search might be able to let people know that their suggestion 1) already is in the works, 2) already has been suggested, but is not feasible/possible, etc.

3) Determine whether traffic is increasing or declining on the current websites (KI, KIF, and Youth). - what do members look for and what is downloaded.

a) This is something that can easily be monitored by programs that analyze the traffic on the various websites. The staff can easily give you whatever reports you desire. Such hard data would be very valuable in order to determine how to allocate KI resources to the content that is most relevant to its members & website visitors. Conversely, infrequently or little-viewed content would not receive further resources. There is a massive amount of data currently online; but data does not necessarily mean useful information.

We hope that these suggestions are helpful, and look forward to continuing our work with you during the remainder of your term as Kiwanis International President.
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
MEMBERSHIP

June 27, 2012
8:00 – 10:00 a.m. CDT
Hilton Riverside Hotel
New Orleans, Louisiana USA

Committee Members
   _____ John R. Button, Chairman
   _____ Pam Fleming
   _____ Warren F. Mitchell
   _____ Wen-Pin Su
   _____ Clinton Green
   _____ Roy Hedeen, Staff Liaison
   _____ Diane Suker, Staff Liaison

1. Call to Order

2. Consent Report

   a. Administrative Action Report

3. Action Report

   a. Family Membership Pilot Program Requests
   b. Ramifications of 15 Member Charter Size
   c. Australia – Sri Lanka Nation-District Connection
   d. Organization of a Kiwanis Club in Xiamen, China
   e. Romania/Czech-Slovakia Request

4. Information Report

   a. District Matching Grants
   b. Kiwanis Campaign for Growth
   c. Exit Poll Status
   d. Alumni Association
   e. District Monitoring/Mentoring Status
   f. International Growth Committee – Americas & Caribbean
   g. International Committee on Inclusiveness
   h. Women’s Advisory Committee
5. New Business

a. Evaluation of the long-term impact and productivity of dues discounts

b. Review the issue of the same person filling Governor and Governor-elect position – consider why this is happening more frequently in districts; how it can be prevented from becoming a trend; and whether the role of Governor perhaps needs to change. Forwarded from Board Committee on Governance October 2011 Board meeting.

c. Evaluate, focus and completely resource the one or two flexible membership initiatives that can be most successful for the organization, as some flexible membership initiatives will be up for vote by the House of Delegates as early as 2013.

d. Prepare a Kiwanis International growth prioritization list for building the next 5-10 districts in the organization.
Consent Report

a. Administrative Action Report

The Committee reviewed the Administrative Action Report dated June 27, 2012 as shown as Consent Report-Exhibit A.

Recommendation #1: That the Kiwanis International Board approves the Administrative Action Report as shown in Consent Report-Exhibit A.

(ADOPTED)

Strategic Intent: To allow these clubs to be properly processed.
Financial and Human Resource Impact: N/A.

Action Report

a. Family Membership Pilot Program Requests

During its April meeting, the Kiwanis International Board declined a request from Ohio District for a Family Membership Pilot program. Ohio District requested the Committee reevaluate the proposal. (Action Report-Exhibit A) The Committee reviewed the presentation and agreed to recommend acceptance of the Ohio District’s request to pilot a Family Membership program, effective immediately for new members. The guidelines and fee structure established for New England District, the first district to pilot a Family Membership model, should apply (Action Report-Exhibit A.1) and the Ohio District pilot should be evaluated annually during the October meeting of the Board Committee on Membership.

Recommendation #1: That the Kiwanis International Board adopts a pilot program to test the concept of family members in the Ohio District, following the guidelines and fee structure established for the New England District.

(ADOPTED)

Strategic Intent: Membership Growth.
Financial and Human Resource Impact: District forecast is, over 5 year period, an additional $35,000 in dues revenues.
b. Ramifications of 15 Member Charter Size

During a special vote in February 2012, the Kiwanis International Board voted to eliminate Procedure 302.1, thereby reducing to 15 the minimum number of members required to form a new club. The Committee discussed the ramifications of this change, specifically:

- How are clubs that go below 15 members handled?
- What resources are made available and at what cost?
- How does the reduced number of members translate into the definition of a District?

(Action Report-Exhibit B)

Recommendation #2: That the Kiwanis International Board requests districts to send a letter to clubs, prepared by Staff, when their October 1 membership number is under 15.

(ADOPTED)

Recommendation #3: That the Kiwanis International Board requests Staff to conduct a review of the new club charter gifts and associated costs provided to new clubs and report their findings to the Board.

(ADOPTED)

Strategic Intent: Align action and impact of Procedure 302.1.

Financial and Human Resource Impact: N/A.

c. Australia – Sri Lanka Nation-District Connection

During its April meeting, the Kiwanis International Board declined a request from Australia to attach the Nation of Sri Lanka to the Australia District. Australia District requested the Committee reevaluate the proposal. (Action Report-Exhibit C) In reviewing Australia’s limited progress toward new club growth, the Committee encourages the continuation of their club building efforts to reach District status within Australia. The Committee also encourages Australia to continue the connection with Sri Lanka and recommends a one-year grant of USD$8,000 to support this mentoring relationship, with the ability to reapply on an annual basis.

Recommendation #4: That the Kiwanis International Board declines the request from the Australia District-in-Formation to attach the Nation of Sri Lanka.

(ADOPTED)

Abstained: Trustee Lee Kuan Yong

Recommendation #5: That the Kiwanis International Board approves a one-year grant of USD$8,000 to support a mentoring relationship between the Australia District-in-
REPORT OF THE BOARD COMMITTEE ON MEMBERSHIP

Formation and the Nation of Sri Lanka, pending approval of the Board Committee on Audit and Finance, with the ability to reapply on an annual basis.

(ADOPTED)

Strategic Intent: N/A.
Financial and Human Resource Impact: USD$8,000 renewable annually.

d. Organization of a Kiwanis Club in Xiamen, China

The Committee reviewed a proposal to introduce Kiwanis in China, with the first club being sponsored by Kiwanis Club of Kuala Lumpur. (Action Report-Exhibit D)

Recommendation #6: That the Kiwanis International Board requests the Malaysia District to initiate discussions with the local government in the City of Xiamen, China, regarding the organization of Kiwanis clubs in the People’s Republic of China, with an initial focus on a club in Xiamen, China.

(ADOPTED)

Strategic Intent: Growth in a new region.
Financial and Human Resource Impact: To be determined.

e. Romania/Czech-Slovakia Request

The Committee reviewed the request from the Kiwanis Nations of Romania and Czech-Slovakia for elevation to District in preformation status. Both nations have fulfilled the criteria as outline in Policy 203.

Recommendation #7: That the Kiwanis International Board approves the change of status of Romania from Kiwanis Nation to the Romania District in Pre-Formation.

(ADOPTED)

Recommendation #8: That the Kiwanis International Board approves the change of status of Czech Republic and Slovak Republic from Kiwanis Nations to the Czech Republic-Slovak Republic District in Pre-Formation.

(ADOPTED)

Strategic Intent: Growth in region.
Financial and Human Resource Impact: To be determined.
Information Report

a. District Matching Grants

No District Matching Grant requests were received.

b. Kiwanis Campaign for Growth

During the April 2012 Board Committee on Membership, staff presented an overview of the Kiwanis Campaign for Growth. The Committee stressed the importance of aligning and incorporating the Campaign for Growth with the organization’s strategic plan, in addition to consideration of Service Leadership Programs, Asia Pacific and Kiwanis International European Federation. Staff provided an update on this progress and the Committee acknowledged that this Campaign is incorporated in the strategic planning initiative beginning at the 2012 International Convention in New Orleans.

c. Exit Poll Status

The Committee reviewed progress on the creation of a brief survey, to be sent to members who resign their membership, to determine why they chose to leave Kiwanis, as directed by the Kiwanis International Board during its April 2012 meeting. (Information Report-Exhibit A)

d. Alumni Association

Committee reviewed the Alumni Committee’s report and thanks the Committee for their efforts in nurturing this important group of potential new Kiwanis members. (Information Report-Exhibit B)

e. District Monitoring/Mentoring Status

The Committee conducted the quarterly review of declining districts. (Information Report-Exhibit C)

f. International Growth Committee – Americas & Caribbean

The Committee reviewed the 2011-12 Kiwanis Growth Committee for the Americas and the Caribbean Recommendations to the Kiwanis International Board. (Information Report-Exhibit D) and agrees that the report contains valuable information.
REPORT OF THE BOARD COMMITTEE ON MEMBERSHIP

At this time there is not a recommendation as it was felt this report should be considered in relation to the new strategic plan. The Committee commends and thanks the International Growth Committee for their exhaustive efforts.

g. International Committee on Inclusiveness

No Committee report was received.

h. Women’s Advisory Committee

No Committee report was received.

New Business

a. Evaluation of the long-term impact and productivity of dues discounts
b. Review the issue of the same person filling Governor and Governor-elect position – consider why this is happening more frequently in districts; how it can be prevented from becoming a trend; and whether the role of Governor perhaps needs to change. Forwarded from Board Committee on Governance October 2011 Board meeting.
c. Evaluate, focus and completely resource the one or two flexible membership initiatives that can be most successful for the organization, as some flexible membership initiatives will be up for vote by the House of Delegates as early as 2013.
d. Prepare a Kiwanis International growth prioritization list for building the next 5-10 districts in the organization.
Meeting of the Board of Trustees
June 27, 2012

The following actions have occurred since the last meeting of the Board of Trustees through April 12, 2012. Formal Board approval is required on these actions.

A. NEW KIWANIS CLUBS PROCESSED and COMPLETED
(These clubs have been assigned a key number; have been processed, and routed.)

<table>
<thead>
<tr>
<th>CLUB NAME</th>
<th>ORGANIZATION DATE</th>
<th>#MBRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ciudad Blanca-Popayan, Colombia (K18252)</td>
<td>04/28/12</td>
<td>20</td>
</tr>
<tr>
<td>Solano County, California (K18249), 4/17/2012</td>
<td>04/17/12</td>
<td>16</td>
</tr>
<tr>
<td>Placentia, California (K18253)</td>
<td>05/10/12</td>
<td>17</td>
</tr>
<tr>
<td>Bloomingdale-Roselle, Illinois (K18251)</td>
<td>04/24/12</td>
<td>15</td>
</tr>
<tr>
<td>Capital City, Helena, Montana (K18250)</td>
<td>04/04/12</td>
<td>26</td>
</tr>
<tr>
<td>Hei O Te Ra, Tahiti, French Polynesia (K18247)</td>
<td>04/07/12</td>
<td>24</td>
</tr>
<tr>
<td>Covasna, Romania (K18256)</td>
<td>05/21/12</td>
<td>20</td>
</tr>
<tr>
<td>Smile Galati, Romania (K18257)</td>
<td>05/21/12</td>
<td>21</td>
</tr>
<tr>
<td>Paliparan Professionals, Philippine Luzon (K18254)</td>
<td>05/03/12</td>
<td>24</td>
</tr>
<tr>
<td>Greenwoods, Dasmariñas City, Philippine Luzon (K18255)</td>
<td>04/12/12</td>
<td>20</td>
</tr>
<tr>
<td>Pro-K, Roxas City, Philippine South, (K18248)</td>
<td>03/13/12</td>
<td>20</td>
</tr>
<tr>
<td>Versailles, Indiana (K18262)</td>
<td>05/10/12</td>
<td>35</td>
</tr>
<tr>
<td>Turtle Mountains (The), North Dakota (K18259)</td>
<td>03/22/12</td>
<td>22</td>
</tr>
<tr>
<td>Golden West Brabant, Netherlands (K18261)</td>
<td>05/31/12</td>
<td>16</td>
</tr>
<tr>
<td>Selma Karlskoga, Norway (K18263)</td>
<td>05/02/12</td>
<td>10</td>
</tr>
<tr>
<td>Nabua Orágon, Philippine Luzon (K18258)</td>
<td>04/21/12</td>
<td>20</td>
</tr>
<tr>
<td>Rizal Mentors, Philippine Luzon (K18260)</td>
<td>05/25/12</td>
<td>21</td>
</tr>
<tr>
<td>Rizal Central, Philippine (K18264)</td>
<td>05/29/12</td>
<td>23</td>
</tr>
</tbody>
</table>

TOTAL: 18 (Compared to 07/06/11 total of 12)

B. CLUB MERGERS
(The following Kiwanis clubs have officially merged.)

Club Name: Kelowna Summit, BC (K12469)
Name of Charter Retired: Kelowna, High Noon, BC (K08613)
Effective Date: May 14, 2012
Number of Members: 24

TOTAL: 1 (Compared to 07/06/11 total of 0)
C. **CLUB NAME CHANGES**
(The following clubs have changed their official names.)

   From: Winslow Township, Cedar Brook, NJ. (K06667)
   To: Greater Winslow, NJ

**TOTAL:** 1 (Compared 07/06/11 total of 3)

D. **CLUB INCORPORATIONS**
(As required by the Kiwanis International Bylaws, the following clubs have submitted Articles of Incorporation for approval by the Board of Trustees.)

**TOTAL:** 0 (Compared to 07/06/11 total of 0)

E. **CLUB FOUNDATIONS**
(The following clubs have established non-profit 501(c) (3) foundations.)

   Woodhaven Michigan 04/12/2012

**TOTAL:** 1 (Compared to 07/06/11 total of 2)

F. **DISTRICT FOUNDATION AMENDMENTS**

   **Cal-Nev-Ha**

   Amended Article III, Section 2, to clarify that “individuals” means “individual directors.”

   Amended Article III, Section 3, to clarify that directors take office on October 1 following election unless appointed to fill a vacancy, in which case, they take office immediately.

   Amended Article III, Section 4, to provide that, after removal (as provided in the bylaws), a director may be reinstated “for good cause.”

   Amended Article IV, Section 5, to change a quorum of the board from “11” to “a majority.”

   Throughout: Amended several references to “directors” collectively to read “Board,” “Board of Directors,” or “Board members,” as appropriate.

   **Capital**

   Amended Article II, Section 2, to remove reference to an annual major emphasis program.

   Amended Article III, Section 3, to prohibit voting by proxy or absentee ballots.
Amended Article IV, Section 1(a) to include the Immediate Past President in the list of foundation officers.

Amended Article IV, Section 1(d) to clarify the duties of the Nominating Committee, which includes recommending candidates for Executive Secretary and Treasurer.

Amended Article IV, Section 3, to remove “and control” from the President’s duties, since the full Board controls the corporation.

Amended Article IV, Section 4, to add to the President-elect’s duties: “…and shall perform such duties as from time to time may be assigned to him/her by the President or the Board of Directors.”

Note: This should be a separate sentence by itself, to keep existing wording clear.

Amended Article IV, Section 6, to change “post office address” to “contact information” regarding each Director.

Amended Article V, Section 1(a), to clarify that the Foundation Board includes the Foundation officers, who are also elected directors.

Amended Article VI: Reversed the order of Secs. 1 and 2, so that standing committees are stated before additional committees.

Amended Article VI, (new) Section 2, to read “Additional committees may be established…”

Amended Article XI, Section 1, to clarify advance notice regarding amendment bylaws. Also added: “No amendments to the Article s or any bylaws shall be made without the consent of the Kiwanis International Board.”

H. DISTRICT BYLAWS AMENDMENTS

None

I. DISTRICT INCORPORATIONS

None

J. KIWANIS CLUBS RECOMMENDED FOR CHARTER REVOCATION

Refer to EXHIBIT 1 (salmon section) for a list of clubs to be recommended for charter revocation under Procedure 360. The clubs on this report have not paid dues as required. This list does not include Kiwanis clubs that have resigned. That list is found in Exhibit 2. The membership for these clubs is the last reported to Kiwanis International, and has been eliminated from active status.

Due to final collection of the delinquent dues, this report will be not be available for this report. These clubs will be provided at the October 2012 meeting.

TOTAL: 0 (Compared to 07/06/11 total of 0)
K. **KIWANIS CLUBS THAT HAVE RESIGNED**

Refer to [EXHIBIT 2](#) (gray section) for a list of clubs, which have resigned from Kiwanis International since the last Administrative Action Report. They have complied with the requirements of Article IV, Section 7 of the International Bylaws. The membership for these clubs is the last reported to Kiwanis International, and has been eliminated from active status.

These clubs have all resigned for routine reasons of declining interest. There is no controversy associated with any of them.

**TOTAL:** 10 (Compared to 07/06/11 total of 24)

L. **KIWANIS CLUBS RETURNED TO GOOD STANDING FROM PENDING REVOCATION STATUS**

Refer to [EXHIBIT 3](#) (blue section) for a list of clubs, which have paid their outstanding dues and have been returned to active status.

**TOTAL:** 9 (Compared to 07/06/11 total of 0)

M. **KIWANIS CLUBS REINSTATED FROM CHARTER REVOKED STATUS**

(The following clubs were previously revoked by Kiwanis International.)

Refer to [EXHIBIT 4](#) (yellow section) for a list of clubs, which have been returned to active status and have met the requirements to have their charter reinstated.

**TOTAL:** 7 (Compared to 07/06/11 total of 6)

N. **KIWANIS ASIA-PACIFIC (ASPAC) BYLAWS AMENDMENTS**

None

O. **KIWANIS INTERNATIONAL EUROPEAN FEDERATION BYLAWS AMENDMENTS**

None
## Exhibit 2: Kiwanis Clubs That Have Resigned

<table>
<thead>
<tr>
<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
<th>Date Organized</th>
<th>Resigned Date</th>
<th>A/R Balance</th>
<th>Reason Resigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>K02</td>
<td>California-Nevada-Hawaii</td>
<td>CA</td>
<td>17</td>
<td>08/21/2003</td>
<td>05/03/2012</td>
<td>2,112.00 USD</td>
<td>DISREC - District Recommended</td>
</tr>
<tr>
<td>K04</td>
<td>Carolinas</td>
<td>NC</td>
<td>9</td>
<td>10/19/2000</td>
<td>06/04/2012</td>
<td>786.00 USD</td>
<td>CLOSD2 - Closed-no reason given-club sent letter</td>
</tr>
<tr>
<td>K05</td>
<td>Florida</td>
<td>FL</td>
<td>10</td>
<td>08/09/1960</td>
<td>05/30/2012</td>
<td>1,325.00 USD</td>
<td>CLOSD2 - Closed-no reason given-club sent letter</td>
</tr>
<tr>
<td>K12</td>
<td>Michigan</td>
<td>MI</td>
<td>4</td>
<td>04/16/1974</td>
<td>05/03/2012</td>
<td>0.00 USD</td>
<td>CLOSD2 - Closed-no reason given-club sent letter</td>
</tr>
<tr>
<td>K14</td>
<td>Missouri-Arkansas</td>
<td>MO</td>
<td>12</td>
<td>05/04/1939</td>
<td>05/03/2012</td>
<td>796.00 USD</td>
<td>DISREC - District Recommended</td>
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Total: 17

Total: 9

Total: 21

Total: 4

Total: 12
<table>
<thead>
<tr>
<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
<th>Date Organized</th>
<th>Resigned Date</th>
<th>A/R Balance</th>
<th>Reason Resigned</th>
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<tr>
<td>K26</td>
<td>Texas-Oklahoma</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>K02024</td>
<td>Wynnewood</td>
<td>OK</td>
<td>12</td>
<td>01/23/1935</td>
<td>06/01/2012</td>
<td>0.00 USD</td>
<td>LOWMEM - Low membership-Lost interest</td>
</tr>
<tr>
<td>K05754</td>
<td>NASA Area</td>
<td>TX</td>
<td>8</td>
<td>06/19/1963</td>
<td>05/17/2012</td>
<td>613.00 USD</td>
<td>LOWMEM - Low membership-Lost interest</td>
</tr>
<tr>
<td>K05757</td>
<td>Bowie</td>
<td>TX</td>
<td>13</td>
<td>06/24/1963</td>
<td>06/07/2012</td>
<td>0.00 USD</td>
<td>CLOSD2 - Closed-no reason given-club sent letter</td>
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<tr>
<td>K55</td>
<td>Non-Districted, Africa</td>
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<tr>
<td>K17713</td>
<td>Freetown, Sierra Leone</td>
<td>SLE</td>
<td>27</td>
<td>05/07/2008</td>
<td>05/03/2012</td>
<td>400.00 USD</td>
<td>PRO360 - Lack of dues payment</td>
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<td>Total Number - Clubs</td>
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</table>
Exhibit 3: Kiwanis Clubs Returned to Good Standing from Pending Revocation

<table>
<thead>
<tr>
<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
<th>Date Organized</th>
<th>Status Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>K06</td>
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</tr>
<tr>
<td>K01391</td>
<td>Elberton</td>
<td>GA</td>
<td>29</td>
<td>06/03/1925</td>
<td>06/06/2012</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>29</td>
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<tr>
<td>K19</td>
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<td>K18078</td>
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<td>NY</td>
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<tr>
<td>K17748</td>
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<td>09/25/2008</td>
<td>06/05/2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>14</td>
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</tr>
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<td>K33</td>
<td>Andean and Central America</td>
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<td></td>
<td></td>
<td></td>
</tr>
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<td>K16388</td>
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<td>PAN</td>
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<td>10/01/2001</td>
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</tr>
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<td></td>
<td></td>
<td>Total</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>K36</td>
<td>Philippine Luzon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K12395</td>
<td>St. John, San Juan, Metro Manila</td>
<td>PHL</td>
<td>18</td>
<td>07/09/1988</td>
<td>04/04/2012</td>
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<tr>
<td>K17482</td>
<td>Reina Daeteña</td>
<td>PHL</td>
<td>19</td>
<td>12/15/2006</td>
<td>04/04/2012</td>
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<tr>
<td>K17683</td>
<td>Cainta Karangalan</td>
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<td>25</td>
<td>05/01/2008</td>
<td>06/22/2011</td>
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<tr>
<td>K17945</td>
<td>Pacita Diamonds</td>
<td>PHI</td>
<td>22</td>
<td>02/06/2010</td>
<td>06/22/2011</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>84</td>
<td></td>
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<tr>
<td>K42</td>
<td>Philippine South</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>K10306</td>
<td>Power City, Iligan City</td>
<td>PHL</td>
<td>14</td>
<td>04/13/1981</td>
<td>06/22/2011</td>
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<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>14</td>
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Total Number - Members: 188
Total Number - Clubs: 9
Exhibit 4: Kiwanis Clubs Returned to Good Standing from Charter Revocation

<table>
<thead>
<tr>
<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
<th>Date Organized</th>
<th>Change Date</th>
</tr>
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<tbody>
<tr>
<td>K02</td>
<td>California-Nevada-Hawaii</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>K03472</td>
<td>Redwoods, Redway</td>
<td>CA</td>
<td>25</td>
<td>03/30/1950</td>
<td>02/28/2012</td>
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<td></td>
<td>Total</td>
<td></td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K05</td>
<td>Florida</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K01550</td>
<td>Coral Gables</td>
<td>FL</td>
<td>20</td>
<td>05/11/1926</td>
<td>05/21/2012</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K21</td>
<td>Eastern Canada and the Caribbean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K13350</td>
<td>Roseau</td>
<td>DMA</td>
<td>20</td>
<td>11/17/1990</td>
<td>04/19/2012</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K36</td>
<td>Philippine Luzon</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>K10670</td>
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<td></td>
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</tr>
<tr>
<td>K42</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K16657</td>
<td>Kagayha-An, Cagayan de Oro</td>
<td>PHL</td>
<td>13</td>
<td>10/25/2002</td>
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</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K65</td>
<td>India (Non-Districted Asia Pacific)</td>
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<tr>
<td>K15257</td>
<td>Mansa</td>
<td>IND</td>
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<td>K16438</td>
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<td>IND</td>
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<td>12/29/2001</td>
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<tr>
<td></td>
<td>Total</td>
<td></td>
<td>21</td>
<td></td>
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</tr>
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</table>

Total Number - Members 99
Total Number - Clubs 7
The Ohio District of Kiwanis International
Family Membership Plan

The Ohio District of Kiwanis International proposes that the Kiwanis Clubs within the Ohio District offer family memberships as an alternate membership form under the following guidelines. Kiwanis Clubs in the Ohio District which adopt the Family Membership Plan will pass the financial savings on to the family members.

Throughout this document “regular member” refers to a Kiwanis member in the “active or senior” status as defined in the standard form for club bylaws and who pays the full amount of Kiwanis International and Ohio District dues. The “family member” is defined below.

Qualifications required to be a family member
- To be considered a family member a person must be or become a member of the same Kiwanis club as a regular Kiwanis member and meet the usual qualifications for membership in Kiwanis.
- Be a relative (spouse, partner, adult offspring or adoptee, sibling, or equivalent) of a regular member.
- Have the same primary residential address as the regular member.
- If a college student, be enrolled where no Circle K club exists.

Costs for Regular Member
The first member (regular member) within a family will pay the full annual dues for both Kiwanis International and the Ohio District as well as the full amount for the Kiwanis International liability insurance and magazine subscription.

Costs for the Family Member
The family member will pay half of the regular Kiwanis International dues and half the Ohio District dues plus the $12 Kiwanis International liability insurance fee. The family member will not pay the $8 magazine subscription and will not receive his/her own copy of the magazine. Currently those discounted annual amounts are half of $42 = $21 for Kiwanis International dues and half of $26 = $13 for the Ohio District dues. The total of Kiwanis International dues, the liability insurance and district dues results in total of $46 to be paid by the club as invoiced by Kiwanis International. Local club and division dues are not affected by this proposal although clubs and divisions are encouraged to provide similar discounts to family members.

Costs for the Family Member joining an existing club after the beginning of an administrative year.
A person joining an existing club as a new family member after the beginning of an administrative year will pay half of the graduated enrollment fee for both Kiwanis International and the Ohio District. That fee is governed by the following chart.
Table showing regular and family member enrollment fees for new members after the start of an administrative year.

<table>
<thead>
<tr>
<th></th>
<th>KI Regular</th>
<th>District Regular</th>
<th>Total KI + District Regular</th>
<th>Family Member 50% of Regular</th>
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<tr>
<td>Oct</td>
<td>$62</td>
<td>$26</td>
<td>$88</td>
<td>$44</td>
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<td>Aug</td>
<td>$12</td>
<td>$6</td>
<td>$18</td>
<td>$9</td>
</tr>
<tr>
<td>Sep</td>
<td>$6</td>
<td>$4</td>
<td>$10</td>
<td>$5</td>
</tr>
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**Purpose of the Family Membership Plan**

The purpose of the family membership plan is to provide an incentive to grow Kiwanis membership, thereby increasing the amount of service Kiwanis can provide. Under the family membership plan, club membership can grow without doubling or tripling the cost for members of the same household joining the same club.

**Frequently Asked Questions**

What is the status of a family member within a club? The family member has all the rights, privileges and status of a regular active or senior member of the club with respect to holding office, voting privileges, serving as a club delegate and the like.

What happens if a qualifying Kiwanis member is already a member of a local Kiwanis club? That qualifying member may convert his/her membership status to family member at the beginning of the Kiwanis administrative year which is October 1.

Are there any financial benefits to family members as charter members of a newly formed club? Newly formed Kiwanis clubs pay a onetime fee of $50 per each charter member at the time the club is formed. There is no distinction made for family members. Once the new club is fully chartered, members joining after that may qualify as family members if the criteria for family membership are met.

Who determines if a person is eligible to be considered for family membership? The club will be responsible for determining that criteria described previously are met.

Can a club collect more from a family member than is required to pay the discounted cost to Kiwanis International and the Ohio District? The club determines dues and fees to be paid by club members. However, the purpose of the family membership plan is to reduce the cost of additional members within the same household being a member of the same Kiwanis club. It is the expectation of the Ohio District Board that the savings of the reduced costs be passed on to the family club member.

When will family memberships go into effect in the Ohio District? For new family members joining an existing club the effective timeframe be as soon as practical after the approval of Kiwanis International. For current members converting to family member status the effective date will be October 1, 2012, pending approval of KI prior to that date.
Family Membership

Name:
Family Membership Pilot Program

Proposed Structure:
Discounted Family Membership
- requires membership in the same Kiwanis club.
- requires members have the same primary address (shared residence). College students where no Circle K International presence exists are eligible.
- allows a maximum of three members of the having the same primary address to join under the option (full paying member and 2 discounted members).

Fee Structure:
- The first member of the family is charged:
  - graduated enrollment fee.
  - full annual KI membership dues ($42.00).
- The second / third members of the family are charged:
  - $25.00 for New Member Enrollment Fee regardless of when they join.
  - 50% discount on annual KI dues ($21.00).
- District dues are discounted 50%
  - 50% discount for New Member Enrollment, if applicable
- Club dues remain unchanged, unless their membership elects to adopt a similar structure.
- One magazine subscription per address.

New Club Building:
New clubs are required to have 15 full-paying members to organize. Once the club has chartered then the family members can be added to the club. Discounted Family Memberships apply only to existing clubs.

Club requirements:
The club will be responsible for verifying the legitimacy of the address/family connection. Kiwanis International will not police the rooster for discrepancies. In the event that the full paying member of the family terminates membership in the club, then one of the discounted members must begin paying full dues.
**District requirements:**
The pilot will only be offered if the district board first agrees, by motion, to reduce district dues by 50% and discount the district’s new member fee, if applicable, for family members.

**Administrative Details:**
- Family Membership members have all rights and privileges of full Kiwanis membership including, but not limited to, voting rights and right to hold office
- Spousal credits are not applicable to Family Members.
- Discounted Family Members will receive a new membership e-mail/gift offering, including free convention registration for the first convention attended. Thereafter, they pay full registration fee for convention attendance.
- Discounted Family Memberships are non-transferrable.
- Life member status is eligible for the Family discount
- No other discounts apply
Ramifications of 15 member charter size:

1. How are clubs that go below 15 members handled?

Appendix 3 – Sample letter from district to clubs at risk for low membership

On behalf of Kiwanis International, I am reaching out to express our sincere concern about your club and its ability to serve in your community. Because your current membership falls below the requisite number of 15 certified members, your club is considered “at risk for low membership” by Kiwanis International and the [name] District.

Please accept this letter in the manner with which it’s intended—we are simply concerned for the strength of your club and want you to succeed. In fact, we’re here to help.

Within the next 30 days, please submit a written plan with strategies for membership recruitment and retention. We’re requesting this prompt response so we can make sure you get a timely assessment—along with the suggestions and materials that can help your club. Direct your plan to me at the address on this letter. The plan will be evaluated by [name] and a carefully selected team with experience in restoring clubs. They will be a consistent resource for you, checking progress during the following quarter and throughout the year, and providing follow-up actions where necessary.

Experience has taught us that when Kiwanis clubs fall below 15 members, members become discouraged, resources become overburdened and many clubs give up hope. We don’t want this to happen to your Kiwanis club. Your community needs the service and spirit you provide.

Respectfully,

[Name
Title]

P.S. For your reference, here is an excerpt of the Kiwanis Board Policies that outlines the required notification process:

360.4—Clubs At Risk for Low Membership
A. **Conditions and Notice:** Within thirty (30) days after the September 30 certified membership is released, the Executive Director or designee will notify each district of the clubs in their district whose September 30 certified membership is below fifteen (15). Such clubs will be considered to be at risk. (5/94) (1/00)

B. **Assistance:** During the period a club is deemed to be at risk, Kiwanis International and/or the district will provide membership development programs to assist the club in the process of increasing its membership to a level wherein the club can function fully and fulfill its responsibilities of a club as required in the Essential Actions. (5/94) (1/99)

2. **What resources are made available and at what cost?**

Under the terms of a 25 member club, KI realized a surplus of about $296 in fees for each new club built. The costs are mostly tied up in things the club received from KI such as the gong, gavel, banner, pins, etc.

Because of the materials we give each new club- a 15 member club will realize a deficit of $204 for each club chartered.

Thus, we would see a revenue swing of $500 to the bad side for each 15 member club opened (assuming they would have been 25). $500 may not seem like a lot but if we open 100, 15 member clubs we’re already subsidizing by $50,000.

In addition, the district office gets 20% (new club builder fund) for each new club chartered.
Nation-District Connection- A strategic alliance for growing ASPAC

Pilot program - Australia-Sri Lanka

At the recent ASPAC joint Executive meeting Tadao Oda raised the need for developed Districts to enter into strategic partnerships with growing Nations and support, assist and mentor them in their initial periods of growth. For a Nation to grow it will need support with:

- Administrative assistance in strategic membership growth and new Club building
- Development of a pilot structure where the Nation would put in place a Club Building Chair, a Membership Growth Chair and a Youth Services Chair
- The strategic pilot program would see the development of a 5 year growth plan for both Australia and Sri Lanka

Australia, as an established District has this structure in place. Through a co-operative approach between Kiwanis International, Australia District and the Nation of Sri Lanka a 3 way pilot partnership can be established. The members of such a strategic partnership must be:

- Kiwanis International
- The established District (Australia)
- The developing Nation (Sri Lanka)

A time frame for this pilot must be of a minimum of 5 years where each partner contributes to the overall success of the partnership. The roles of the partners in the pilot would be:

**Kiwanis International**

As the parent body KI is strongly encouraged to provide seed funding to assist with travel, advertising, promotion and development within the Nation and to a lesser extent the District. Seeding funds of $8,000.00 per year for the term of the pilot would enable members of the other party’s to work strategically together.

**The established District**

The District has a set structure already in place. It has a Board of Trustees and has a committee chair structure in place. These resources would be offered to the Nation by inviting the Nation to be represented on the District’s Board of Trustees. The Nation would (for the period of the pilot) become a Division of the District enabling its members to work productively with the Board.

The elected Nation’s Lt Governor would be entitled to participate in Board of Trustee meetings. The District would offer full facility support for training, Club development, Youth Services and the overall promotion of Kiwanis within the Nation. Strategic programs would be put in place so as each pilot partner would obtain maximum support.

The District shall make available suitable persons who are willing to go to the Nation and assist with Growth, Leadership development and promotion of Kiwanis.
The District Secretary would initially be responsible for all the reporting for the clubs in the Nation freeing up their leadership to concentrate on growth and membership development. It would be expected that the Clubs of the Nation would follow normal reporting procedures

**The Nation**

For the duration of the pilot the Nation would elect a Lt Governor who would sit on the Board of the District for a period of at least 2 years. By doing this continuity is maintained at the top of the leadership structure of the Nation. After 2 years another person may replace the Nation’s Lt Governor. (The more people experiencing this leadership role will develop strategic leadership depth within the Nation.

During the ASPAC executive meeting in March a verbal expression of interest for Nation-District Connection was put forward between Sri Lanka and Australia. Both are now willing to enter into a strategic pilot in order to enhance growth across ASPAC.

A fee structure would need to be agreed to through a Memorandum of Understanding where each pilot partner would know what dues were to be paid over the period of the strategic agreement. Rigid stipulations would need to be put in place to ensure that all party’s fully understood their role in the pilot. These stipulations would need to be in place prior to signing of the MoU. Outcomes need to be established and timelines put in place. It would be recommended to the Australian Board of Trustees that the Sri Lankan District pay no Australian District dues for at least 3 years of the agreement and that this be reviewed for the last 2 years of the pilot period. The fees currently paid by Sri Lankan members would be maintained.

**Benefits to the partners**

1. **Kiwanis International**

   Such a strategic pilot program would raise the profile of Kiwanis across both countries. Instead of Kiwanis International assigning permanent staff to either partner, the membership of the pilot partners would be responsible for the success of the program. Although contributing financially to the success of the pilot Kiwanis International would actually save finances.

   Australia would regain District status and Kiwanis International would not need to worry about membership issues in Australia

   Sri Lanka would gain support in growth, leadership and program development. By working in partnership with Australia, Sri Lanka would have access to resources developed by Australia that could be very easily transposed so as to highlight the cultures within Sri Lanka. Local projects obtain local support whether that support comes from Australia or Sri Lanka is irrelevant.

2. **Sri Lanka**
The Nation obtains the opportunity to gain administrative skills and knowledge relating to the organizational structure of an established District. As a pilot Sri Lanka is able to tap into any resource materials that the Australia District has and is able to use them to develop its own resources. There is no need to duplicate resource materials.

Whilst having a seat on the District Board the Nation’s leadership is able to develop through participation.

The pilot has the capacity to raise the profile of Kiwanis in Sri Lanka by allowing Australian members to raise funds in Australia in order to support projects in Sri Lanka. Currently four orphanages are being supported by Kiwanians in Sri Lanka. The pilot has the ability to create more opportunities to obtain funds to support the youth of Sri Lanka.

With the administrative role of Kiwanis being carried out by the Australian Secretary those holding Executive positions within Sri Lanka are able to initially devote more time towards resources for key leadership positions such as growth, membership development and service leadership programs. The pilot allows for a gradual transition of responsibilities throughout its time frame.

Pairing of key positions with Australian leadership allows mentoring and development.

The pilot allows clubs to pair with Australian clubs and exchange ideas about projects and fundraising. Both countries have the scope to develop cultural links with the other.

3. Australia

Australian demographics show that there are many large Sri Lankan communities. With the aid of Kiwanians currently living in Sri Lanka an opportunity exists to liaise with these communities and form new Kiwanis Clubs in Australia. This pilot program would work to create a strategic alliance between these 2 cultures.

Aid projects targeting youth in Sri Lanka could be a draw card for new members (of Sri Lankan heritage) to join existing clubs or to form new clubs. With Australia currently maintaining a high profile through its efforts to support the Eliminate program and with a high profile UNICEF ambassador the spinoff from publicity could see membership growth achieved.

Networking opportunities are enhanced and maybe more attractive to potential new members particularly younger generations. This could be used to promote opportunities to do community service work abroad especially for those willing to work within the scope of our International projects.

The creation of such a strategic pilot program would certainly add an International look to Kiwanis in Australia which could aid promotion of Kiwanis.

Conclusion

If Kiwanis is a truly International Organisation and is totally supportive of improving the living conditions of Children throughout the World, then support for pilots such as this one is paramount. We
have a situation where two Kiwanis Nations are willing to work together and raise the living standards of the children within their shores. Both Kiwanis Nations are willing to work towards achieving strategic outcomes which will improve growth, membership development and service leadership programs in both countries.

We ask that the Kiwanis International Board of Trustees fully support this pilot program whose strategies will create growth throughout the ASPAC Region.
**Support for the Organisation of the Kiwanis Club of Xiamen, China.**

1. **Diane Suker wrote to Lee Kuan Yong on 7th June 2012:**

   Hello Lee Kuan Yong,

   I hope this finds you well. As staff liaison to the Board Committee on Membership, I wanted to ensure you are aware of the committee's recent discussion regarding your request for the creation of a Kiwanis Club in Xiamen, China.

   While in favor of growth, the Committee feels additional information is necessary in terms of financial, logistical and human resource requirements to support this expansion.

2. **Comment from Lee Kuan Yong:**
   a. We need to take bold steps to start a 1st Club in China.
   b. We need to try to start the 1st Club using our personal contacts.
   c. The 1st Club will set a good example for future clubs to be organised in China.
   d. At the same time, we need to start thinking of a longer term strategy to establish Kiwanis in China. E.g.
      i. Officially make contact with the Government of China in Beijing for approval – time-frame, contact point, reference from the US Embassy etc.
      ii. Perhaps the Malaysia District can make the contact with a Provincial Government through the Malaysian’s business contact with China.
   e. KI Board need to put this item on its agenda very soon. It will take a few years to achieve results; but we must start the exploratory steps now.

3. **Financial Model (Member Dues which cover Club Dues, District Dues and KI Dues):**

   The Taiwan District has a good working financial model which we can modify and adapt for China.

   Culturally, there is a lot of similarity between the Taiwanese people and the people in Xiamen (e.g. they speak the same dialect; and many Taiwanese have relatives in Xiamen and the Fujian Province – the Province in which Xiamen is situated. Many Taiwanese are also doing business in China now).

   Politically, it may be better for the Malaysia District to initiate the first contact with China.

   Many Malaysians speak the same dialect as the people in Xiamen; and many Malaysians have relatives in Xiamen and the Fujian Province. Many Malaysians are also doing business in China now.

4. **My home club Kuala Lumpur has expressed support:**
Hi Kuan Yong,

Yes, you have my approval as well. Pls do the necessary and keep the Board updated on the progress.

Thanks!

Regards,

Simon
(President of the Kiwanis Club of Kuala Lumpur)

On Thu, Dec 8, 2011 at 11:40 AM, james <james@kian.com> wrote:

> I have no objections too
> On Dec 8, 2011, at 11:35 AM, KH Wan <kwnkhwan@gmail.com> wrote:
> President Simon and BOD KCKL,
> I have no objections and would like to give my 'yay'.
> Cheers,
> K H
> On Thu, Dec 8, 2011 at 10:48 AM, Lee Kuan Yong <leekuanyong2@gmail.com> wrote:
> Dear President Simon and Board of Directors of KCKL,
> Greetings!
> I seek the approval of the KCKL Board of Directors --- for KCKL to be the official sponsor club for a potential 1st Kiwanis Club in Xiamen, China.
> More details of this potential Kiwanis club can be found in the below email.
> There are still a number of steps needed to be taken for this new Kiwanis club to be formed, and let us hope that it will become a reality soon.
> Kiwanis International President Alan Penn is very supportive of this initiative, and has
directed the KI staff members to start work on this effort.

>> I believe that Malaysia is the best country to introduce Kiwanis to China, and that KCKL is the best club to sponsor the 1st Club in Xiamen China.

>> There are no mandatory cost of sponsorship. However, there will be travel costs for KCKL members who volunteer to travel to Xiamen China when the club is chartered in due course. I shall be pleased to represent KCKL in mentoring the new Kiwanis Club in Xiamen China. I believe Hwang is also keen to volunteer as a mentor from KCKL.

>> Your approval is indeed greatly appreciated.

>> Thank you.

>> Kind Regards,

Lee Kuan Yong
Cell/Text: +6012-321-8750

------------- Forwarded message -------------
From: alan penn <alanpenn99@gmail.com>
Date: Thu, Dec 8, 2011 at 2:14 AM
Subject: RE: Potential 1st Kiwanis Club in Xiamen, China
To: Lee Kuan Yong <leekuanyong2@gmail.com>
Cc: Stan Soderstrom <ssoderstrom@kiwanis.org>, Erin Bakemeyer <ebakemeyer@kiwanis.org>

>> Kuan Yong,

>> Consider it done.

>> Staff will begin to provide the information.

>> This is great news!!!!

>> Thank you for your diligence in making this happen.

>> Alan

>> From: Lee Kuan Yong [mailto:leekuanyong2@gmail.com]
Sent: Wednesday, December 07, 2011 2:23 AM
To: alanpenn99@gmail.com
Subject: Potential 1st Kiwanis Club in Xiamen, China

>> There is a potential 1st Kiwanis Club in Xiamen, China.

>> Xiamen is a beautiful city with a population of 1.8 million, and is a coastal gate-way city in the south-eastern Fujian Province of China. Xiamen is just across the straits from Taiwan.
>> My wife Czeyan and I were in Xiamen recently.

>> We met Czeyan’s cousin Lu Peilan and her husband Han Jingjiang over dinner in Xiamen, and amongst other things, we spoke about starting the 1st Kiwanis Club in Xiamen. I gave Peilan a copy of the new Kiwanis brochure which was recently produced by our Communications dept. Peilan thinks that a Kiwanis Club is a marvellous idea to serve the community in Xiamen. A photo of Peilan and her husband Jingjiang is attached.

>> Lu Peilan is the Head of the Inspectorate department of the Xiamen Municipal Health Bureau. Her namecard is attached. Her mobile number is + and she speaks only Mandarin.

>> The link to the Xiamen Municipal Health Bureau is:
http://english.xm.gov.cn/aboutgovernment/administrativeinstitutionsofmunicipalgovern/201104/t20110429_400178.html

>> Lu Peilan’s husband Han Jingjiang is a high ranking official in the Xiamen Municipal Government.

>> I spoke to Peilan again today about the idea of her being the Charter President of the 1st Kiwanis Club in Xiamen, China. She thinks it is a good idea, and "will give it a try". I also enquired about the approval, if any, required by the Xiamen Government authorities.

>> She suggested that we send her some Kiwanis materials for her to approach the relevant government authorities.

>> Therefore, I would like to suggest the following next steps:

>> 1. Prepare Kiwanis materials which are translated into Chinese (Peoples Republic of China version), for Peilan to submit to the Xiamen Government authorities. I would need some help from our Communications dept. in Indy.

>> 2. Prepare New Club Building papers which are translated into Chinese -- for Peilan to start the process of building the 1st Kiwanis club in Xiamen. I would suggest that the sponsor club be my home club of Kuala Lumpur, Malaysia.

>> 3. Prepare a special letter of introduction from you, President Alan Penn, addressed to Lu Peilan, and translated into Chinese.

>> 4. Once the above are ready, I shall forward all these materials by email and courier to Lu Peilan.

>> President Alan, your comments, and your approval to proceed, please.

>> Thank you.

>>>> Kind Regards,
>> Lee Kuan Yong
>> Cell/Text: +6012-321-8750
Exit poll overview

Survey #1: Survey of former Kiwanis club members

Objective of the survey: Members are leaving Kiwanis, and we aren’t sure why. We want to know why they are leaving and where they are going.

Plan:
1. A “5-question” survey to former Kiwanians who left their club within the past two years.
2. After initial survey is sent out, a more comprehensive survey will be sent out monthly to those who have left in the past 30 days.

Initial analysis of survey (Sent out June 12, 2012, analysis done June 19, 2012)
- 1,349 responses
- 55.6% leave because of life circumstances
- 72.8% would encourage a friend or colleague to join
- 50.1% would consider returning to Kiwanis if they found the right club experience
- 330 asked for help to find a club right now
- We have nearly 600 short answers to each of these two questions:
  1. Do you have any suggestions for Kiwanis clubs to better retain their members?
  2. Is there anything else you want to share about your club experience?

And much more.
Survey #2: Survey of current Kiwanis members

Objective of the survey:  
Kiwanis members aren’t always invested in growing their club or Kiwanis. We need to understand what members do care about so we can develop a strong case for growth (make growth personal to these members).

Plan:  
Administer this to two groups – growing Kiwanis clubs and non-growing/new Kiwanis clubs. Past and current district and international officers will be excluded from the survey base.

Initial analysis of survey (Sent out June 12, 2012, analysis done June 19, 2012)
- 1,672 responses from non-growing clubs
- 1,751 responses from growing clubs
- Nearly 700 responded yes to the question; “would you like us to send tools to help grow your Kiwanis Club?”
- Nearly 300 responded yes to the question; “would you like us to send you tools to take Kiwanis to a new community?”
- Thousands of responses to questions like:
  - How do you benefit from your Kiwanis club experience
  - Share your suggestions for club and Kiwanis growth
- When you hear the words “Kiwanis growth” what feelings do you have? Select all that apply (Top four answers by percentage)
  - Challenged- 48.8%
  - Concerned- 45.0%
  - Interested- 38.7%
  - Optimistic- 34.7%
- And much more.

Survey #3: Survey of Kiwanis members as they leave the organization

Objective of the survey: Members are leaving Kiwanis, and we aren’t sure why. We want to know why they are leaving and where they are going.

Plan:  
To send this survey to members 30-60 days after they leave Kiwanis. This will be used on an ongoing basis as compared to survey #1 which will be used once. This will begin after the International Convention in New Orleans.
Memo

To: Dr. John Button, Chairman of Kiwanis International Board Committee on Membership
From: Marc H. Litwack, Chairman, SLP Alumni Support Committee
Subject: June 2012 KI Board Meeting

Since my last report to the Kiwanis International Board dated March 2012 the SLP Support Committee has held 2 committee meetings by conference call.

During these meetings, input was given to staff about the alumni survey that was conducted in April 2012. Staff indicated that input from the SLP Support committee was most helpful. Attached you will find the summary results from the alumni survey. Also attached you'll find the 3 pillars of focus as developed by staff the next several months of alumni imitative and promotion.

During our committee meeting, discussion was held with staff concerning alumni recruitment opportunities and the “What’s Next Campaign” relating to alumni recruitment at KCI and CKI district conventions. The committee expressed hope that in the future Key Club and CKI district convention recruitment of alumni would be more successful.

In depth discussion was also conducted concerning alumni events and the alumni reception that is being held in New Orleans, LA. As of the writing of this report, attendance at the Friday evening reception is slightly under 30 attendees.

There will be a meeting of the alumni support committee via conference call in late July and in late August or early September. A final report will be written and submitted by September 15, 2012 as requested by International President, Alan Penn. Please do not hesitate to contact me if you have any questions concerning the activities of the SLP Alumni Support Committee.

Respectfully Submitted:
Marc H. Litwack
Chairman, SLP Alumni Support Committee

cc: Sherri McKeen, Alan Penn, Stan Soderstrom, John Shertzer, Dr. John Button, SLP Alumni Support Committee members
Alumni membership survey 2012
Circle K and Key Club International alumni survey

Background:
The purpose of the alumni survey was to find out what the alumni members want from their alumni experience by asking questions in such a way that led the respondents to answer truthfully. After working collaboratively with Kiwanis staff and volunteers, the alumni survey was developed and distributed via email to the alumni members.

Survey statistics:
3757 alumni members were sent a link to the alumni survey. Of these members, 627 alumni started the survey and 548 completed the entire survey.

With a sampling size of 548, we have a statistically representative sampling size and can say – with 95% certainty – that the opinions expressed in the sample are the same as the alumni membership at large who received the survey but did not respond. That is, the opinions of the sample represent the opinions in the population.

Attachments:
In addition to this report, you will find four supporting documents:

- Survey responses by all respondents to the closed-ended questions.
- Tabulation report of (the majority of) the closed-ended questions.
- All of the responses to the open-ended questions.
- Survey responses by only the non-Kiwanians to the closed-ended questions.

Survey summary:
After reviewing the survey results, we find the following statements to be true:

- The primary reason alumni joined was to receive information about Key Club and CKI. With the secondary reason being that they didn’t really know what they were joining, but they signed up anyway meaning there is an affinity of these individuals to the Key Club and CKI programs.
- There is no desire of our members to pay to belong to the alumni group as it stands now.
- Between 17% - 27% of alumni are ready to financially give back now. They primarily are interested in their local Key Club and CKI club, but still have interest in other Kiwanis efforts.
- The minority of the members do not support the idea of allowing “friends of alumni” to join the alumni group and want it only open to alumni.
- The alumni are interested in getting involved in service locally, with a primary interest in giving back to CKI and Key Club.
• The alumni members are primarily not interested in setting up a leadership structure for the program.
• More than 2/3 of the alumni members are not a part of a Kiwanis club.
• Alumni group members are looking for more connection between members, more service and a more local focus.
• Current Kiwanians who are also alumni primarily hope the alumni groups bring new Kiwanians to the organization.
• Other than it being too expensive, not having the time, and just not being ready, the next reason for alumni not joining a Kiwanis club is that they haven’t been asked. (25% reported this)

So what?
Based on the survey results, we offer the following recommendations.

Because the alumni members are not interested in establishing an international leadership structure, and therefore, not wanting to establish an official “association”, we recommend that the group be called something like an alumni network or alumni community.

We also recommend that we focus our staff efforts on the following

1. Provide updates to members about what is happening with Key Club and CKI now and updates on past members.
   a. This is the primary reason members joined the alumni association – to hear updates on what’s new with Key Club and CKI.
2. *Connect alumni with each other.
   a. The members are looking for “more connection”. They want to connect with each other.
3. Connect alumni with local key Clubs and CKI clubs to serve as club volunteers.
   a. The members want more opportunity to do service and engage locally with youth clubs.
4. Connect alumni with what’s next in the Kiwanis family.
   a. Over 50% said they are very likely to join a Kiwanis club.
5. Connect alumni with opportunities to give financially.
   a. 20% of the members are ready to give financially today.

*This item will need further member assessment to determine what is needed to address this need.
### 3 pillars of focus for the alumni groups

**NEEDS**

<table>
<thead>
<tr>
<th>Recruitment</th>
<th>Local connections</th>
<th>Educating Kiwanians</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create a comprehensive strategy to recruit graduating seniors and past alumni</td>
<td>• KI to provide tools and resources to facilitate local alumni connecting</td>
<td>• some/many Kiwanis clubs are not prepared to accept alumni into their club</td>
</tr>
<tr>
<td>• identify what strategies are most effective</td>
<td>• Create cause messaging for alumni to rally around - service leadership - and develop ideas of how alumni can further this cause</td>
<td>• identify 10 things that a KI club needs to make them accessible to alumni (young alumni) to join</td>
</tr>
<tr>
<td></td>
<td>• Still need to determine what this looks like - social events, networking, chartering Kiwanis clubs, distributing scholarships</td>
<td></td>
</tr>
</tbody>
</table>

**ACTIONS – Summer 2012**

<table>
<thead>
<tr>
<th>Recruitment</th>
<th>Local connections</th>
<th>Educating Kiwanians</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 6/5 - email to 2012 Key Club and CKI graduates, 6/12 - follow up email</td>
<td>• Social media - engage followers in discussion</td>
<td>• Social media to generate conversation</td>
</tr>
<tr>
<td>• KCI ICON - join opportunities at booth, retrieve list from convention registration</td>
<td>• CKI ICON - at reception, ask how grads want to continue &quot;service leadership&quot; after graduation and how they want to connect locally</td>
<td>• CKI ICON - at reception, have questionnaire cards available for 2012 grads to help answer this question.</td>
</tr>
<tr>
<td>• CKI ICON - join opportunities at 2012 graduation reception, retrieve list from convention registration</td>
<td>• KI ICON - discussion at forums about how alumni want to engage locally, the idea of volunteering with SLPs without being in Kiwanis</td>
<td>• KI ICON - at forum explore what these qualities are</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Areas that need further exploration:**
- Will friends of alumni (advisors, parents, Kiwanians) be allowed to join the network?
203 - DISTRICT STATUS

203.1 - Minimum Requirements for Each Status

A. District-in-Pre-Formation: When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the International Board may create a district-in-pre-formation, consisting of a group of not less than ten (10) Kiwanis clubs “in good standing” in developing Kiwanis nations/areas with a minimum of 200 paid members having compatible geographic areas and customs. A district-in-pre-formation must obtain the status of district-in-formation within five (5) years. (1/12)

Reference: Existing districts-in-pre-formation as of April 2012 are:
Poland 319 20
Czech & Slov 268 20
Romania 285 16
Close:
UK 166 10
Hungary 126 9
India 142 6
Albania 118 6

B. District-in-Formation (DIF): A district-in-pre-formation attains district-in-formation (DIF) status, by action of the International Board, upon achieving a minimum of fifteen (15) Kiwanis clubs “in good standing” with a minimum of 500 paid members. A district-in-formation must then obtain the status of district within five (5) years. The elected leader of the district-in-formation will be invited to designated meetings for growth and training provided by Kiwanis International. (6/85) (1/12)

Reference: Existing districts-in-formation as of April 2012 are:
Ecuador 500 27
Australia 896 50
NZ-SP 814 50

C. District: A district-in-formation becomes a district upon achieving a minimum of 1,000 paid members and 25 clubs “in good standing”. This status will be confirmed by Kiwanis International when the following year’s dues are paid not later than 90 days after the due date. (6/85) (1/12)

E. Decline: A district-in-pre-formation, a district-in-formation, or a district that fails to maintain its status for two (2) consecutive years after achieving it, based on the annual membership reports by clubs to Kiwanis International, will automatically revert to the appropriate status, with corresponding obligations and privileges, without appeal. (4/00) (1/12).

<table>
<thead>
<tr>
<th>Districts 1,500 – 1,100</th>
<th>10/2011</th>
<th>6/2012</th>
<th>Districts 1,100 – 1,000</th>
<th>10/2011</th>
<th>6/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montana</td>
<td>1,356</td>
<td>1,399</td>
<td>Western Canada</td>
<td>1,026</td>
<td>1,054</td>
</tr>
<tr>
<td>Norden</td>
<td>1,496</td>
<td>1,493</td>
<td>West Virginia</td>
<td>1,099</td>
<td>1,039</td>
</tr>
<tr>
<td>Philippine South</td>
<td>1,261</td>
<td>1,328</td>
<td>Andean and Central Am.</td>
<td>1,018</td>
<td>1,093</td>
</tr>
<tr>
<td>Korea</td>
<td>1,146</td>
<td>1,169</td>
<td>Iceland Faroes</td>
<td>973</td>
<td>973</td>
</tr>
</tbody>
</table>
From Board meeting April 2012

i. Monitoring District Status and Growth
The Committee discussed the value of the Board Committee on Membership conducting a quarterly review of declining districts whose membership is below 1,500. The purpose of this review is to determine if/what resources or support may be available to assist the district in growth.

Recommendation #9: That the Kiwanis International Board approves revisions to Procedure 203 – District Status and Procedure 102 - International Board Committee Responsibilities, as shown below, to provide improved monitoring and assistance regarding district status and growth:

203 - DISTRICT STATUS
203.1 - Minimum Requirements for Each Status
E. Decline: A district-in-pre-formation, a district-in-formation, or a district that fails to maintain its status for two (2) consecutive years after achieving it, based on the annual membership reports by clubs to Kiwanis International, will automatically revert to the appropriate status, with corresponding obligations and privileges, without appeal. (4/00) (1/12). See also Procedure 203.7.

203.7 - Notification
The Executive Director, on behalf of the International Board, shall notify each nation/area, district-in-pre-formation, district-in-formation, or district when it attains each major goal toward a new status or when it is in danger of reverting to a lower status, as well as when it actually reaches a new status as defined in this procedure. (1/12)
Specifically, the Executive Director shall contact any district whose membership falls below 1,500 to offer support and/or resources to assist the district with growth. If a district’s membership is 1,100 or below, the district will be advised it may be in danger of losing district status. A copy of this procedure shall be included.

102.6 - Membership
The Board Committee on Membership will work to develop and implement membership growth and retention strategies to achieve the Kiwanis International vision of one million members. New thinking, new ideas, and new models of membership will be necessary to meet and achieve this vision. The committee will focus on global expansion, product development retention strategies, new club and new member support, and club growth. Further, this committee will assure that Kiwanis International and Kiwanis clubs reflect the communities that we serve by focusing on membership and leadership diversity. The committee shall review district membership figures at each Board meeting to monitor district status as provided elsewhere in procedures. (10/11)
2011/12 KIWANIS GROWTH COMMITTEE FOR THE AMERICAS AND THE CARIBBEAN

RECOMMENDATIONS TO THE KIWANIS INTERNATIONAL BOARD
RECRUITING AND RETAINING YOUNGER MEMBERS

Medium-Term Priority
LINCS - LEADERSHIP INNOVATION AND NETWORKING THROUGH COMMUNITY SERVICE

Recommendation 1.
Kiwanis International should develop a new branch of the Kiwanis family that focuses on the needs of younger adults (18-48) who are career-oriented and upwardly mobile: the need to get experience, business/community contacts, résumé credentials, and letters of reference.

Recommendation 2.
The new branch should build on the Kiwanis “real world” community service/leadership model and the Toastmasters public speaking and leadership learning tracks to identify a progression of specific steps members need to take for learning, practicing, and improving leadership/career skills such as team-building, sales, public speaking, project management, stakeholder consultation, etc.

Recommendation 3.
Education would be provided through manuals and webinars. Evaluation would be completed by peers, and completion of steps in leadership and other education tracks would be certified by the Education Chair for the club.

Recommendation 4.
The new branch should not be marketed as “Young Kiwanis” but as a leadership institute. Terminology should reflect a learning experience (e.g. tuition or program fee instead of membership dues). The possibility of working in coordination with a reputable online diploma-granting college could be explored.

Recommendation 5.
Participants in the new branch should be encouraged to work with Kiwanis clubs as well as other local stakeholders as part of their learning experience.

Short-Term Priority
AUTOMATIC KIWANIS MEMBERSHIP FOR SLP GRADUATES

Recommendation 6.
Every Key Club and CKI club should be provided with certificates granting members free, automatic membership in Kiwanis for a two-year period upon their graduation; all they would need to do is to log on to a Kiwanis International website and enter their membership information including contact information, club, and years attended.

Recommendation 7.
The registration process should include confirmation of agreement to the terms of the other, one of which would be permission to have their contact information provided to Kiwanis leaders and clubs in their region.

Recommendation 8.
Graduates who register through the website should be considered “Members at Large” and eligible to transfer into an existing Kiwanis club.
ALUMNI MEMBERSHIPS

Recommendation 9.
Similar to some software subscriptions, alumni memberships for former CKI or Key Club members should continue to be “free” in order to encourage as many former SLP members as possible to remain on the distribution list.

Recommendation 10.
Similar to university alumni, SLP alumni should be offered the opportunity to become Active, Supporting or Sustaining members by contributing (e.g. $10, $25 or $100) to support Key Club or CKI; these funds could be contributed through the KIF.

Recommendation 11.
Alumni should receive literature about the need to support SLPs through membership in Kiwanis. To further tie membership with support for SLPs, any alumni who are members of Kiwanis should automatically be sustaining members at no extra cost.

Recommendation 12.
Those who give at higher levels should receive a subscription to the hard copy of the KCI or CKI magazine, and updates on SLP news, free tickets to alumni events at Kiwanis International Convention, and updates on alumni activities, etc.

Recommendation 13.
The alumni membership form could include a waiver for the sharing of contact information with Kiwanis family clubs and others. A list of alumni could be posted online by location (country, state/province, and city), with Active, Supporting Alumni and Sustaining Donors highlighted.

FLEXIBLE MEMBERSHIP OPTIONS

Recommendation 14.
The adoption of 3-2-1 clubs, young professionals clubs, and club satellites should continue to be promoted as opportunities to appeal to younger prospective Kiwanians.

Recommendation 15.
Now that there have been several years of experience in the use of flexible membership initiatives, best practices should be developed and communicated to clubs so that they have more guidance in taking advantage of these options.

DUES AND SLP DUES WAIVER

Recommendation 16.
The dues waiver for former SLP members should be retained, because it encourages former SLP members to join Kiwanis and ending the waiver would send a negative message.

Recommendation 17.
More promotion and education is needed in respect to the dues waiver for former SLP members, including how to claim the waiver. Ideally the billing system should be requiring the secretary to identify which of the members with less than three years’ membership in the club are former SLP members and adjusting the invoice accordingly.

Recommendation 18.
The Charter fee and pro rata dues should be eliminated for former SLP members who join Kiwanis; it makes no sense to charge joining fees and make the next two years free.

Recommendation 19.
Clubs should be encouraged to adopt a dues structure that reflects the international
dues waiver and district equivalent (if any). Clubs should be encouraged to adopt dues structures that provide incentive for younger members to join.

SERVICE LEADERSHIP PROGRAMS

Recommendation 20.
Service Leadership Programs – with the exception of Aktion Club – should be rebranded as “Kiwanis Youth”. “Service Leadership Programs” is vague, is reduced to an acronym because of its length, and – most importantly – fails to recognize the relationship with Kiwanis.

Recommendation 21.
The Kiwanis family logos should reflect a consistent look so as to strengthen the association between the branches of the organization – for members and for the public.
### MEMBER RECRUITMENT

**Medium-Term Priority**

**ALLIANCES WITH OTHER ORGANIZATIONS**

**Recommendation 1.**
More directly, Kiwanis International should support mutually-beneficial partnerships with other organizations that have age limits such as Jaycees (Junior Chamber International) or Junior League, with Kiwanis International encouraging clubs to provide support in exchange for referrals for members who have aged out.

**Recommendation 2.**
Kiwanis International should also promote alliances with other closely-aligned organizations, especially those in which Kiwanis is the stronger partner. Examples include Sertoma in the US/Canada or Kin (Kinsmen/Kinettes) in Canada. The focus should not be to try to recruit members or clubs to join Kiwanis (even if some members choose to make the transition from one organization to the other) but to support each other’s projects for the good of the community and to enhance the reputation of Kiwanis.

**Medium-Term Priority**

**BUSINESS PARTNERSHIP PROGRAM**

**Recommendation 3.**
To promote community awareness and member recruitment while assisting local fundraising and raising funds for the organization, Kiwanis International should adopt a Kiwanis Partnership Program similar to [www.kiwanisdecals.org](http://www.kiwanisdecals.org).

**Recommendation 4.**
Local business owners who do not want to be full members but want to be seen as supporting the good works of their local Kiwanis Club should be given the opportunity to become Kiwanis Business Partners (similar to the PNW Program found at [www.kiwanisdecals.org](http://www.kiwanisdecals.org)). They would pay an annual fee (suggestion: $100) and would receive a year-dated partnership decal to proudly display to customers as well as a subscription to the local and district Kiwanis magazine.

**Recommendation 5.**
To promote the program, Kiwanis International should make partnerships available to districts at $5 each and the districts would in turn make the partnerships available to clubs at $20 each, giving districts an incentive to promote the partnerships to clubs. Clubs would secure the partnerships and get the profit (potentially $80) to use for community service, which is significant incentive to speak with business owners.
Short-Term Priority  
**KIWANIS ONE DAY and MAY IS MEMBERSHIP MONTH**

**Recommendation 6.**  
Kiwanis One Day should include a strong membership component, with Kiwanis club members being encouraged to invite (and bring) non-members to participate in their club’s Kiwanis One Day project.

**Recommendation 7.**  
Because it is important to give clubs a specific target and an easy-to-follow guide, clubs should be encouraged to hold a May Membership Campaign using the four-page tool that the Committee has refined. The special guest dinner can be used as a way to thank the guests who participate in Kiwanis One Day.

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**Short-Term Priority  
FLEXIBILITY REGARDING DUES STRUCTURE**

**Recommendation 8.**  
Kiwanis International should support pilot projects in which dues are discounted for spouses or family members and prepare an analysis of the impact on recruitment.

**Recommendation 9.**  
There needs to be more education/promotion so that clubs understand the difference between the dues that clubs charge members and the per-member fees assessed to clubs by Kiwanis International and their District.

**Recommendation 10.**  
Clubs should be encouraged to have dues structures that reflect district and international incentives or dues structures, including life memberships and SLP waivers) so that these benefits are passed on to the members.

**Recommendation 11.**  
Clubs should be better educated on their ability to implement their own dues incentives.

---

**HARNESSING THE MEMBERSHIP POTENTIAL OF THE WORLDWIDE SERVICE PROJECT**

**Recommendation 12.**  
A working group should be put together to develop tools to assist clubs in incorporating public relations and recruitment elements into their efforts in support of the Eliminate Project, building on some of the initial work done by Eliminate Area Director Neil Hudelson.

**Recommendation 13.**  
Create a series of materials to promote growth through The Eliminate Project, including toolkits, webinars, inserts or components for Lieutenant Governor trainings and CLE.

**Recommendation 14.**  
Develop a set of best practices to conduct Eliminate Project outreach to community organizations such as churches, Chambers of Commerce, youth service clubs such as the Boy and Girl Scouts, and even adult civic organizations such as local Rotary and Lions clubs.

**Recommendation 15.**  
Include club PR and Growth chairs on club Eliminate Project committees, and promote the inclusion of Eliminate Project representatives on District and International growth committees.
International Growth Committee for the Americas
Draft Recommendations to the International Board

Recommendation 16. Create a nation- or world-wide Eliminate Project service day to be conducted on the same day (much like the March of Dimes in years past).

Recommendation 17. Create a business recognition tool for The Eliminate Project – potentially along the lines of the Business Partnership Program already mentioned. This recognition item, such as a decal or window sign, can be awarded to local businesses who donate to a club’s Eliminate Project activities. The recognition item would be displayed in high traffic, visible areas, passively building recognition for both Eliminate and Kiwanis.

Recommendation 18. The Eliminate Project and Kiwanis International. Eliminate coordinators at the club and division level should be oriented on how to canvas businesses and other organizations.

Recommendation 19. The Eliminate Project should go beyond the Model Club and develop a community Eliminate Project recognition program: the Model Community. This program would have the twofold effect encouraging Eliminate Project donations from community members, and to spark new interest in the activities of Kiwanis International.

Recommendation 20. Create an online repository of successful Eliminate Project recruitment efforts.

Recommendation 21. Develop more visual materials for clubs to use in the community, such as progress thermometers. Due to the cost of these materials, the design can be part of Campaign Resource Center while the printing would be left to each club.

Recommendation 22. The Eliminate Project can be used as a way to attract young, engaged adults who can not be a part of Circle K, yet may not feel comfortable with joining a Kiwanis club without a young adult presence.

FLEXIBLE MEMBERSHIP OPTIONS (Club Satellites, Corporate Clubs, etc.)

Recommendation 23. Flexible membership initiatives such as club satellites and corporate memberships should be adopted permanently in 2013. Even with the change in the Charter strength number, having the club satellite option is still valuable.

Recommendation 24. Now that there have been several years of experience in the use of flexible membership initiatives, best practices should be developed and communicated to clubs so that they have more guidance in taking advance of these options.

KIWANIS (AND K-FAMILY) BRANDING

Recommendation 25. Consistent branding is important to awareness. Kiwanis merchandise and branding should consistently incorporate the highly-recognizable, bold Kiwanis logo (the K in the circle). The globe background weakens the image and is often not very visible (especially against white backgrounds) and should be eliminated.
MAKING TARGETED RECRUITMENT FUN: MEMBERSHIP BINGO

Recommendation 26.
Providing clubs with a bingo-style game that uses professions or backgrounds for bingo squares would help make recruitment fun and would recognize prospective members for who they are. Club members would be encouraged to use bingo dabbers to fill their bingo cards by marking off squares represented by new members (or both new and existing members).
MEMBER AND CLUB RETENTION

Short-Term Priority
CLUB COUNSELLORS and KIARs

Recommendation 1.
Every district should be encouraged to appoint at least one Club Counsellor in each division to assist with weaker clubs. These Club Counsellors should be trained on Achieving Club Excellence and similar programs and should work with the Lieutenant Governor to support 1-2 clubs that require extra support.

Recommendation 2.
Club Counsellors should not be called Kiwanis International Accredited Representatives, because the title tended to provide a false impression that they have authority over clubs or that they do not need to work with Lt. Governors.

Short-Term Priority
MENTOR CLUBS

Recommendation 3.
We recommend sticking with the Club Counsellor model instead of adopting a mentor club approach. While the idea of having stronger clubs mentor weaker clubs is generally positive, there is a danger that if the whole club is responsible that no one person will take responsibility.

Recommendation 4.
Instead of mentor clubs, we recommend compiling information about “best practices” of strong clubs – especially those that have been weak and have found ways to grow – would likely be a better option for helping weaker clubs.

LETTERS TO CLUBS UNDER CHARTER STRENGTH (15)

Recommendation 5.
Lt. Governors should be encouraged to personally contact clubs under Charter strength and offer assistance.

Recommendation 6.
If Districts choose to send letters to clubs under Charter strength, the letters should not be punitive in tone. Letters should express concern for the welfare of the club, recommend one or two key actions (e.g. work with their Lt. Governor on an Achieving Club Excellence exercise), provide information on resources and volunteers available to assist the club, and challenge them to achieve “Charter 2” status by working towards a membership of 25.

Recommendation 7.
A template for such letters should be drafted in consultation with districts that currently use this approach; this template should be made available to all districts.
Recommendation 8.
Clubs should be encouraged to not settle for the new Charter strength but to aim for Charter x 2: 30 members. The message needs to be that 15 is enough to form a club, but long term success requires a stronger base.
NEW CLUB BUILDING

Short-Term Priority
PROMOTING THE NEW CHARTER STRENGTH

Recommendation 1.
New club-building literature should focus on the fact that “Building a Club is Easier Than Ever!”, touting the change in membership. While the change can be used to highlight the importance of quality over quantity, the literature should also encourage new club builders to continue to recruiting past the 15 member mark.

Recommendation 2.
An information sheet should be developed on “How to Turn Your Club Satellite into a Full Club” and a link should be widely distributed to the membership. The sheet should explain not just the administrative process but also the greater responsibility that must be borne (having a board, filing reports, etc.).

Recommendation 3.
The International Board should consider whether to eliminate some or all of the Charter gifts currently provided automatically to new clubs, given that 15 members do not generate sufficient revenue to cover the cost of the current Charter gifts, not all clubs use banners or bells, and given that other clubs may want to purchase these items as a gift for the new club.

Short-Term Priority
CERTIFIED NEW CLUB BUILDERS

Recommendation 4.
Every district should be encouraged to appoint at least one person per division to become a Certified New Club Builder through training provided by the District and/or by Area Directors.

Recommendation 5.
Certified New Club Builders should get special recognition such as a certificate and pin, and should receive additional recognition upon building their next club.

Recommendation 6.
To retain their credentials, Certified New Club Builders should be required to participate in at least one club-building activity within a three-year period – even if the activity is in another division.
Medium-Term Priority
PROFESSIONAL NEW CLUB BUILDERS

Recommendation 7.
Kiwanis International should support pilot projects in which districts hire jointly-funded professional new club builders to supplement new club building that occurs through volunteer efforts.

Recommendation 8.
Compensation should be based on a mix of salary and commission. The commission should not be based solely on the building of a new club, but on the number of members the club has in the Charter year and the next subsequent four years so as to provide an incentive to build clubs that last and to provide a more stable income for the new club builder that grows as their portfolio grows.

TARGETING SUPPORT FOR SERVICE LEADERSHIP PROGRAMS

Recommendation 9.
Priority for new club building should be given to communities with Service Leadership Program Clubs but no Kiwanis Club. Kiwanis can assist districts in identifying for districts where this is occurring, as can SLP District Administrators.

SITE SELF-IDENTIFICATION

Recommendation 10.
While personal contacts are usually the most effective approach, the International Board should consider a pilot project in which one or two districts send a mass mail-out to the mayors and presidents of Chambers of Commerce of towns that do not yet have Kiwanis clubs. The letters could cite community benefits that Kiwanis clubs generate and providing an opportunity for them to have their community placed on a priority list to have a new club built. Priority could be given to those communities in which the Mayor or Chamber head indicate they would be willing to join the new club and/or who provide names of people they recommend for membership.
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
GOVERNANCE

Wednesday, June 27, 2012
8:20 - 9:10 a.m. CDT
Hilton Riverside Hotel
New Orleans, Louisiana USA

Committee Members

Jerome E. Peuler, Chairman
Jane M. Erickson
Gunter Gasser
John M. Johnson
Sjoerd R.J. Timmermans
Diana O’Brien, Staff Liaison
Barry Glazer, Parliamentarian

1. Consent Report
   a. Memorial Resolution to Past Kiwanis International President Wes H. Bartlett
   b. Memorial Resolution to deceased Kiwanis International Trustee Oscar H. Knight III
   c. Clarification to Procedure 203.3 – [Services Provided to a] District in Formation
   d. Clarification to Procedure 127 - Background Check Appeals Committee
   e. Clarification to Procedure 156 - Staff voting at International Conventions
   f. Clarification to Standing Rule 17 for the Kiwanis International Convention

2. Action Report
   a. Andean and Central America District Bylaws Amendments
   b. European Federation Bylaw Amendments to Comply with Kiwanis International Bylaws
   c. Update on Switzerland-Liechtenstein District Bylaw Revisions
   d. Review of Standard Form for District Bylaws
   e. Revision to Proposed New Standard Form for Club Bylaws

3. Information Report
   a. Potential Adjustments to Proposed New Standard Form for Club Bylaws
   b. Plan for Adoption by Clubs of the Standard Form for Club Bylaws

4. Future Business
   a. European Federation Bylaws Compliance with Kiwanis International Bylaws: Remaining Issues
   b. Determination of Key Provisions in Standard Form for District Bylaws by Task Force on Governing Documents
   c. District Foundation Compliance with Kiwanis International Requirements
   d. Legal Review of New Provisions on Conduct Unbecoming
e. Setting Earlier Deadlines for Submission of Proposed Amendments
f. Adopting Best Practices for Nonprofit Governance
g. Oversight of Kiwanis International Procedures
h. Governors Term Completion Prior to Becoming International Trustee Candidate
Consent Report

a. Memorial Resolution to Past Kiwanis International President Wes H. Bartlett

Recommendation #1: That the Kiwanis International Board presents to the House of Delegates at the 2012 Kiwanis International Convention a memorial resolution honoring Past Kiwanis International President Wes H. Bartlett, as follows:

PREAMBLE: Wesley H. Bartlett, known as “Wes,” was born in 1915 – the same year of Kiwanis’ founding. Wes was a furniture and flooring merchant in the small town of Algona, Iowa, where he became a Kiwanian in 1946. He rose through our leadership ranks, serving as club president, lieutenant governor, Nebraska-Iowa District governor in 1953, and ultimately as Kiwanis International President in 1971-72. He also served as a Kiwanis International Foundation Trustee and Treasurer.

Wes’ years on the Kiwanis International Board from 1964 to 1973 were tumultuous years in society and an especially difficult time for our Circle K and Key Clubs. The youth of the day were challenging the status quo, and our Service Leadership Programs were affected. Circle K, particularly, struggled against a declining membership.

Adopting the theme “United for Progress,” calling for cooperation among all segments of society, Wes was instrumental in crafting a “new beginning” for CKI, giving each CKI club the choice of opening its membership to women. The next year, CKI adopted the change for all clubs.

That story exhibits the essence of Wes Bartlett as a leader. He talked a lot about bringing people together—and he did just that.

WHEREAS, Wes Bartlett, who was born the same year of Kiwanis’ founding in 1915 and departed this world on March 26, 2012, served as club president, lieutenant governor, district governor, and Kiwanis International Trustee, culminating his Kiwanis career as Kiwanis International President in 1971-72. He also served as a Kiwanis International Foundation Trustee and Treasurer, and ultimately recorded more than 60 years of perfect attendance.

AND WHEREAS, Wes Bartlett led Kiwanis on a path of progress by forging strong bonds with Key Club and CKI, by advocating unity, and by emphasizing the need for each Kiwanis club to have relevance and identification within its community;
AND WHEREAS, Wes Bartlett met the challenges of his day head-on by adopting the theme “United for Progress,” calling for cooperation among all segments of society, and by establishing twin Major Emphasis Programs addressing current issues: “Operation Drug Alert” and “Project Environment.”

THEREFORE, BE IT RESOLVED THAT the delegates to the 97th Annual Kiwanis International Convention assembled in New Orleans, Louisiana, on June 29, 2012, do hereby express the sincerest sympathy to the family and friends of Wes H. Bartlett and do record this resolution permanently in the annals of Kiwanis in recognition of the respect and admiration which all have for this great leader.

(ADOPTED)

Strategic Intent: Honor deceased International President.
Financial and Human Resource Impact: None.

b. Memorial Resolution to deceased Kiwanis International Trustee Oscar H. Knight III

Recommendation #2: That the Kiwanis International Board presents to the House of Delegates at the 2012 Kiwanis International Convention a memorial resolution honoring Kiwanis International Trustee Oscar H. Knight, III, as follows:

PREAMBLE: Oscar E. Knight III, a mortgage banker by trade, joined the Kiwanis family in 1979 in the San Diego, California, club, going on to become president of the La Mesa Club, governor of the California-Nevada-Hawaii District, and ultimately a Trustee of Kiwanis International in 2010, before his untimely death on April 1, 2012.

Along the way, Oscar received city and state awards for leading Division 31 Kiwanis clubs in raising more than $1 million for victims of the 2003 wildfires that destroyed a large area of San Diego County. Beyond serving Kiwanis for more than 30 years, he also volunteered for the American Red Cross, the San Diego County YMCA, Grossmont College Foundation and the Girl Scouts of America.

As we remember Oscar, we would do well to try to be like Oscar Knight. Start with his smile – a big, radiant, genuine, friendly smile. And no matter what you’re doing, no matter your mood or how busy you are, greet everyone as though they’re the most important person in the world. Tell someone how happy you are to see them – and mean it. When young adults cross your path, encourage them. Inspire them. Leave a lasting impression. Emphasize the “we” of cooperation over the “I” of self-fulfillment—that was Oscar’s philosophy. Be a friend. Shake hands. Have fun. See possibilities. Be passionate about Kiwanis. Above all, lead by example and celebrate life. Try to be the kind of
Kiwanian Oscar has been, and you’ll make a difference in your community and in our world.

WHEREAS, Oscar Knight was a dedicated servant leader who unselfishly shared his talents with Kiwanis for more than 30 years;

AND WHEREAS, Oscar Knight was a man of vision and a passionate spokesperson for Kiwanis, emphasizing the “we” of cooperation over the “I” of self-fulfillment and leading by example;

AND WHEREAS, Oscar Knight has impacted the lives of so many Kiwanis members worldwide, most importantly by inspiring the children and young adults of our Circle K, Aktion Club, Key Club, Key Leader, Builders Club and K-Kids programs;

AND WHEREAS, Oscar Knight was a warm and caring person and truly a friend of all Kiwanians;

THEREFORE, BE IT RESOLVED THAT the delegates to the 97th Annual Kiwanis International Convention assembled in New Orleans, Louisiana, on June 29, 2012, do hereby express the sincerest sympathy to the family of Oscar E. Knight III and do record this resolution permanently in the annals of Kiwanis in recognition of the respect and admiration which all have for this departed leader.

(ADOPTED)

Strategic Intent: Honor deceased Trustee.
Financial and Human Resource Impact: None.

c. Clarification to Procedure 203.3 – [Services Provided to a] District in Formation

Staff noted that Procedure 203.3D is inconsistent in such a way to cause the intent to be unclear; thus, a clarification adjustment is needed.

Recommendation #3: That the Kiwanis International Board revises Procedure 203.3 - [Services Provided to a] District in Formation, as follows:

203 - DISTRICT STATUS

203.3 - Services

D. Districts in Formation: In addition to the above, districts in formation will receive: (2/05)
• Invitation to the District Leader or Governor of District-in-Formation to attend governors-elect meeting(s) required by Kiwanis International, as well as designated meetings for growth and training provided by Kiwanis International;
• Invitation to the District Leader or Governor of District-in-Formation to attend International Council meetings (if any are held) as a non-voting member.

(10/96) (1/12)

(ADOPTED)

Strategic Intent: Maintain governing documents.
Financial and Human Resource Impact: None.

d. Clarification to Procedure 127 - Background Check Appeals Committee

Procedure 197.4 – [Criminal History Background Check] Appeal Process was revised earlier to clarify that it is the role of the Appeals Committee – not the Kiwanis International Board – to consider the merits of an appeal and determine whether or not a hearing is warranted. A corresponding adjustment to Procedure 127 - Background Check Appeals Committee, was overlooked at that time, so is requested now. Some additional language clarification is recommended as well.

Recommendation #4: That the Kiwanis International Board revises Procedure 127 - Background Check Appeals Committee, as follows:

127 – BACKGROUND CHECK APPEALS COMMITTEE

A standing committee on Background Check Appeals shall be appointed by the International President, subject to approval by the International Board, to be composed of three persons, none of whom may be a current International Board Member or Governor and one of whom shall be from outside of the United States. Initial appointments will include a one-year, two-year, and three-year term; thereafter, all members shall serve for a three-year term, with each new President adding one new member to the committee. The committee’s duties shall be to review the action taken based on something reflected in as a result of a criminal history background check, if such action is disputed and appealed by the person in question and if referred to the committee by the International Board, in accordance with the Policy and Procedure on background checks. (4/10)

(ADOPTED)
Strategic Intent: Maintain governing documents.
Financial and Human Resource Impact: None.

e. Clarification to Procedure 156 - Staff voting at International Conventions

Efforts are underway to start a new Kiwanis club that meets at the Kiwanis International Office, to be composed largely of Kiwanis and CCS staff. However, in order to allow those club members the same voting rights and responsibilities as other dues-paying members, Procedure 156 needs to be adjusted.

Recommendation #5: That the Kiwanis International Board revises Procedure 156 – Voting by Staff, as follows:

156 - VOTING BY STAFF

A member of the Kiwanis International Office staff shall not vote at Kiwanis International Conventions and district conventions. A staff member shall also not vote during that portion of the division conference at which the lieutenant governor or lieutenant governor-elect is elected. In the event that a staff person is named as a delegate for the purpose of club representation credit, a registration fee for the appropriate convention shall be required. A Kiwanis International Office staff person shall not vote at Kiwanis International Conventions, district conventions, division conferences, or other events above the club level unless he/she has been certified by his/her club as a club delegate and has paid the appropriate registration fee for the event. (6/89)

(ADOPTED)

Strategic Intent: Maintain governing documents.
Financial and Human Resource Impact: None.

f. Clarification to Standing Rule 17 for the Kiwanis International Convention

It was noted that Standing Rule 17 for the House of Delegates at the Kiwanis International Convention accidentally implies that a particular club is endorsing a candidate, when club endorsement is neither a requirement nor a traditional part of the process. That text is not needed for clarity, so deletion is suggested.

Recommendation #6: That the Kiwanis International Board revises Procedure 133.6 - Standing Rules for the House of Delegates at Convention, Rule #17, as follows:
133 - HOUSE OF DELEGATES

133.6 - Standing Rules for the House of Delegates at Convention

Rule 17 – Candidates for the office of International Trustee shall have a nomination, the content of which shall include only:
   a. The nominator’s name and club he/she represents;
   b. The name of the candidate and the office the candidate is seeking.
Each candidate shall have up to three (3) minutes to personally address the House of Delegates. (1980) (4/08)

(ADOPTED)

Strategic Intent: Maintain governing documents.
Financial and Human Resource Impact: None.

Action Report

a. Andean and Central America District Bylaws Amendments

In 2011, the Andean and Central American District made numerous revisions to its bylaws. These were submitted in Spanish for review in March 2012. After translation into English and recent review by staff (Diana O’Brien and Marcela Llinas together), it was determined that, with one exception, most changes simply clarify existing provisions and are in compliance with the Standard Form for District Bylaws.

The exception is that their district dues now would be determined by the district board rather than district delegates. This is a significant exception; however: 1) district delegates did approve the change; and 2) we already have precedent since this is how California-Nevada-Hawaii handles it districts dues.

Staff will follow-up with the district to suggest further clarification on a few matters.

Recommendation #1: That the Kiwanis International Board approves amendments to the Andean and Central America District Bylaws adopted at its 2011 convention, as shown in Action Report-Exhibit A.

(ADOPTED)

Strategic Intent: Oversight of districts.
Financial and Human Resource Impact: None.
b. **European Federation Bylaw Amendments to Comply with Kiwanis International Bylaws**

In October 2011, the Kiwanis International Board requested that the European Federation Board review and respond to the several suggested Federation bylaw amendments, to bring them into compliance with the Kiwanis International Bylaws. At the KI-EF Convention in early June 2012, it adopted nearly all changes suggested by Kiwanis International. It only declined amendments on some key topics that have yet to be agreed upon between Kiwanis International and KIEF, as listed below. The Federation says it is willing to consider these next year, after additional discussion.

- Role and purpose of federations, distinct from districts.
- Whether clubs or club members are members of federations.
- Composition of the KIEF Board, including: a) 1-year Governors vs. 3-year Trustees; and b) Representation for Kiwanis nations that are not districts and have no Governor.
- Candidates from the floor for KIEF Board positions, which KIEF currently does not allow.
- KIEF requirement that a person may not be a candidate for a European seat on the K.I. Board unless he/she: a) has completed a term as Governor prior to candidacy; and b) is from a district that has had ‘full’ status for at least 3 years. (Neither criteria is required by K.I. for International Trustees.)

The committee believes there is merit to Kiwanis International changing its requirement so that a person must have *completed* their term as Governor before being allowed to be a candidate for International Trustee, and so recommends this go on the list of future items to be discussed by the Board during 2012-13.

**Recommendation #2:** That the Kiwanis International Board approves amendments to the Kiwanis International-European Federation Bylaws adopted at its 2012 convention, as shown in Action Report-Exhibit B.

(ADOPTED)

**Strategic Intent:** Oversight of European Federation.

**Financial and Human Resource Impact:** None.

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c. **Update on Switzerland-Liechtenstein District Bylaw Revisions**

In 2009, the Switzerland-Liechtenstein District sent revised bylaws to Kiwanis International for approval. It was then discovered their new bylaws differ significantly from the Standard Form, as shown in Action Report-Exhibit C. Of particular concern, many concepts traditionally
included in the bylaws (which may only be changed by club delegates) were moved to district procedures instead (which may be changed at-will by the district board).

Staff requested the district return several concepts back to the bylaws and asked many questions for greater understanding. The district asserted that: (1) all provisions comply with Swiss law; (2) moving the material is what their delegates wished; and (3) the district considers the things moved to procedures to be details the delegates do not want to be encumbered with.

At the 2012 KIEF Convention, Kiwanis International Trustee Sjoerd Timmermans, Vice-President Gunter Gasser, President-elect (and 2011-12 district counselor) Tom DeJulio, and KIEF President Paul Inge Paulsen met with Switzerland-Liechtenstein District leadership Bernard Bally (Past Governor) and Ueli Mühlemann (District Governors) to try to resolve matters in a mutually satisfactory way. Results of that meeting were discussed on a Governance Committee conference call on June 13, where the following points were made:

- Laws of local jurisdiction always take priority over Kiwanis rules. We should try to work out differences in a way satisfactory to Kiwanis International and the district.
- Should we require a non-North American district to follow Kiwanis International rules that are not required by the local laws for that district? If the law is silent on something, or if the Kiwanis rule is not in violation of local laws, is the difference of vital importance to Kiwanis? Are the differences contrary to the values of Kiwanis?
- We should review the Standard Form and identify the things that are most important to Kiwanis, in direct relations to the role and purpose of districts within Kiwanis International.
- Is it also acceptable for U.S. districts to operate significantly differently than expected in the Standard Form for District Bylaws? If we allow it for one district, how do we not allow it for others, regardless of location or customs?
- We don't know definitively how many other districts may be operating with very different bylaws or other rules.
- If desired, district clubs can reclaim any of the authority recently granted to the district board by offering appropriate new amendments to the district bylaws at a later time.

The Switzerland-Liechtenstein District requested an answer prior to their district convention Sept. 14-16, 2012, so they can inform their House and move forward. The Governance Committee agrees on the following recommendations.

Recommendation #3: That the Kiwanis International Board approves the Switzerland-Liechtenstein District Bylaws adopted at its 2011 convention, as shown in Action Report-Exhibit D.

(ADOPTED)

Strategic Intent: Oversight of districts.
Financial and Human Resource Impact: None.
d. **Review of Standard Form for District Bylaws**

As a result of discussing aspects of the Standard Form for District Bylaws, the committee recommends the follows:

**Recommendation #4:** That the Kiwanis International Board requests the Task Force on Governing Documents review the Standard Form for District Bylaws to identify aspects that reflect the core principles of Kiwanis district operations that cannot or should not be compromised unless in contradiction of the laws of local jurisdiction. The Task Force is also requested to recommend changes in the Standard Form that encompass best practices for districts. The Task Force is requested to report its findings and recommendations at the January 2013 Board meeting.

(ADOPTED)

**Strategic Intent:** Oversight of districts.

**Financial and Human Resource Impact:** None.

e. **Revision to Proposed New Standard Form for Club Bylaws**

The committee noted that the proposed new Standard Form for Club Bylaws has increased the vote required to admit new members. In the existing bylaws, the vote was “At a meeting of the Board of Directors at which a quorum is present, members shall be elected and transfers accepted by a two-thirds (2/3) vote of those present.” In the new bylaws, the vote would be “Adults of good character and good community standing may be admitted to membership in this club by invitation or by transfer from another Kiwanis club upon no less than a majority vote of the entire board.” The committee believes the higher vote is not necessary and therefore recommends keeping the existing language.

**Recommendation #5:** That the Kiwanis International Board amends the proposed new Standard Form for Club Bylaws as follows:

**ARTICLE 2. MEMBERS**

2.1.1. Adults of good character and good community standing may be admitted to membership in this club by invitation or by transfer from another Kiwanis club upon no less than a majority two-thirds (2/3) vote of the entire board present and voting.

2.1.2. Members in good standing are entitled to all rights and privileges of the club. To be in good standing, members are obligated to pay the dues and fees defined in club policy and comply with any other criteria stated in club policy.

2.1.3. Members not in good standing may be suspended or removed by no less than a majority two-thirds (2/3) vote of the entire board present and voting. At least...
fourteen (14) days previous notice of such pending action must be provided to the member. The member will have the right to appear to present his/her case to the board on or before the meeting at which action will be determined.

2.1.4. A member may resign by submitting written notice to the club. Any member who resigns or has been removed from club membership forfeits all interest in any club funds or property and all rights to use any Kiwanis marks.

(ADOPTED)

**Strategic Intent:** Oversight of governing documents.

**Financial and Human Resource Impact:** None.

### Information Report

#### a. Potential Adjustments to Proposed New Club Bylaws

Since mid-March, the proposed new Standard Form for Club Bylaws, including club policies and an accompanying list of frequently asked questions, have been publicized in several ways to club leaders and members: via Kiwanis magazine, Kiwanis Update, Dateline, the KiwanisOne.org web site, direct emails. These were also shared with districts to help publicize as well. Two forums are scheduled for the 2012 Kiwanis International Convention.

Responses from clubs and members have been coming in regularly. Mostly, these responses have agreed with the changes or asked questions on particular points, some of which have led to minor clarifications that will be made.

One more significant change to be made regards the proposed new mandatory Financial Review Committee to be appointed by each club. It has been determined by the Task Force on Governing Documents that, if a club uses an accounting firm for its annual review or audit not affiliated with any club members, then a financial review committee is not necessary. The club bylaws and policy text will be adjusted accordingly.

#### b. Plan for Adoption by Clubs of the New Standard Form for Club Bylaws

The adoption plan regarding the revised Standard Form for Club Bylaws has been for the K.I. Board to adopt a final version by October 2012, then for clubs to adopt them throughout the 2012-13 year, with promotion, submissions, and tracking probably continuing throughout 2013-14 as well. Currently, there are approximately 7,500 active Kiwanis clubs: 5,200 in North America and 2,300 outside of North America. Each club should adopt the new club bylaws.
Staff is currently working on plans to put the necessary processes in place. Due to the expected volume of submissions and limited staff resources, President Alan Penn has suggested that districts be enlisted in the tracking process. That tactic may be included in the process.

Keep in mind that the report from the Task Force on Governing Documents included the following recommendation regarding applicable clubs outside of North America:

*In areas where the Standard Form cannot be implemented due to conflicts with legal requirements, the Kiwanis International Board will work with local clubs and legal counsel to approve a modified Standard Form, in both the common language and English, that does comply with legal requirements, to be used by all clubs in that area. Such modified version will incorporate the following minimum standards of club operations. A club’s final bylaws and policies will be submitted to Kiwanis International in English for approval.*

- Adhere to the spirit of the Objects of Kiwanis International:
- Pay applicable dues and fees to Kiwanis International and to the club’s district and federation, if any.
- Secure and maintain a minimum number of members, and submit an annual report of members.
- Complete the club organization process as instructed by the Kiwanis International representative.
- Establish club bylaws, policies, or other formal rules stating club operations, including (but not limited to): objects or purpose; admission and removal of members; club meetings and operations; officers and directors terms, elections, duties, and filling of vacancies; Board composition, powers, and operations; discipline of members, officers, and directors; determination of dues and fees; financial accounting and controls; and a process for revising club rules.
- Comply with the Kiwanis International Bylaws, Policies, and Procedures, as well as district and federation bylaws (if any), as much as allowed by applicable governmental law.

It is presumed that any clubs who have concerns with adopting the new bylaws would appeal to the Board for particular exceptions. Staff and the Board then will need to determine whether the objections are based on legal differences or cultural differences and determine how to proceed for clubs in those areas. Obviously, this will require continuing focus by Staff and the Board on the revised club bylaws.

It was noted during discussions that, in most nations outside the U.S., clubs have to pay a fee to register their new bylaws with their government.
Future Business
a. European Federation Bylaws Compliance with Kiwanis International Bylaws: Remaining Issues
b. Determination of Key Provisions in Standard Form for District Bylaws by Task Force on Governing Documents
c. District Foundation Compliance with Kiwanis International Requirements
d. Legal Review of New Provisions on Conduct Unbecoming
e. Setting Earlier Deadlines for Submission of Proposed Amendments
f. Adopting Best Practices for Nonprofit Governance
g. Oversight of Kiwanis International Procedures
h. Governors Term Completion Prior to Becoming International Trustee Candidate
ANDEAN AND CENTRAL AMERICAN DISTRICT BYLAWS
AS AMENDED TO AND INCLUDING AUGUST 17, 2005

Chapter I Overview

Article 1. Name

This organization is a non-for-profit entity denominated: ANDEAN AND CENTRAL AMERICAN DISTRICT OF KIWANIS INTERNATIONAL – DACA. DACA is comprised of multiple Kiwanis clubs that have been endorsed by Kiwanis International (KI).

Article 2. Legal Nature

DACA is a NONPROFIT ORGANIZATION that shall be governed by the legislation of the Republic of Colombia for the pertinent effects.

Article 3. Legal Residence

The legal residence of DACA is the city of BOGOTÁ, D. C., in the Department of Cundinamarca, Republic of Colombia.

Article 4. Territory

The territory of DACA comprises the KIWANIS CLUBS located in the countries of COLOMBIA, PANAMA and VENEZUELA, organized according to the guidelines of Kiwanis International and divided into Divisions, and it shall extend to new territories on consent of Kiwanis International.

Article 5. Duration

DACA shall have duration of a hundred (100) years starting from the date of registration of the present Bylaws.

Chapter II. Philosophy and General Objectives

Article 6. Mission

The Mission of DACA determines its existence philosophy, which says:

Within the framework of the Mission of Kiwanis International, we foster, stimulate and coordinate the action initiatives, individual and collective, of the Kiwanis clubs in the Andean and Central American territory.
Complementing the values established by Kiwanis International which are integral to the organization, DACA assumes as behavior norms the exercise of the following values:

1. Respect for the diversity and tolerance
2. Solidarity
3. Defense of the right to truth and life
4. Creativity in the actions of social benefit
5. Cooperation and friendship among the partners

The permanent objectives of DACA, without detriment of those that are defined specifically in the strategic plans for every administrative period, are the following:

1. To see that the objectives established in the Bylaws of KIWANIS INTERNATIONAL, are carried out in the Clubs that constitute the District.
2. To promote the GROWTH AND DEVELOPMENT of the Kiwanis spirit in its territory.
3. To encourage cooperation between the different Clubs which constitute the District.
4. To promote active participation by the Clubs of the District in KIWANIS INTERNATIONAL and District programs and world projects.
5. To carry out programs of participation in collaboration with all the existing Clubs in its territory.

Chapter III. Administrative Structure

For its operation, DACA is constituted by members, administrative Divisions and diverse administration organs.

Article 7. Members

Section 1. Definition

All Kiwanis Clubs located within the Territory comprising the District, which have been organized within the recognized standards of the organization for club building and have been recognized by the granting of a Charter for this purpose by Kiwanis International, shall be members of this District.

The member clubs of DACA shall enjoy all the rights, services and privileges contemplated in these Bylaws.

Section 2. Condition

All member clubs of DACA shall be considered as: For their operation inside the District, DACA member clubs have various conditions:
Active. Those clubs that fulfill all the requirements of Kiwanis, and DACA, enjoy all the rights, services and privileges contemplated in these Bylaws, are up to date with their obligations and have continuity in their activities. If the clubs do not fulfill all stated requirements, they will go from Active club to Suspended clubs, No Meeting clubs or Charter Revoked clubs, following the procedure determined for such purpose by fall into one of the following three categories as determined by the Bylaws of the organization. These denominations have the following effects for the clubs:

Suspended: All services from KI and DACA are suspended, therefore they will not receive official notifications or invitations to district meetings. The secretary of DACA will inform of this situation to all clubs in DACA. The Lt. Governor can invite them to the division council meetings with the right to speak but not to vote.
   a. Those clubs between one hundred twenty (120) and one hundred eighty (180) days in arrears in their dues payments to Kiwanis International and DACA,
   b. Those clubs which during one consecutive semester do not send the Trimester Club Report (two reports) or which do not participate in Divisional meetings, or do not hold 50% of the Club meetings obliged to all Kiwanis Clubs.

Not Meeting.
   a. Those clubs between one hundred eighty (180) and three hundred sixty (360) days in arrears in their dues payments to Kiwanis International and DACA, or
   b. Those clubs which during more than one consecutive semester do not send the Trimester Club Report, or which do not participate in Divisional meetings, or do not hold 50% of the Club meetings obliged to all Kiwanis Clubs.

Charter Revoked
   a. Those clubs more than three hundred sixty (360) days in arrears in their dues payments to Kiwanis International and / or DACA,
   b. Those clubs which during more than two consecutive semesters do not send the Trimester Club Report, or which do not participate in Divisional meetings during a year, or do not hold 50% of the Club meetings obliged to all Kiwanis Clubs.

The condition revealed by the clubs has the following effects:

Active: The clubs will receive all the services offered by DACA and Kiwanis International.

Suspended: The clubs shall not receive any District or International service offered by Kiwanis; they shall get neither notification nor invitation to the various meetings, and this situation will be informed to all the clubs of the District.

Not Meeting: Apart from the above-mentioned, it is forbidden that a club in this situation uses the badges of Kiwanis in any form.
Charter Revoked: In this case, the charter shall be revoked, the Club will return all the badges, and the Club and its Members shall cease to be members of Kiwanis International.

Paragraph. All Kiwanis Clubs shall hold a regular Assembly at least twice a month.

Chapter IV. Divisions

Article 8. Definition

To facilitate the administrative operation of a District, a District is divided into geographic areas called Divisions. Clubs in a division are those located in its part of the District territory.

Article 9. Configuration of the Divisions and Division Council

It is the prerogative of the District Board to establish and delimit the Divisions into which DACA shall be divided. The number of divisions and their geographic territory may be established only by the decision of the District Board.

- Each Division shall be composed of a minimum of three (3) active Clubs and a maximum of eight (8). If for any reason a Division is left with less than three active clubs by the splitting of a Division, the Board will designate it as a “Division-in-Formation” for one year. During this year in which it operates as a “Division-in-Formation”, the Lieutenant-Governor will act as Lieutenant-Governor “in charge” and will exercise all of his rights before the DACA Board. If in the following Kiwanis year continues to operate as a “Division-in-Formation”, the Board will not designate a Lieutenant-Governor and the active Clubs will be annexed into a Division located nearby.

- Division Meeting: These meetings must be scheduled in advance by the Lt. Governor where each active club can have up to three delegates (autonomously elected among the members), the past immediate Vice Governor, the Vice Governor Elect and all the past active Governors of the Division clubs attending these meetings, with the right to speak and vote. The delegates from suspended clubs can only attend the meetings as guests with the right to speak but not to vote.

- A quorum will be formed in the presence of Delegates from a majority of clubs in the area.

- The meeting will be presided over in the following order by: the Lieutenant Governor, Lt. Governor-elect, Immediate past Lt. Governor, and in their absence, by those appointed by the Delegates present at the meeting and
entitled to speak and vote. The chairman of the meeting shall elect from among the presents the Secretary and the Elections Committee, if applicable.

Chapter V.

Direction, management, consultancy and control organizations in the District.

Article 10. Constitution

DACA shall comprise the following organizations:

- Direction Organizations:
  • General Assembly of Members
  • District Board of Trustees

-Management Organizations:
  • District Governor
  • Vice-Governor
  • Executive Director

- Advisory and Support:
  • Past-Governors Council
  • District Secretary

- Control Organizations:
  • Fiscal Auditor

Article 11. General Assembly of Members (THE ASSEMBLY)

It is the top authority of DACA and it is composed of all the active Clubs registered. The quorum is reached provided that the majority of the delegates of the active clubs are present.

With the exception of special Assemblies, the Assembly shall be held at the District Annual Convention. Special Assemblies will be held at any time and place, provided that the date and place are published in an official announcement made by the Governor, to all DACA members, at least sixty (60) days in advance of the special Assembly.

The District Special Assemblies shall be called by the Governor upon request of a majority of the clubs in good standing or by petition of the Fiscal Auditor or by petition of three fourths of the members of the District Board.
Section 1. Duties

The duties of the General Assembly of Members are to:

- Elect the Governor of DACA with a year in advance. The Governor of DACA elected must take office in the next year's Kiwanis District Convention.
- Approve the Kiwanis Annual Report submitted by the Executive Director and endorsed by the Fiscal Auditor.
- Approve the use of the corresponding administrative period surpluses, if any.
- Appoint the District Fiscal Auditor and an alternate.
- Approve the District projects that are aimed for DACA’s social funds.
- Approve the Amendments to the Bylaws.
- Propose, discuss and recommend legislative matters to KI and also recommend topics to be presented by KI.

Section 2. Meetings

- The Governor shall preside over the Assembly, and in the absence of the Governor, the Governor-Elect, the active Immediate Past Governor of a DACA Club, the Lt. Governor of the Governor’s division, and if all these are absent, a member designated by the Assembly shall preside, in hierarchical order. The assistant Secretary of DACA shall be in charge of writing the minutes of the Assembly as well as DACA Board.

- The Assembly meets ordinarily once a year during the District Convention, at its headquarters. All the members of DACA clubs can attend the meetings, but only the officially designated and registered delegates will be entitled to vote. Furthermore, all delegated will have the right to speak and vote because it is their own right. All decisions shall be made by the majority of votes provided that the quorum is confirmed.

- The chairman of the Assembly shall designate beforehand an Elections Committee and a Credentials Committee, both composed of five (5) members, who shall carry out the duties defined in these bylaws.

- All resolutions or propositions sent for the consideration of the Assembly shall be submitted to the District Secretary of DACA up to one day before its meeting.

- Within fifteen (15) days after the close of each Assembly, the District Secretary shall send a copy of the minutes of said Assembly to the Secretary of Kiwanis International, to the members of the income and outgoing Boards and to the Presidents of each DACA Club.
Section 3. Delegates

There shall be two types of Delegates:

Official Delegates: Each active Club shall have the right to register up to three (3) Official Delegates who have the right to speak and vote; they are elected autonomously from among its members.

Delegates-at-large: The Governor and Lt. Governors, the Governor-Elect, the Past-governors, and the Executive Director.

All delegates shall register with the Credentials Committee prior to the Assembly, representation for which there won’t be alternates and which shall not be modified in the course of said Convention.

Section 4. Voting procedure

a. Vote. Once the quorum is established, a simple majority of the delegates’ votes is required for the approval of the decisions taken at the Assembly. All other Kiwanians present at the Assembly shall have the right to speak during the deliberations, but they shall not vote in the Assembly decision-making procedure.

Amendments to the bylaws should be approved by two-thirds of the Delegates voting at the Assembly. There shall be no voting by proxy.

In the case of elections for DACA’s Governor or Fiscal Auditor, if none of the Candidates obtained the majority of votes, the voting shall be held between the two Candidates who obtained the highest number of votes.

b. Tallying.

The Elections Committee shall be in charge of supervising and controlling the tallying of votes.

Section 5. Elections and Credentials Committees.

Appointed by the President of the Assembly, it shall be composed of five (5) members: the Governor, the Governor-Elect, one (1) member representing the Past-Governors, one member (1) representing the Lt. Governors, and the Executive Director of the District, who shall act as Secretary of this Committee.

The duties of the Assembly are to:

- Verify and authorize the legality of the Official Delegates and deliver an official listing to the Assembly.
• Analyze and verify that the candidates for Governor-Elect and Fiscal Auditor have fulfilled the requirements laid down in the District Bylaws to be elected, submitting to the Assembly a report with the conclusions
• Settle the controversies that are raised in the course of the Assembly.
• Conduct the election, control the voting process, and control the receipt and tallying of votes, informing the Assembly of the results of the election.
• In the event there should be no candidates for Governor-Elect and Fiscal Auditor, analyze and select at least two (2) names of candidates and submit them to the Assembly for their consideration.
• Corroborate the quorum of the Assembly if one of the Delegates requires so before the election.

Article 12. District Board

Section 1. Constitution

The DACA Board is comprised of the Governor, the Governor-Elect, the immediate Past Governor, the incumbent Lt. Governors, the Executive Director, a representative of the Past Governors Council and the District Secretary.

Additionally, the Fiscal Auditor, or his alternate, and the Circle K District Governor may attend the meetings with the right to speak but not to vote. The District Secretary shall serve as the Board Secretary.

At the Board, and other meetings called by the Governor, each Lt. Governor, when absent, will have the Lt. Governor-Elect as his alternate with the right to speak and vote; failing that, the Past Lt. Governor of the respective division. The immediate Past Governor will have as his alternate, the Past Governor appointed by the Past Governors Council for that specific purpose. Alternates will have the right to vote only if the incumbents are absent.

Section 2. Duties

• To elect the District Executive Director, from a slate of three candidates submitted by the Governor, who shall have the right to remove him from his duties whenever he deems it necessary, as long as it abides to the procedures established by the bylaws and DACA regulations. In case of temporary or permanent absence, it shall also appoint his replacement. To appoint officers required to run the District’s operation and, if the case may be, allocate their remuneration, as long as this expenditure is included in the previously approved DACA budget.
• To monitor implementation of the Strategic Plan by the Governor, as prepared by the Governor-Elect and passed on to the Club Delegates participating in the Assembly.
• To regulate all matters related to structure and content of the Strategic Plan prepared by the Governor-Elect, which shall be the pilot chart to be followed by the incumbent Governor, in order to achieve the objectives of the organization. It will
monitor its implementation, making the necessary adjustments to meet the proposed objectives.

- To review complaints coming from DACA member clubs regarding their officers or Division conduct, making appropriate decisions.
- To review, monitor and adjust financial statements as needed to implement the District budget.
- To review and approve Income and Expense budget, which should be prepared by the Governor-Elect for his administrative year, and submitted at the meeting preceding the Assembly.
- To approve relevant budget adjustments requested by the Governor, or any other member of the Board.
- To authorize DACA expenditures or investments higher than US$1,000.00 when such expenses are not included in the approved budget.
- To establish and define the Divisions into which DACA shall be divided, assigning them a code number (Division ID).
- To request the Governor to include a Bylaws Reform item in the Assembly agenda, whenever it may be pertinent.
- To approve Resolutions devised to regulate matters required for the current bylaws to be fully operational. Drafts of the Resolutions shall be submitted to the Board to be reviewed by DACA Bylaws and Regulations Committee.
- To approve venue and budget as prepared by the Governor for the District Convention, closely supervising its progress.
- To demand from the DACA Executive Director and Fiscal Auditor, strict compliance of their obligations as specified by the bylaws for all DACA officers.
- To comply with all other duties of their competency aligned with K.I bylaws.

Section 3. Meetings

- The District Board shall meet at least four times during Kiwanis administrative year, at the place and time established by the Governor in his Strategic Plan, or by whoever is acting in his capacity, pursuant to these Bylaws. Decisions made during the meeting held before September 30, shall become effective October 1.
- Extraordinary meetings of the Board may be held if notice is given at least seven days in advance, either by the Governor, two thirds of its members, or the Fiscal Auditor.
- Quorum will be qualified by simple majority and decisions will be made by the majority of the present votes, except in cases where the bylaws call for a qualified majority.
- The Governor shall preside over the meetings of the District Board. In his absence, and observing hierarchy, the meeting shall be presided by The Governor-Elect, the immediate Past-Governor, and the Lt. Governor of the Governor’s Division and if all of them absent, by a member appointed by the Board.
- The DACA Secretary, or whoever acts as Secretary of the Board, shall submit, no later than fifteen days from the date the meeting was held, copies of the minutes to K.I., Board members, DACA clubs and all other interested parties.
Article 13. District Governor

The general administration of the district shall be the responsibility of an incumbent Governor. Also, the immediate Past-Governor and The Governor-Elect shall carry out specific duties to support the Governor during his Kiwanis year.

Section 1. Requirements

To be elected DACA Governor, it is required to have served at least one term as Lt. Governor, District Secretary, or Executive Director. Also, to have been an active member of a DACA Kiwanis club, for a minimum of five (5) years. Before a person registers his name, it is mandatory to have a written endorsement from his club or Division Council.

Section 2. Election

The election of the Governor is a duty of the Assembly, pursuant to the regulations established by the Board for this purpose.

Section 3. Governor Duties

- He shall exercise, during his year, operational authority over DACA, assuming responsibility for organizing the Convention, Assembly and Board meetings, over which he shall preside.
- He shall act as an ex-officio member of all Committees established during his Kiwanis year.
- He shall implement projects and activities envisaged in his Strategic Plan endorsed by the Board and submitted to all delegates attending the Assembly.
- He shall appoint a District Secretary for his Kiwanis year, with authority to remove him, when deemed pertinent.
- He shall be responsible, under the direction and supervision of the K.I. Board, to achieve the objectives outlined by K.I. as well as promoting the interest of the various DACA member clubs.
- He shall attend and promote attendance of District members to the K.I. Convention.
- He shall comply with all functions and responsibilities specified in the Governor’s Manual and other instructions issued by K.I.
- He shall assume administration functions as well as management of DACA investment operating cost, within the parameters of the budget approved by the Board. To incur in an expense or investment higher than SD$1,000, it must be previously approved by The Board. If this requirement is not met, the District budget shall not be affected, by an amount higher than specified, for any reason whatsoever.
• He shall manage the District operations with the support of the Executive Director, other officers and District Committees.
• He shall be responsible for planning and developing a program for the District Convention, including its issues, logistic and financial aspects.
• He shall submit and support for approval of the Assembly, with previous endorsement of the Past-Governors Council, special projects needed to resolve emergencies occurred within DACA territory that involve DACA funds intended for specific purposes.
• He shall call a special meeting of the Division Council members, to demand the election of a new Lt. Governor, when the incumbent repeatedly failed to comply with his functions, as provided by the bylaws.
• He shall present a slate of three candidates to the district Board, to the office of DACA Executive Director.

Section 4. - Governor-Elect Duties
• He shall participate as a principal member with the right to speak and vote at the District Board.
• He shall submit to the Board meeting that takes place before the Assembly, the Income and Expense Budget for his Kiwanis year and the Strategic Plan to be developed during his year. The Board has the autonomy to determine and approve the management fee to be charged to the clubs for each active member, effective during his administrative year. A CD of both, the Strategic Plan and the Budget will be submitted to the Kiwanis members participating in the District Convention.
• He shall plan and carry out a training program for Lt. Governors and other dignitaries working during his Kiwanis year. Special time will be allotted to this training session during the District Convention.
• He shall replace the Governor, with full operating capacities, during temporary or permanent absences.
• He shall comply with all other functions assigned by the District Board.

Section 5. Immediate Past-Governor Duties
• He shall participate as an active member of the District Board, backed up by an alternate appointed by the Past-Governors Council for this purpose.
• He shall ensure that programs and projects implemented by the Governor during his executive year, maintain their adequate continuity.
• He shall comply with all other functions assigned by the District Board.

Article 14. Lt. Governor

He is the official representative of the Governor before the Kiwanis District member clubs, within the corresponding division of DACA territory.
Section 1. Requirements
To be elected Lt. Governor, it is required to have served at least one term as Chairman, Club Secretary, or Treasurer, and to have been an active Kiwanis member for at least five (5) four (4) years.

Section 2. Election

- A Lt. Governor-Elect shall be elected one year in advance, on the month of April of each year, during a division meeting, by majority vote, after having qualified the quorum.
- The Lt. Governor calls for election in writing, and no less than 10 days in advance of the meeting, notifying place, date and time to be held.
- Each club shall have the right to independently register up to three official delegates, with the right to speak and vote. Additionally, the active immediate Past-Lt. Governor, incumbent Lt. Governor and Past-Governors who are active members of the division clubs, shall have right to speak and vote, as well.
- Decision making quorum is qualified by representation of two thirds of the division clubs.
- The Division meeting shall be chaired per hierarchical order, either by the incumbent Lt. Governor, the Lt. Governor-Elect, the immediate Past Lt. Governor or, in their absence, by the person appointed by delegates present at the meeting with the right to speak and vote.
- The Division Chairman shall elect among the attendants, a Secretary and a Scrutiny Committee. The candidates for election to Lt. Governor-Elect must authorize their candidacy in writing and submit their club’s endorsement.
- The election shall become valid by obtaining simple majority from votes casted by authorized attendants with the right to vote. In the event that none of the candidates obtain majority, a second voting will take place among candidates who had obtained the most number of votes.

Once the Governor-Elect is elected, the incumbent Governor shall send the pertinent information to K.I., Club Chairmen, Governor and Governor-Elect

Section 3. Lt. Governor Duties

- He shall represent the Governor in his respective Division and supervise the clubs to assure implementation of the Strategic Plan approved for the administrative year.
- He shall prepare and submit for approval of the Division Council, the budget for his year.
- He shall aid the Governor in all activities related to the District’s development and growth.
- He shall represent his Division as an active member of the District Board. His Division Lt. Governor-Elect will serve as his alternate.
- He shall comply with all responsibilities specified in the Lt. Governor’s Manual and other instructions issued by K.I.
• He shall schedule official visits to his division clubs providing support and guidance to achieve their responsibilities; particularly those related to Kiwanis training and instruction, submission of reports and payment of dues to the District and K.I.

• He shall attend leadership training sessions outlined for Lieutenant Governors, as required by K.I.

• He shall have at least four division council meetings, giving written notice and indicating place, date and time to be held. One year in advance, in the month of April, the Division Lt. Governor-Elect will be appointed.

• He shall guide the Lt. Governor-Elect, considering that he acts as his alternate before the Board.

Section 4. Division Council.

It is integrated by the incumbent Lt. Governor, Past and Elect Lt. Governors, division club delegates and active Past-Governors of Division Clubs. The following are its basic functions:

a- To analyze issues related to administrative and operational management of the clubs.

b- To promote integration, harmony and brotherhood among all Kiwanis members within its division.

c- To analyze the budget status within the division, prorating expenses related to its activity.

d- To endorse candidates to DACA Governorship, besides other certificates.

e- To follow up clubs’ humanitarian activities.

f- To elect, one year in advance, it’s Division Lt. Governor-Elect.

Article 15. Executive Director

He is one of the officers working and aiding the Governor in developing administrative operations and managing District finances. Besides, he serves as DACA Legal Representative.

Section 1. Requirements

To be an Executive Director, it is required to be a Kiwanis active member and have served as Chairman or Secretary of any Kiwanis Club. The Executive Director cannot be related, in first or second degree of consanguinity or affinity to the incumbent Governor, or the members of the Board.
Section 2. Election

As per the Governor’s request, and for service reasons, the Governor may replace the Executive Director at any given time during the year. For this, and to follow procedure, the Governor must previously submit a slate of three candidates to the DACA Board. In the event that the Executive Director resigns or is temporarily or permanently absent, the Board should proceed to appoint his replacement, following the above mentioned procedure.

Section 3. Duties

- He shall assume the legal representation of the District and, in that capacity, be knowledgeable of the regulations imposed by National and local Government entities.
- He shall assume responsibilities related to the District treasury and be aware of accounting, legal, and fiscal related activities necessary to properly function and manage DACA accounting books.
- He shall, promote activities leading to attain DACA’s growth and development, under the Governor’s supervision.
- He shall manage K.I. corporate image within the DACA territory and for that purpose, he shall set up policy and procedures to be reviewed by the Board.
- He shall maintain a current directory of dignitaries, members and DACA clubs.
- He shall keep and maintain current all DACA files.
- He shall promote and maintain fluid communication with K.I. and dignitaries of DACA club members.
- He shall make available the accounting books so they may be examined at any time by the Governor, members of the District Board, Fiscal Auditor or any accountant, duly authorized.
- He shall timely invoice and collect from the clubs the money billed for statutory dues.
- He shall produce income and expense receipts supporting expenditures made by the Governorship.
- He shall collect international dues and submit pertinent reports, based on the instructions issued by the K.I. office.
- He shall be responsible for handling the bank account destined to manage all funds paid to the District, applying the corresponding accounting procedures.
- He shall make the disbursements required by the District, following the Governor’s instructions and ensuring compliance of the budget, as approved by the Board.
- He shall safeguard the securities held by DACA, ensuring their safe and proper management.
- He shall submit written management reports to the Assembly when requested by the Governor or the District Board.
- He shall promote the submission of quarterly reports generated by the DACA active clubs, thus supporting the DACA Secretary and K.I.
- He shall disclose procedures, tools and bylaws, necessary to build new clubs and increase membership in DACA clubs, thus supporting the DACA Secretary and K.I.
- He shall maintain control of publicity campaigns made by DACA clubs.
- He shall further activities coordinated with K.I. and the District Government in matters related to induction and training of new members and Kiwanis leaders.
- He shall keep a current inventory of the community service projects put forward by DACA clubs.
- He shall keep a current inventory of DACA equipment and real estate property.
- He shall investigate and reveal the results of successful programs related to DACA fund raising.
- He shall manage member retention in such a way that when transferring to another city, a member may be admitted in a club at his new location. To achieve this, he shall maintain communication with the secretaries of the DACA clubs, requesting names of members leaving to transfer to another location.
- He shall see and control that all District clubs comply with their statutory obligations and responsibilities.
- He shall, in absence of the DACA Secretary, perform the duties of that officer, as provided by the bylaws.
- In the event that DACA locates a site for its operations, he shall be responsible for its efficient operation. For this purpose, he shall budget fixed expenditures to be covered by DACA’s budget, thus ensuring payment of the respective services. This office will be located in the city of Bogota, DACA’s domicile.
- He shall meet all responsibilities assigned to him by the Governor or the Board in matters related to DACA administrative management.

**Article 16. Past-Governors Council**

It shall be an advisory body for DACA development.

**Section 1. Constitution and Meetings.**

It is integrated by all Past-Governors who are active members of DACA clubs. Its official quorum with decision making power consists of a minimum of six of its members making decisions by simple majority. Its Chairman is elected among the members for a Kiwanis year and may be reelected. It shall hold ordinary meetings at least twice (2) a year.

**Section 2. Duties**

- To draft and approve its own policies and procedures to speed up its proper operation.
- To inform the DACA Board about decisions made within the body, regarding important issues submitted for their consideration.
• To suggest resolutions to be considered by the Board.

• To advise and alert the Board and the Governor, when deemed necessary, about any issue that may be of interest to K.I. and the DACA.

• To supervise and control, together with the District Board, the adequate management of the District’s earmarked funds. Based on a previous analysis, it shall deny or approve, projects submitted by the Governor, if appropriate.

• To report observations directly to the District Board and the Fiscal Auditor.

• To appoint the Council’s representative to the Board, with the right to speak and vote.

• To coordinate and contribute to the development of projects proposed by the K.I. Organization, at the District level.

**Article 17. District Secretary**

He shall be appointed by the Governor’s autonomy.

**Section 1.- Requirements:**

• He must have held office as Chairman or Club Secretary and be an active member of a Kiwanis club.

**Section 2.- Duties:**

• To support the Governor in all administrative activities of the Governorship, being directly responsible for managing his personal and public relations agenda.

• To serve as administrative liaison between the Governor and the Executive Director.

• To act as secretary of the Assembly and of Board meetings, sending the corresponding minutes to officers of the Board, K.I. and all DACA clubs, no later than fifteen (15) days after the meeting took place.

• To keep and monitor a list of anniversaries, important Kiwanis events, whether internal, external, national or international, disasters or calamities, reporting such information to the K.I. Governorship.

• To strengthen Kiwanis bonds of friendship, by promoting cultural, sporting, and professional exchanges, amongst the DACA clubs.

• To coordinate with the support of the club secretaries, the readmission of members transferring to another location.
To compile information regarding bylaws reforms proposed by the clubs, forwarding them to the Legal and Regulations Committee and to all DACA clubs so they can later be brought up before the Assembly.

**Article 18. Fiscal Auditor**

It shall be one of the DACA regulatory bodies.

Section 1.- Requirements:

He must be certified to practice such functions as required by the laws of the Republic of Colombia. He may be a natural or legal person.

Section 2.- Election

He is elected at the DACA Assembly for a Kiwanis year after having submitted his curriculum vitae, and may be reelected. **Any member may propose candidates as long as they meet the prerequisites.**

Section 3.- Duties

The duties of the Fiscal Auditor, equivalent to those prescribed by the Colombian Business Code, shall be as follows:

- To ensure proper handling of DACA’s accounting records and assets; guaranteeing and demanding that accounts submitted by DACA’s Executive Director be properly managed and that they abide to accounting, legal and fiscal systems, effective in the country.
- To approve or reject accounts submitted for his consideration.
- To attend the Assembly and Board meetings, with the right to speak but not to vote.
- To prepare an annual fiscal report to be submitted to the Assembly.
- To request the Governor to call a Board or Assembly meeting, when deemed necessary.

**Chapter VI. Working and Consulting Standing Committees**

**Article 19. Committees**

The Governor has the autonomy to appoint members to integrate the administrative and operative committees, necessary to properly develop his Strategic Plan. Also, to assign tasks and responsibilities, reserving the right to replace them, when he deems pertinent. The following are the most relevant:
- Service and Leadership
- Community Service Proper
- District Project
- Childhood Services
- Follow Up and Achievements
- Resolutions, Bylaws and Regulations
- Growth and Membership
- Kiwanis Education
- District and International Conventions
- Dissemination
- Fund Raising Orientation and Assistance

Chapter VII. District Convention

It is a meeting held annually with the attendance of members from all DACA member clubs, during which the General Assembly of Members also takes place. The DACA Board shall establish the rules to manage the Assembly and the Convention.

Article 20. Date, City and Venue

It shall be held in the month of August of each year, on the date and at the venue notified by the Governor-Elect during the Assembly.

Article 21. Notification

The Executive Director shall officially notify each club and K.I. about the annual Convention, at least sixty (60) days prior to the date on which it will take place.

Article 22. Organization

The Governor shall be responsible for supervising and directing the Convention. However, he may delegate its organization to a committee appointed for such purposes which, in turn, will prepare the program, working under his supervision. The Convention registration fee will be set based on the budget and must be approved by the DACA Board. Delegating these functions does not exempt the Governor from his fiscal, financial and operational responsibilities.
Chapter VIII. Vacancies and Replacements

Article 23. Vacancies and Replacement

- Should there be a permanent or temporary vacancy in the Governor’s office, the replacement should follow a hierarchical order as follows: Governor-Elect, Active Immediate Past-Governor, and Lt. Governor from the Governor’s Division and when not feasible among them, a Board member appointed by this body. This replacement shall be effective for the time needed, or until the end of the term.

- Should there be a permanent or temporary vacancy in the Governor-Elect’s office, he shall be replaced by the Lt. Governor of his Division, until a replacement election takes place at the Assembly during the District Convention, as provided by Chapter V of these bylaws. He shall be sworn and assume office at a ceremony set up for this purpose during said Convention.

- Should the Immediate Past-Governor cease to be active, the closest active Immediate Past-Governor shall automatically replace him as Immediate Past-Governor.

- Should there be a permanent or temporary vacancy in the Executive Director’s office, the Board has competency to appoint his replacement pursuant to the procedures established by these bylaws.

- Should there be a vacancy in the Fiscal Auditor’s office, his alternate shall immediately assume his duties. If there is no alternate, the Board shall proceed to review the curriculums from which a qualified natural or legal person may be selected to complete the office term.

- Should there be a temporary or permanent vacancy in the Lt. Governor’s office, the Governor shall call an urgent Division meeting to elect his replacement. Meanwhile, the Division Lt. Governor-Elect shall assume the duties of this office.

- Replacements necessary to fill in vacancies in any other District office, not contemplated by this Chapter, shall be defined by the Governor.

Chapter IX. Finances

Article 24. Payments to DACA, Budget and Others:

- All DACA clubs shall deposit the annual administrative management fee for each active member reported to K.I. within the respective Kiwanis year, to the account established by the Executive Director for this purpose. This fee shall be earmarked in the DACA budget approved by Board for that specific Kiwanis year. The fee shall be set up in Colombian pesos and may be paid in two semi-annual
installments (October and April of each year). The Panama clubs shall make the corresponding conversion to pesos, according to the dollar rate of exchange effective on the date of payment. If DACA’s Executive Director fails to bill charges, the club is not relieved from its acquired obligation to make payments within the specified time frame.

- The DACA affiliation fee for new members or founding members of a new Club shall be approved by the DACA Board. This fee relieves a new member from paying the administrative handling fee corresponding to that particular year.

- Any additional fee or permanent voluntary contribution proposed for District activities shall require approval by means of the affirmative vote of two thirds of the Assembly votes, providing that the quorum is qualified. If submitted for referendum to all DACA clubs, it is required to have written approval from two thirds of the DACA clubs.

- Expenditures incurred by the Lt. Governor for official functions, as well as his attendance to DACA Board meetings, should be covered by the Division clubs that he represents.

- The Budget approved by the Board should reflect a line item for expenditures of the Governor-Elect, including training his Board-Elect and traveling expenses while attending official events and accompanying the Governor.

- The Board shall regulate management and implementation of the District Budget and shall have autonomy to manage the District’s investment and fund’s portfolio.
  - Travel expenses of District officers conducting official business will only be paid by the Governor, if they are included in the DACA Budget, approved by the Board.

Chapter X. Bylaws Amendments and Reforms

Article 25. Procedure

Any proposed amendments to the bylaws should be forwarded to the DACA Executive Director Secretary at least sixty (60) days prior to the Assembly to be held during the District Convention. The Governor must include the proposal as an item of the Assembly’s official agenda. The Executive Director Secretary should send all proposals received to the Legal and Regulations Committee and to all DACA clubs, at least thirty (30) days prior to the assembly, and shall be attentive to receive back observations that should be part of the package to be submitted to the assembly for review and voting. For reforms to become effective, approval by two thirds of the voting delegates to the assembly is required, providing that quorum had been previously qualified. These reforms must agree with the K.I. bylaws and have to be confirmed by the K.I. office.
The Board shall issue Resolutions necessary to regulate the articles of these bylaws, as required. To accomplish this, the Governor shall appoint a Committee with participation of the Procedures and Regulations Committee Chairman, committee that will draw up a document that, once reviewed by the Board, shall require approval by means of majority voting. Having met these requirements, the Secretary shall proceed to disseminate the information among all active DACA member clubs.

Article 26: Club Termination

When the charter of a District member club is revoked, terminated, or for any reason ceases to function, leaving funds or any other assets on its behalf and compromising the KIWANIS name, the following procedure should be followed: If the Board has not of such assets, all contractual obligations should 1 Division Kiwanis Club, or a nonprofit entity in on, or to whom they officially designate.

MANUEL CAMACHO DIAGO
Executive Director 2007-2008
Bogotá, August 22, 2008
BYLAWS
FOR THE ORGANIZATION OF
KIWANIS INTERNATIONAL - EUROPEAN FEDERATION

As amended at the European Convention in Bergen (Norway) on June 9, 2012

ARTICLE I. NAME AND TERRITORIAL LIMITS.

Section 1.
The name of this Organization shall be:

"KIWANIS INTERNATIONAL-EUROPEAN FEDERATION"

hereinafter referred to in these bylaws as “the Federation”.

Section 2.
The territorial limits of the Federation shall be Europe. The names of the countries and areas within these limits shall be specified in the policies and procedures of the Federation.

Section 3.
The territory of the Federation shall be divided into districted and non-districted countries. Each District, created in the manner as prescribed in the Kiwanis International Bylaws within the territorial limits of the Federation, shall be an operational unit of the Federation.

Section 4.
The name or the territorial limits of the Federation shall not be changed without the prior consent of the International Board, provided notice and hearing are given as defined in Article X of the Kiwanis International Bylaws.

Section 5.
The Federation is an operational unit of KIWANIS INTERNATIONAL, registered in the State of Indiana, USA.
The domicile of the Federation shall be Gent, Belgium.
The Domicile and the Office may be relocated by a majority vote of the European Board and upon approval of the International Board.

Section 6.
Throughout these Bylaws, the following words refer to the Kiwanis International-European Federation, unless otherwise specified:

- Bylaws
Throughout these Bylaws, the Kiwanis International Board of Trustees is referred to as “the International Board.” and the Executive Director of Kiwanis International is referred to as “the Executive Director.”

ARTICLE II. POWERS, PURPOSE AND RESPONSIBILITIES.

Section 1.
The powers of the federation shall be to direct, manage, supervise and control the business, property, publications and funds of the Federation.

Section 2.
The purpose of the Federation shall be:
1. to promote the best interests of districts and clubs within the territorial limits of the Federation and in Kiwanis International.
2. to seek within the Federation and through the districts and clubs the attainment of the mission and the six Objects of Kiwanis International as set forth in the Kiwanis International Bylaws.
3. to increase the fellowship, support and cooperative effort among individual Kiwanis Family members, the clubs and the districts within the territorial limits of the Federation.

Section 3.
The responsibilities of the Federation shall be:
1. to support growth and expansion of Kiwanis within the territorial limits of the Federation, and appoint and oversee committees to that effect.
2. to assist with Kiwanis International and manage education and training sessions for newly elected club, district and federation officers and committee chairs, and appoint and oversee committees to that effect.
3. to adhere to all Kiwanis standards for brand identity, graphics and marketing, and appoint and oversee committees for communication, marketing and public relations.
4. to manage and deliver all Kiwanis-branded service programs, as appropriate for European Kiwanis clubs, to include Service Leadership Programs, Global Service initiatives, programs and projects, and appoint and oversee committees to that effect.
5. to consult with the International Board regarding policies and procedures to be implemented within the territorial limits of the Federation.
6. to contract with KI, via the Executive Director, regarding services to be provided by the Member Support Center within the territorial limits of the Federation.
ARTICLE III. MEMBERS.

Section 1.
Every organized and chartered Kiwanis club within the territorial limits of Europe shall be a member of this Federation. Clubs in non-districted countries are under the supervision of the European Board.

Section 2
Each new club built in the Federation in accordance with Article V of the Bylaws of Kiwanis International shall have a charter membership of not less than fifteen (15) members.

Section 4.
If an application for organization of a new club is disapproved by the District Governor or the Federation President, the application, together with the reasons for such disapproval, shall be forwarded to the Executive Director for action by the International Board.

Section 5.
A club shall hold at least two (2) meetings per month on such day and at such place as shall be determined by the Board of directors. A club may hold such other meetings as the Board of directors or membership may desire.

Section 6.
Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International, the Federation, or the district, shall be considered not in good standing. Clubs not in good standing shall have no voting rights at any Kiwanis International or European Convention.

Section 7.
a. In the event that it becomes necessary to discipline a club, including suspension and revocation of the charter, the procedure shall be as prescribed in the Bylaws of Kiwanis International and KI Procedure 319.
b. The European Board shall have the right to recommend to the International Board that disciplinary action be considered or taken against a district, club or clubs within the Federation.

Section 8.
Clubs and Districts are entitled to use the name of the Federation, "Kiwanis International - European Federation", on their stationary and all other official insignia.

ARTICLE IV. FEDERATION OFFICERS.

Section 1
The officers of the Federation shall be the President, the President Elect, the Immediate Past President, the Vice President, the Secretary and the Treasurer.
The Secretary and the Treasurer shall be appointed by the President, subject to the approval of the European Board; all other officers shall be elected as provided elsewhere in these Bylaws. No District shall have more than one elected officer on the European Board.

Section 2.
Each officer shall be a member in good standing of a chartered club of a European District during his or her full term of office. Each elected officer shall have served a complete term as Governor of a district of the Federation.

Section 3
The term of the elected and appointed officers shall commence on the first day of October of each year and shall continue for one (1) year or until his or her successor shall be duly elected and qualified.

Section 4
The President shall be the chief executive officer, exercising general supervision over the work and activities of the Federation and shall perform such other duties as are specified or implied in these Bylaws or Kiwanis International governing documents or are usually pertained to the office.
The President shall preside at all European conventions and at all meetings of the European Board. The President shall be an ex officio member of all standing and special committees.

Section 5.
The President-elect shall perform such duties as usually pertain to the office or as may be assigned from time to time by the President, and the European Board.

Section 6.
The Immediate Past President shall perform such duties as usually pertain to the office or as may be assigned from time to time by the President and the European Board.

Section 7.
The Vice President shall perform such duties as usually pertain to the office or as may be assigned from time to time by the President and the European Board.

Section 8.
The Secretary shall assist the President and the European Board in conducting the administrative business of the Federation and shall perform such duties as are specified or implied in these Bylaws, or as may be assigned by the President and the European Board.

Section 9.
The Treasurer shall assist the President and the European Board in conducting the financial business of the Federation and shall perform such duties as are specified or implied in these Bylaws, or as may be assigned by the President and the European Board.
Section 10
All elected officers of the Federation shall serve without pay. No elected officer shall accept any remunerative employment from any Kiwanis International organizations.

ARTICLE V. EUROPEAN BOARD.

Section 1.
The European Board shall consist of the President, President-elect, Immediate Past President, Vice-President, Secretary, Treasurer and a governor of each district. However, the secretary and treasurer shall not have voting rights.

Section 2.
The management and control of the affairs of the Federation not otherwise provided for in these Bylaws or the Bylaws, Policies, or Procedures of Kiwanis International shall be exercised by the European Board, subject to supervision and control by the International Board. The European Board may define and adopt policies and procedures dealing with Federation matters.

Section 3.
These bylaws may be interpreted by the European Board, subject to approval of the International Board. Within sixty (60) days, the Secretary shall notify all European Kiwanis club secretaries of any interpretation of the Federation Bylaws by the European Board. Such interpretation, after approval, shall be final and binding, unless it is changed or rescinded by a majority of the valid votes cast at a subsequent Convention of the Federation.

Section 4.
The European Board, if practicable, may assign an official representative to attend the district convention of the districts within the Federation.

Section 5.
The European Board shall hold no less than four (4) meetings each year, generally as shown below, at such specific times and places as determined by action of the European Board.

a) The first meeting of the newly elected European Board shall be held immediately after the General Assembly of the Annual Federation Convention. Any action taken by the European Board prior to October 1 shall not become effective until October 1.

b) The second meeting of the European Board shall be held in the month of October.

c) The third meeting of the European Board shall be held in the month of February. At this meeting, the President-elect shall inform the European Board of his selection for Secretary and Treasurer for his year and seek approval of the Board.

d) The fourth meeting of the European Board shall be held at the Annual European Convention.

Special meetings of the Board may be called by the President or by the written request of six (6) members of the European Board. The date and place of any special meeting shall be determined by the President and designated in the meeting notice.
Section 6.
Notice of the time and place of all meetings shall be sent by the Secretary to each member of the European Board and to the Executive Director, with no less than thirty (30) days notice prior to regular meetings or 10 days notice prior to special meetings.

Section 7.
In the absence of the President from any meeting, the European Board shall designate the Immediate Past President to act as chairman, or in his/her absence, shall designate one of its officers to act as chairman.

Section 8.
If a District Governor cannot be present at a meeting of the European Board, the Governor may appoint the District Governor-elect, or the Immediate Past Governor or a Past Governor to attend the meeting; however, such attendee shall not be permitted to vote on matters before the Board.

Section 9.
A majority of the members of the European Board shall constitute a quorum for the transaction of all business and a majority vote of those present shall decide any question, except in cases where a larger vote is required under these Bylaws. If the vote is evenly divided, the vote of the President shall decide, provided he/she did not previously vote on the matter.

Section 10.
With the approval of the President, the European Board, without meeting together, may transact business by any method allowed by law in the nation where the Federation is registered with the government, provided that no action taken shall go into effect for ten (10) days after the Secretary shall have sent to each member of the European Board and to the Executive Director a report of the tabulated result of such vote. The ballots, before being destroyed, are to be produced at the following meeting of the European Board.

Section 11.
Within thirty (30) days after any regular or special meeting of the European Board, the Secretary shall compose minutes of the meeting comprising a complete synopsis of all actions taken. A copy of the minutes shall be sent to all members of the European Board and the Executive Director. These minutes shall be approved at the next European Board meeting.

ARTICLE VI. COMMITTEES.

Section 1.
The President may appoint for his/her term in office, such committees as may be deemed necessary, subject to the approval of the European Board. Any such committees shall be charged with fulfilling the tasks assigned to them by the European Board.
Section 2.
Subject to the approval of the European Board, the President shall appoint for the duration of his/her term in office a person responsible for Kiwanis laws and regulations. This person shall act as the advisor on these matters.

ARTICLE VII. EUROPEAN CONVENTION.

Section 1.
The annual convention of the Federation shall not be held in the same European district or non districted nation two years in a row and shall rotate as much as feasible, as determined by the European Board, among different European districts and non districted nations.

Section 2.
The annual convention of the Federation shall be held between March 15 and September 15, and if possible, shall take place between June 1 and 15.
The Federation shall not schedule its convention within the period of twenty (20) days prior to, during or twenty (20) days following the Annual Convention of Kiwanis International, unless such convention is held within the territorial boundaries of the Federation or unless approved by the International Board.
Notice of conventions dates shall be sent to the Executive Director at least six (6) months in advance.

Section 3.
Special conventions shall be called by the President upon the request of the majority of the chartered clubs in good standing, or upon the request of three fourths (3/4) of the members of the European Board.

Section 4.
In any year that the European Board determines that there exists a condition of emergency, and that because of such emergency the holding of the annual convention of the Federation would not be practical, the European Board, subject to the approval of the International Board, shall have the power to establish and fix provisions and procedures for transacting any or all business that would normally be transacted by and at such convention.

Section 5.
The Secretary shall send to each chartered club, all Federation officers, district governors, district secretaries, and the Executive Director, an official call to the convention no less than ninety (90) days prior to the date of the annual convention, and no less than thirty (30) days prior to the date of a special convention.

Section 6.
The European Board shall have full supervision and management of all conventions of the Federation.
Section 7
For each annual or special convention, the President shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least five (5) members. All members of the Committee on Elections must be delegates or delegates at large. Three (3) members of each of the foregoing committees shall constitute a quorum.

a. The Credentials Committee shall determine whether the clubs of the delegates present are in good standing. Should any club fail to certify the election of its delegates and alternates as provided in these Bylaws, the Credentials Committee shall determine the seating of the delegates or alternates for such club. The Credentials Committee shall report the number of delegates and delegates-at-large to the House of Delegates, the Elections Committee and the Federation Secretary, upon request.

b. The Elections Committee shall have general charge of all elections, including the distribution and tabulation of the ballots, and shall report promptly to the convention the results of the balloting, with such report to be signed by a majority of the committee. After the committee has so reported, the chairman shall deliver all ballots to the Secretary to be kept for a period of ninety (90) days after the convention, after which the ballots shall be destroyed.

Section 8.
For any convention, each club in good standing with Kiwanis International, its district, and the Federation, shall be entitled to elect three (3) delegates, one (1) of whom should be the president, and three (3) alternates designated as alternates one, two and three. If any delegate is absent from the convention, the alternates will serve in the numerical order certified.

Section 9
Each delegate or alternate shall be a member of the club represented, and shall be elected by such club no less than thirty (30) days prior to the date of the annual convention or no less than fifteen (15) days prior to any special convention. Their election shall be evidenced by a certificate to the Secretary of the Federation, duly authenticated by the president and the secretary of the club.

Section 10
Elected Federation officers, past Federation Presidents, District Governors and past District Governors of districts within the Federation, who are members of a Kiwanis club within the Federation, shall be delegates at large to all Federation conventions.

Section 11
Official delegates of a newly organized Kiwanis club recognized by the International Board shall be granted full privileges at a convention, even if the charter has not been formally presented to such club.

Section 12
Cumulative, absentee or proxy voting shall not be permitted.
Section 13
No delegates shall be accredited and entitled to vote in a European convention unless and until the club has paid the Federation Convention fee for each member, as provided elsewhere in these Bylaws.

Section 14
Each accredited delegate and delegate at large present shall be entitled to vote on each question submitted in any convention. On all matters put to a vote, an accredited delegate or delegate a large may abstain from voting; the outcome of any vote shall be determined by the actual valid votes cast, and abstentions, if any, shall be excluded.

Section 15
The convention may discuss and act upon any matters submitted in the same manner as items described under Article VIII or Article XVI of these Bylaws that are brought before it by the European Board, the International Board, a district within the Federation, or a club in good standing within the Federation by a majority vote of its members.

Section 16
In the absence of the President from the convention, the European Board shall designate the President-elect, the Immediate Past President, or any officer of the Federation to act as the chairman.

Section 17
A quorum shall consist of no less than one hundred and fifty (150) delegates and delegates at large for any annual convention and no less than fifty (50) delegates and delegates at large for any special or emergency convention.

Section 18
Within thirty (30) days after the close of any convention, the Secretary of the Federation shall send a report to the Federation officers, the district governors, the district secretaries, the presidents of clubs within the Federation, and the Executive Director. The report shall summarize the proceedings of the convention, provide a synopsis of all actions taken, and include copies of all Federation bylaw amendments, resolutions and official recommendations adopted at the convention.

ARTICLE VIII. CONVENTION PROCEDURE.

Section 1.
The official program, as approved by the European Board, shall be the order of the day for the convention. Changes in the program may be made at any time by a majority vote of the delegates and delegates at large present and voting.

Section 2.
a. Proposed Resolutions may be submitted by the European Board, the International Board, the Board of a district within the Federation, or a club in good standing within the
Federation by a majority vote of club members. All proposals must be submitted to the Secretary by December 31. Within ninety (90) days thereafter, the European Board shall meet to support or oppose such proposed resolutions before submitting them to the House of Delegates.

b. The Secretary shall send a copy of all resolutions approved by the European Board, other than memorial and appreciation resolutions, to the secretary of each club within the Federation and to the Executive Director no less than sixty (60) days prior to the date of the annual Convention. No resolutions other than those so sent shall be considered by the Convention unless recommended by the European Board by a two-thirds (2/3) vote.

c. Only resolutions approved by the European Board shall be debated by the delegate body. Debate on any resolution shall not be in order until it has been reported out by the European Board. At any time prior to the voting thereon by the delegate body, the European Board shall be authorized to make editorial changes in any resolution, provided the import of the resolution is not changed thereby.

Section 3.
Reports of committees, communications to the convention, resolutions and all motions may be debated during the House of Delegates, except those that are known in parliamentary practice as “undebatable,” or if the convention, by a two thirds (2/3) vote, decides to dispose of them without debate. No Delegate shall speak in convention longer than five (5) minutes at one time, except as provided in the order of the day or by a majority vote.

ARTICLE IX. NOMINATION AND ELECTION OF FEDERATION OFFICERS.

Section 1.
The nomination and election of the President, the President Elect and the Vice President shall be held at the annual convention, and the official program of the convention shall indicate the time and place which shall be subject to change only in accordance with the rules of convention procedure.

Section 2.
No person shall be considered as a qualified candidate for any elected Board office until or unless the following requirements have been met:

- Written consent of such person has been given;
- Written assurance has been given that said person, if elected, will fulfill the responsibilities of office.
- Endorsement of the candidate’s district board or district house of delegates has been provided.

Additionally, each candidate shall have served as a district governor and shall not hold any other officer position with Kiwanis International or the Federation.
Section 3.
No less than ninety (90) days prior to the date of the annual convention, the secretary of the district shall submit in writing to the Secretary of the Federation the name of any qualified candidate from their district for the offices of President, President elect or Vice President, including documentation of district endorsement.
No new district shall nominate a candidate unless it has maintained full district status for three (3) consecutive years.
The district hosting the European Convention shall not nominate a candidate.

Section 4.
The President Elect shall be the sole candidate for the office of President. The Vice President shall be the sole candidate for the office of President Elect. However, nothing in this section shall be construed as limiting the right to make further nominations of qualified candidates from the floor of the convention for both offices.

Section 5.
No less than sixty (60) days prior to the date of the annual convention, the Secretary of the Federation shall send to all District Governors, District Secretaries, and the secretaries of all clubs within the Federation, the names of the candidates for the office of President, President Elect and Vice President. A copy shall be sent to the Executive Director.

Section 6.
When nominations and elections become the order of business at the annual convention, the Secretary of the Federation shall inform the house of delegates of the nominees for each office and, if there are two (2) or more candidates for any office, a written ballot shall be taken for such office.

Section 7.
A majority of all valid votes cast shall be necessary for election. In the event that any ballot cast does not show a majority for any nominee, the President shall designate a time and place for further balloting. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until one nominee shall have received a majority of all valid votes cast. There shall be no voting by proxy or absentee ballots. In case of a tie vote, a new ballot shall be taken until one candidate receives a majority vote.
The Committee on Elections shall have general charge of this election, with the authority and duties provided in Article VIII.

ARTICLE X. VACANCIES IN OFFICE.

Section 1
In the event of a vacancy in the office of President during the administrative year, the unexpired term shall be filled by the Immediate Past President.
Section 2
In the event of a vacancy in the office of Immediate Past President, the unexpired term shall be filled by the last outgoing Past President who is willing and able to assume the office.

Section 3
In the event of a vacancy in the office of President-elect during the administrative year, the unexpired term shall be filled by the Vice President.

Section 4
In the event of a vacancy in the office of Vice President during the administrative year, the unexpired term shall be filled by the last outgoing Past President who is willing and able to assume the office.

Section 5
In the event a vacancy in the office of Vice President has been filled as prescribed in section 4 above the next European Convention shall organize nominations and elections as prescribed in Article IX of these Bylaws for both the offices of President elect and Vice President of the Federation.

Section 6
In the event the President is temporarily incapacitated and unable to discharge the duties of the office, the Immediate Past President shall become Acting President until the President is able to resume those duties.
While the President is incapacitated, the Acting President shall be the chief executive officer of the Federation and shall have all the duties, responsibilities, and authority given to the President by these Bylaws.
If, after a period of sixty (60) days, it shall appear to the European Board that the President continues to be incapacitated and is not able to resume the duties and responsibilities of the office, the European Board may declare the office of President vacant, and the vacancy shall be filled as prescribed in these Bylaws.

Section 7
Whenever it shall appear to the President or a majority of the Board that any Federation officer is failing to perform the duties of the office, the Secretary shall give such member written notice of the facts within 30 days. At the next regularly-scheduled or special meeting of the European Board, consideration shall be given to such facts and reasons why the office should be declared vacant. The officer accused shall have the right to attend and provide a defense. In the event that the European Board, by a two-thirds (2/3) vote of the entire Board, finds the officer is not performing the duties of office and declares such office vacant, the vacancy shall then be filled as prescribed in these Bylaws.

Section 8
In the event of a vacancy, between election and October 1, in any office(s) of the European Board-designate, the European Board-designate shall proceed to appoint a successor for such office(s) for the administrative year in accordance with the provisions for filling vacancies in office as provided in this Article.
ARTICLE XI. GUARANTEED TRUSTEES ON THE INTERNATIONAL BOARD.

Section 1.
At the beginning of the administrative year in which one of the Trustee offices on the International Board guaranteed to the Europe Region will or may become available, the Secretary of the Federation shall inform the District Governors and District Secretaries that nomination of a candidate for said office will be held at the next annual convention of the Federation, to provide for filling the office in the event that it becomes vacant at the next Kiwanis International Convention.

Section 2.
In accordance with the Kiwanis International Bylaws, no person shall be considered as a qualified candidate for International Trustee until or unless the following criteria have been met:

- Shall be an active or senior member in good standing of a club;
- Shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International;
- Shall have given written consent to be a candidate;
- Shall have secured prior endorsement from his/her district board or house of delegates;

Additionally, each candidate shall have served as a district governor and shall not hold any other officer position with Kiwanis International or the Federation. No additional criteria shall be required of candidates for International Trustee by the Federation or any district of the Federation.

Section 3.
The European Districts, through the prior endorsement of their Board or House of delegates, shall nominate their candidate for the guaranteed office of International Trustee. No district shall nominate more than one (1) candidate. No district, which has a member on the International Board, shall present a candidate. A district shall not have a member on the International Board for one (1) administrative year after another person from that district has completed membership on the International Board.

Section 4.
Any eligible district must submit the name of any qualified candidate to the Executive Director of Kiwanis International and the secretary of the Federation no less than ninety (90) days prior to the date of the annual convention of the Federation.

Section 5.
No less than sixty (60) days prior to the date of the annual convention of the Federation, the Secretary shall send to the secretary of clubs within the Federation the names of the candidates for the guaranteed office of International Trustee.
Section 6.
The European Board shall present to the convention the names of all candidates for International Trustee that fulfill the requirements of the Kiwanis International Bylaws.

Section 7.
When the election of the candidate for International Trustee becomes the order of business at the annual convention, the Secretary of the Federation shall inform the house of delegates of the nominees and, if there are two (2) or more candidates, a written ballot shall be taken.

Section 8.
A majority of all valid votes cast shall be necessary for the election of the candidate. In the event that any ballot cast does not show a majority for any nominee, the President shall designate a time and place for further balloting. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all valid votes cast.
There shall be no voting by proxy or absentee ballots. In case of a tie vote, the members of the European Board shall determine the nominee by written ballot between the final two (2) candidates.

Section 9.
The Committee on Elections shall report promptly to the convention the results of balloting, and the majority of the committee shall sign the report. After the committee has so reported, the chairman shall deliver all ballots to the Secretary to be kept for a period of ninety (90) days after the close of the convention when the ballots shall be destroyed.

ARTICLE XII. REVENUE.

Section 1.
Each club shall pay to the Federation for each of its members, with the exception of its honorary members, the sum of 4.65 Euro per annum as Federation dues. Each club also shall pay to the Federation for each of its members, with the exception of its honorary members, the sum of 3.70 Euro per annum as Convention fees, which covers the registration costs for all of its participating members.
These dues and fees shall be based upon the membership of the respective clubs as of the proceeding September 30 as shown by the annual membership statements to Kiwanis International.
The total amount shall be payable in one annual installment, due October 1 of each year and payable not later than sixty (60) days thereafter.

Section 2
The European Board may adjust the dues from the clubs in any country where the gross national income per capita is less than ten thousand dollars (US$10,000), as reported by the World Bank.
Section 3
For newly organized clubs, Federation dues and Convention fees shall be prorated on a monthly basis.

Section 4.
No financial obligation other than the annual dues and the subscription price for the official publication shall be placed upon the clubs by the Federation, and no voluntary contribution for any Federation activity shall be requested from all clubs by the Federation, except with the approval of the European Board, the International Board, and by a two thirds (2/3) vote of the delegates at a Federation convention or by a two thirds (2/3) vote upon a referendum submitted to all clubs within the Federation.

No financial obligation other than the annual dues, convention fees, and the subscription price for the official publication shall be placed upon the clubs by the Federation, and no voluntary contribution for any Federation activity shall be requested from all clubs by the Federation, except with the approval of the European Board, the International Board, and by a two thirds (2/3) vote of the delegates at a Federation convention, or by a two thirds (2/3) vote upon a referendum submitted to all clubs within the Federation.

ARTICLE XIII. FINANCE AND AUDIT OF ACCOUNTS.

Section 1.
The fiscal year of the Federation shall commence October 1 and terminate the following September 30.

Section 2.
The European Board shall install and maintain an efficient accounting system for the Federation in Euro, which will include separate accounts and reserve funds for:
- Federation dues covering the Federation administrative and operating expenses,
- Convention fees covering the convention registration costs for all its participating members,
- Funds collected by the Federation exclusively for Service Programs approved and authorized by the European Board.
- Funds received by the Federation covering expenses for responsibilities specified in KI-KIEF contracts.

These four (4) separate accounts and reserve funds shall be an integral part of the Federation financial accounting system.

All annual surpluses and/or deficits shall be allocated to their respective reserve funds.

Section 3.
The Federation Board shall report regularly on its financial status to the International Board, at such times and including such information as requested by the International Board.

Section 4.
During the annual convention of the Federation, the European Board shall present for approval by the delegates:
the budget of estimated income and expenditures for the next fiscal year;
- the balance sheet and the statements of income and expenditures for the previous fiscal year.

Section 5.
The books of account of the Federation shall be audited at least once each administrative year by two (2) independent auditors selected by the delegates at the convention from a list provided by the European Board. The auditors must be certified public auditors who do not also handle the bookkeeping of the Federation accounts.

For audit purposes, the European Board shall submit all books, records, and vouchers to the auditors not later than November 15 of each year. The Federation convention shall be audited separately, including fees, expenses, as well as the Service Programs. The certified audit report shall be sent to the European Board and the Executive Director. Not later than sixty (60) days prior to the date of the annual Convention, the Secretary of the Federation shall send a copy of the annual audit report to the Governor and Secretary of each district and the secretary of each club.

Section 6.
The European Board shall designate the official depositories of funds for the Federation.

Section 7.
The European Board shall have the power to authorize officers or employees to execute and countersign checks and vouchers, and to perform such other acts to carry out the purposes and objectives of this Article.

Section 8.
The necessary expenses of all officers of the Federation, including travel expenses when engaged in the business of the Federation, shall be paid by the Federation in accordance with the provisions of the budget and Federation policies.

Section 9.
The expenses of the President incurred in attending any convention of Kiwanis International which are not paid or reimbursed by Kiwanis International shall be paid by the Federation.

ARTICLE XIV. OFFICIAL PUBLICATION.

Section 1.
The European Board can publish, or cause to be published under its supervision and control, a periodical. If so decided, this periodical shall be the official publication of the Federation.

Section 2.
Each club shall subscribe for all its members to said official publication. The subscription price of this publication for the following administrative year shall be fixed annually by the European Convention.
ARTICLE XV. POLITICAL ACTIVITIES.

Section 1.
The Federation shall take no action on any political questions or proposed legislation.

Section 2.
The Federation shall not be used in any way for political purposes, nor shall it as a Federation actively participate in the political candidacy of any person.

ARTICLE XVI. LANGUAGES.

Section 1.
English shall be the official language of the Federation.
Other languages may be approved, according to policies, for use by the European Board, the European Convention, and other Federation events.

Section 2.
When the total membership of the Federation exceeds 3000 certified paid members of a European language group as of September 30 of the previous administrative year, simultaneous translations in such languages shall be provided during all sessions of the House of Delegates at the Convention.

ARTICLE XVII. OTHER AUTHORITIES

Section 1.
For any matters not specifically covered by these bylaws, the following documents shall be consulted in order of priority to determine such matters:
First—Kiwanis International Bylaws
Second—Kiwanis International Policies and Procedures
Third—Federation Policies and Procedures

ARTICLE XVIII. SEVERABILITY

Section 1.
If any provision of these bylaws is held invalid, all other provisions shall remain in effect.

ARTICLE XIX. AMENDMENTS.

Section 1.
Amendments to these Bylaws, consistent with the Bylaws of Kiwanis International, may be proposed by the European Board, the International Board, a district Board of trustees, a
district house of delegates, or a club within the Federation by a majority vote of club members.

Section 2.
Proposed amendments to these Bylaws in the official language of the Federation shall be received by the Secretary of the Federation no less than ninety (90) days prior to the date of the start of the Convention, except those initiated by the European Board.

a. No less than sixty (60) days prior to the date of the start of the convention, the Secretary shall send a copy of all proposed amendments to the secretary of each club within the Federation, the European Board, officers of the Federation, district governors, district secretaries, and the Executive Director of Kiwanis International.

b. Amendments to these Bylaws, if in conformity with the Bylaws of Kiwanis International, may be adopted by a two thirds (2/3) vote of the delegates and delegates at large voting at the convention of the Federation.

Section 3.
Any amendment to these Bylaws shall become effective only upon approval thereof by the International Board.

Section 4.
If these bylaws are in conflict at any time with the Kiwanis International Bylaws or the Standard Form for Federation Bylaws, the Federation shall amend these bylaws to bring them into conformity with said documents.

ARTICLE XX. COMPLIANCE WITH KIWANIS INTERNATIONAL.

Section 1.
The Federation and its members will at all times abide and be governed and controlled by any applicable Bylaws, Policies and Procedures of Kiwanis International.

Section 2.
The Federation will comply with all such conditions and requirements as Kiwanis International may prescribe.

Section 3.
Whenever requested by the International Board, the Federation shall dissolve or change its form of organization.

ARTICLE XXI. DISSOLUTION OF THE FEDERATION

Section 1.
A decision to dissolve the Federation, unless specifically directed by the International Board, may only be made by a special Convention, exclusively called for such a purpose.
Two-third (2/3) of the Federation clubs must be present, represented by at least one delegate for each club, and a four-fifths (4/5) majority vote is required for approval.

Section 2.
In the event of dissolution, all Federation assets shall be donated exclusively for eleemosynary and charitable purposes.
A simple majority vote by the delegates at the special Convention, referenced in section 1, shall determine disposition of Federation assets, subject to the approval of the International Board.
Main Concerns

NOTE: We/They need to make absolutely certain that delegates understand anything moved to regulations will then be under the authority of the Board alone, not the House. (Anything which is currently under authority of the House, per the St. Form, I’ve told them must be moved back to the bylaws.)

Board/Officers:
- No provisions anywhere on filling vacancies in any district office.
- It only takes 1/3 of the Board to call a special meeting. The norm is 2/3 in St. Form. 2/3 is better, to not let a minority call the shots.
- Notice requirements are incomplete. Also not clear whether they apply only to regular meetings or to special meetings as well. (Applies for both House and for Board.)
- No quorum provided for Board meetings or for Board Executive Committee meetings, though their Executive Committee has a large role in Board operations.
- No provision that clubs shall be informed of Board actions.
- If there is a tie on Board votes, the Governor can break it—even if he has already voted. They specifically say ‘the Governor’s vote counts double.’ Nope.
- Unclear provisions re. who appoints district committees: the Governor? Or the Executive Committee?

House/Convention:
- It only takes 1/5 of the clubs to call a special house of delegates. Dangerously low; lets a minority call the shots.
- Notice requirements are incomplete. Also not clear whether they apply only to regular meetings or to special meetings as well. (Applies for both House and for Board.)
- They provide for club delegates, but not for alternates.
- No quorum provided.
- No statement that new clubs have the right to voting delegates.
- No statement that proxy or absentee balloting are not permitted.
- No provision that clubs shall be informed of the conventions/House results.
- No provision re. mandatory timeframe for holding their district convention.
- No provision on how to handle business if the district convention must be cancelled due to emergency conditions.
- They do not allow candidates from the floor – is that alright?

Amendments:
- They are missing key provisions re. bylaw amendments, including: they must be in conformity with K.I. bylaws or else will be brought into conformity; may be submitted by clubs; part of the
notice requirements;
• No provision on parliamentary authority (Roberts or otherwise).

Dues/Fees/Revenue:
• Bylaws say delegates approve [only] annual club dues to the district. But regulations say delegates also approve the convention fee and bulletin fee; so the latter two must be provided in the bylaws as well.
• In the bylaws, Revenue says: “The district’s funds shall consist of club dues and voluntary contributions.” They insist ‘voluntary contributions’ are indeed voluntary (donations). However, in regulations, ‘contributions’ are used synonymously with dues and fees. The discrepancy must be resolved.

Divisions/Lt. Governors:
• At division meetings, clubs “Prepare for the elections, in particular the applications for Lieutenant-Governor Elect,” but does not state how they prepare (what criteria or process), and Lt. Governors are actually elected at the District Convention. Might be alright, once we know?

South Tyrol:
• They moved this from bylaws to regulations: “The German language clubs in the South Tyrol shall be entitled to join the District Switzerland-Liechtenstein.” However, since those are Italy’s clubs and Italy won’t allow it, S-L cannot include it.

Bylaws vs. Regulations:
• Many things are split between bylaws and regulation, need to be moved only to bylaws:
  o Notice requirements
  o Board authority/duties
  o Authority/duties of specific district officers
  o Executive Committee. authority/duties
  o Voting for candidates

• Other things are only in regulations (Board authority), but must be moved to bylaws (House authority):
  o Delegate certification process and some other delegate info
  o District dues. (Only vague reference in the bylaws.)
  o Payment of a bulletin fee
  o Payment of a club district convention fee, as well as what clubs are entitled to for paying it, and how the district convention fee is spent (i.e., for convention expenses)
  o Who chairs the House
  o Provisions on Electoral Committee. (and they have nothing on an Elections Committee)
  o Provisions on Minutes: for the House, for the Board, for the Executive Committee
  o Qualifications/criteria for district office (and candidates)
Other:
- Regulations on their District Service Center are unclear.
- They have a whole article on KIARs, but the text is very unclear (at least in English).
- Use of words “elected” vs. “appointed” is sometimes fuzzy.
- (bylaws include several references to District Foundation operations, though the Foundation has separate bylaws. They have agreed to clean-up those references.)
- (No provisions about staying away from political issues, though I’d be surprised the Swiss government doesn’t require such a thing.)
Dear Stan,

It is true that we lost time with this issue last year, and that we were a little late for the January meeting of the KI Board. So we do understand that it was not possible to take the decision at that meeting.

It is not a problem for us to wait for the April meeting. We will still have sufficient time to present this matter to the District Board, before our annual Convention on 14-16 September 2012.

However, we are not happy about resuming the email exchanges with Diana O’Brien about the details of our texts, as she requested in her email of 24 January. We had agreed in Munich, with yourself and Christina, that the legal and administrative dispute would cease and that our bylaws would be adopted in their current form by the KI Board.

Even though the texts do not totally conform to the standard form for district bylaws, it should nevertheless be acknowledged that between our Bylaws, the Regulation and the Comment relating to the distinctive Swiss features, the KI Board can be reassured that our District is managed with a deep respect for the international rules, and in the true spirit of Kiwanis International.

On this basis, it is certain that, if our bylaws are not ratified by the KI Board in April, we will abandon our request for international ratification and continue to manage the District unchanged, on the basis of the last texts that were sent to you in December.

We do not wish for such a situation but will proceed with it, since our working committee believes that it has now spent enough time in the past few years of exchanging drafts and counter-drafts with your office, without being able to achieve a compromise that takes account of the distinctive European features, and particularly of those of the Switzerland-Liechtenstein District.

We count on your understanding, dear Stan, and look forward with confidence to the Board’s decision in April.

With our best wishes

District Switzerland-Liechtenstein - Committee Bylaws revision

Ueli Mühlemann, Governor
Bernard Bally, Past-Governor

Hugo Wölfli, Past-Governor
Peter Vogt, attorney, past District treasurer
Kiwanis International
District Switzerland-Liechtenstein

Board Committee on Governance
Action Report - Exhibit D

BYLAWS

issued by the House of Delegates
of 13 September 2008 in Lausanne
Approved by KI on ......................
In force since ......................

(In these Bylaws, references to official titles are only in the masculine form for reasons of linguistic conciseness and greater clarity; all official positions are open to women and men.)
Art. I   NAME AND GEOGRAPHICAL LIMITS

1. Under the name 'KIWANIS International District Switzerland-Liechtenstein hereinafter called district, there shall exist an association based on art. 60 ff. of the Swiss Civil Code. The district is an organization of Kiwanis clubs within the framework of KI (Kiwanis International) and KIEF (Kiwanis International-European Federation).

2. The geographical limits of the district shall be confined to the territories of Switzerland and Liechtenstein.

3. The head office of the district shall be at the domicile of the acting Governor.

Art. II   PURPOSE

The purpose of the district shall be:

1. To realize the principles and objectives of KI and KI-EF.

2. To implement and support social projects, in particular with the help of, and in cooperation with, the Kiwanis Foundation District Switzerland-Liechtenstein; hereinafter called Kiwanis Foundation.

3. To promote a spirit of friendship and cooperation between the clubs and the members.

4. To promote the establishment of new clubs and to strengthen existing clubs.

5. To coordinate and promote the active involvement of the clubs in the objectives, programs and policies of the district as well as of KI and KI-EF.

Art. III   MEMBERSHIP

Every organized club within the geographic limits of this district shall be a member of the district and shall have the rights and duties defined in these bylaws.

Art. IV   DIVISIONS

1. The district shall be divided into divisions which, as a rule, shall consist of no fewer than 6 and no more than 12 clubs.
2. The District Board, in consultation with the divisions and clubs, shall decide on the geographical limits of the divisions and the number of clubs in them.

3. The details are covered in separate regulations.

Art. V ORGANS

The organs of the district shall be:
- the House of Delegates
- the District Board
- the Executive Committee
- the Auditors

Art. VI HOUSE OF DELEGATES

1. The House of Delegates shall be the supreme body of the district. It shall take place annually as an ordinary meeting on the occasion of the Convention.

2. An extraordinary House of Delegates can be called by the District Board, or requested by one fifth of the clubs entitled to vote.

3. Each club which has met its financial obligations towards the district pursuant to Art. XVII para. 2 and 3 shall have the right to vote.

4. A invitation to the House of Delegates meeting must be issued 30 days in advance at the latest, indicating the place, time and agenda.

5. It shall have the following duties:
   5.1. Approval of the Governor’s annual report.
   5.2 Approval of the annual accounts.
   5.3 Resolution on the appropriation of the accounting result.
   5.4 Discharge of the members of the District Board.
   5.5. Election of the members of the District Board and of the Lieutenant Governors Elect.
   5.6. Election of two auditors and one substitute auditor.
   5.7. Nomination of the candidates for positions at KI-EF and KI.
5.8. Determination of the annual club dues to the district and approval of the budget.

5.9. Acknowledgement of the objectives of the newly elected Governor.

5.10. Acknowledgement of the activities and financial position of the Kiwanis Foundation.

5.11. Decisions on amendments to the Bylaws.

Furthermore, the House of Delegates shall take decisions with regard to business matters submitted in accordance with the regulations, as well as requests submitted to the Governor in writing at least 90 days prior to the House of Delegates.

6. Voting rights and election procedures

6.1 Each club entitled to vote shall have the right to appoint 3 Delegates. A delegate shall have only one vote.

6.2 The officers of the District and all past Governors are Delegates-at-large and shall each be entitled to one personal vote.

6.3 The House of Delegates shall make decisions and conduct elections by a simple majority of the valid votes cast, unless otherwise provided by the Bylaws.

6.4 Details regarding voting and election procedures are set out in the Rules of procedure (ROP).

Art. VII  DISTRICT BOARD

1. The District Board shall consist of:
   - the Governor
   - the Immediate Past Governor
   - the Governor Elect
   - the Vice-Governor
   - the Secretary
   - the Treasurer
   - the Chair New Club Building (NCB)
   - the Lieutenant Governors
   - the KIARs (Kiwanis International Area Representatives)
2. The District Board shall be responsible for the management of the district.

3. A written invitation to a session of the District Board must be sent out at least 20 days in advance citing the location, time and agenda.

4. In particular, the District Board shall have the following duties:

   4.1. Issuing of regulations, in particular the Rules of procedure (ROP) which govern summoning of the meeting, procedures for votes and elections of the House of Delegates, the District Board and the Executive Committee and compensation for expenses in accordance with Art. XIII. The Rules of procedure (ROP) also contain regulations on the content and procedure of the convention.

   4.2. Propose candidates to the House of Delegates to be elected as members of the District Board or as auditors, in cooperation with the divisions and clubs.

   4.3. Election of two delegate to the Foundation Council of the Kiwanis Foundation.

   4.4. Geographic allocation of the divisions.

   4.5. Decisions on business matters presented to it by the Executive Committee.


5. The District Board shall normally hold four meetings a year. A third of its members may require the Executive Committee to convene a meeting of the District Board, indicating the subject matter to be discussed.

6. The District Board shall pass resolutions by a simple majority of the valid vote cast, otherwise provided in these bylaws. In the event of a tie vote, the Governor’s vote shall decide.

7. In urgent matters, resolutions may be passed by correspondence, provided that two thirds of district board members with voting rights agree in writing.

8. The adoption and amendment of regulations requires the approval of two thirds of the members of the district board present and entitled to vote.

9. Otherwise, the duties, rights and procedures concerning votes and elections are set out in the Rules of procedure (ROP).
Art. VIII EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of:
   - the Governor
   - the Immediate Past Governor
   - the Governor Elect
   - the Vice-Governor
   - the Secretary
   - the Treasurer

2. The Executive Committee shall be responsible for the running and the operational management of the affairs of the district in so far as this has not been assigned to another body. It can take decisions on all matters which are not expressly reserved by law or by the Bylaws to another body of the district, or which do not come within the sphere of competence of KI and KI-EF.

3. The Executive Committee shall, in particular, have the following duties:
   3.1 Implementing the resolutions of the House of Delegates and the District Board.
   3.2 Convening and preparing the business of the District Board as well as dealing with specific business matters on behalf of the Governor.
   3.3 Convening, preparing and holding the House of Delegates.
   3.4 Appointing committees and nominating members.
   3.5 Appointing the chairs.
   3.6 Appointing the Service Center.
   3.7 Determining the authorized signatories for the district.
   3.8 Ensuring that all club members regularly receive information.
   3.9 Ensuring the training of all officers.
   3.10 Issuing the directory.

4. The Executive Committee shall meet at the invitation of the Governor or upon a request by three of its members.

5. Otherwise, the duties, rights and procedures concerning votes and elections are set out in the rules of procedure (ROP).
Art. IX  AUDITORS

1. The auditors and substitute auditor shall be elected for a period of one year.
2. They shall produce a written report for the ordinary House of Delegates.

Art. X  OFFICERS

1. The Governor is the chief executive officer of the district and represents it vis-à-vis third parties.
   1.1 He presides at the District Board and Executive Committee as well as the House of Delegates. He may only delegate his duties in the event of being incapacitated.
   1.2 He shall be an ex officio member of all committees and working groups.
   1.3 He may assign specific tasks to the Immediate Past Governor, the Governor Elect and the Vice-Governor.
   1.4 In the course of his year in office, he shall visit every division.
   1.5 The Governor can be mandated by the District Board and the House of Delegates to submit and substantiate requests to KI-EF or KI.

2. The Immediate Past Governor shall act as the Governor’s substitute. He shall represent the Governor if he is incapacitated, and shall carry out the special tasks assigned to him.

3. The Governor Elect shall prepare his year in office and manage the training and instruction of the officers of the following administrative year. He shall propose chairs and committee members for his own year as Governor. The Governor Elect can assign special tasks to the Vice-Governor.

4. The Vice-Governor prepares for his year in office as a Governor Elect and fulfils responsibilities entrusted to him by the Governor and Governor Elect.

5. The Secretary shall be responsible for the district’s correspondence and for the minutes of the House of Delegates and the meetings of the District Board and the Executive Committee.

6. The Treasurer shall be responsible for all the financial accounts of the district.

7. The Chair New Club Building (NCB), in cooperation with the KIARs, shall be responsible for the membership development of the existing clubs.
8. The KIARs are members of the Committee New Club Building (NCB) and responsible for existing clubs, acquisition of more clubs and rescue of endangered clubs in the geographical areas assigned to them.

9. The Lieutenant Governors shall

9.1 Support the Governor in his work and represent him in their division
9.2 Implement the resolutions and projects of the district in their division
9.3 Support the clubs and the club executives in their work and requests to the Executive Committee and the District Board
9.4 Carry out the division activities in cooperation with the clubs and the chairs
9.5 Preside at the division meetings
9.6 Regularly inform the Executive Committee and the District Board about the activities of the clubs in their division
9.7 Participate in all District Board meetings and in the House of Delegates. They shall carry out the special duties assigned to them by the District Board and the Governor.

10. Other duties and competences of the officers are set out in the rules of procedure (ROP).

**Art. XI IMMEDIATE PAST LIEUTENANT GOVERNORS AND LIEUTENANT GOVERNORS ELECT**

1. The Immediate Past Lieutenant Governor shall act as the substitute of the Lieutenant Governor. He shall also carry out the special duties assigned to him by the Lieutenant Governor.

2. The Lieutenant Governors Elect shall prepare their year in office and manage the training and instruction of the club officers of the following year.

**Art. XII COMMITTEES**

Chairs and committee members may be appointed to deal with specific tasks, Chairs shall, where deemed appropriate, participate in the meetings of the District Board and in the House of Delegates as advisors, without voting rights, unless he is a club delegate.
**Art. XIII VOLUNTARY WORK**

All officers, KIARs, Chairs and committee members work on a voluntary basis. They may be compensated for expenses in accordance with the Rules of procedure (ROP).

**Art. XIV CONVENTION**

A convention shall be held in each administrative year. This consists of the opening ceremony, normally a forum, the House of Delegates and a supporting program. Details are set out in the Rules of procedure (ROP).

**Art. XV SERVICE CENTER**

To provide a service for its bodies, officers, chairs and clubs, the district has a Service Center. The details are set out in the rules of procedure (ROP) and in a separate project specification.

**Art. XVI PERIOD OF OFFICE**

1. Period of office of the officers shall be one year. They shall commence on 1 October and end on 30 September.

2. The Lieutenant Governors can be re-elected but only for a second period of office.

3. The secretary, the treasurer, the chair New Club Building, the KIARs, the auditors and substitutes can be re-elected.

**Art. XVII BUSINESS YEAR AND FINANCE**

1. The business year commence on 1 October and end on 30 September.

2. The district’s funds shall consist of club dues and voluntary fees. The accounting basis for the amounts to be paid by the individual clubs to the district is the club’s membership as at 30 September of the previous financial year. The club contributions shall fall due for payment on each 30 November.
3. Any club that is more than 60 days in arrears shall lose its voting rights in the House of Delegates until it has met its obligations.

4. Any debts incurred by the district shall be the exclusive liability of the district. Clubs have not financial obligation to the district other than annual club dues.

**Art. XVIII  FOUNDATION**

1. The district has set up a foundation under the name ‘Kiwanis Foundation District Switzerland-Liechtenstein’ to implement or support its social objectives at the district level. The detailed procedures are set out in the foundation’s bylaws and regulations.

2. The district is represented on the foundation council by two members elected by it.

2. At an ordinary House of Delegates, a representative of the Kiwanis Foundation shall report on its activities and financial situation.

**Art. XIX  AMENDMENTS TO THE BYLAWS**

1. The bylaws can be amended by a House of Delegates with a two-third majority of the Delegates present and entitled to vote. Amendments and additions require the approval of KI.

2. Proposed amendments shall be submitted to the Governor in writing not later than 90 days prior to the House of Delegates.

3. Proposals may be submitted only by a club in good standing.

4. The District Board must submit a recommendation to the House of Delegates on any change applications received from clubs.

5. Further details of the procedure are set out in the Rules of procedure (ROP).

**Art. XX  BYLAWS, POLICIES AND PROCEDURES KI AND KIEF**

1. The interpretation and application of these Bylaws and the associated regulations shall be subject to Swiss law.
2. Where the laws, bylaws or regulations make no provision, the KI bylaws, Policies and procedures shall apply, in so far as these are not in contravention of the Swiss public order.

**Art. XXI LANGUAGE**

These Bylaws shall be produced in German and French. It also applies to the all regulations.

* * * * *

These Bylaws were adopted at the ordinary House of Delegates from 13. September 2008 and replace the Bylaws of 22 September 1984.

These Bylaws were approved by KI on..........................

These Bylaws enter into force on...............................
Rules of procedure (ROP)

Handling of the District's affairs shall be based on the District's Bylaws dated 13 September 2008 and on the present regulations. In the absence of any provision within these documents, the KI Bylaws (hereinafter referred to as KI) and the regulations of KI and of Kiwanis International-European Federation (hereinafter referred to as KIEF) shall apply providing they do not conflict with Swiss public order.

1. **Name and geographic scope**

   The name and geographic scope of the District shall be stipulated by KI and may not be changed without authorisation.

   The German language clubs in the South Tyrol shall be entitled to join the District Switzerland-Liechtenstein. This membership must be agreed in advance by the District Board and the KI.

2. **Purpose**

   The District Board shall define the general aims of the activity within the District, while respecting the program and initiatives desired by KI and KIEF.

3. **Membership**

   **3.1. The new clubs**

   3.1.1. Sponsorship

   Each new club must be sponsored by two chartered clubs, legally established, of which at least one must belong to the same Division as the new club.

   3.1.2. Foundation of the club

   Once it has at least 10 members, any future club shall subscribe to an "Opening statement with a view to founding a Kiwanis
club". The declaration shall be co-signed by the founders of the new club and by the Lieutenant-Governor of the Division. It shall be sent to the Governor. From the date of this document, the future Club shall have a three year period in which to request its Organisation certificate in compliance with the statutory and legislative terms and conditions of the District and the KI.

The application for the organisation certificate requires the written commitment of at least 20 members.

The Lieutenant-Governor at the time of the application shall ensure compliance with these obligations.

3.1.3. Supervision

The Governor shall countersign the Organisation Certificate and Charter applications based on reports by the KIAR and the Lieutenant-Governor who will have performed all the necessary checks.

3.1.4. Approval

The organisation certificate and charter shall be issued by Kiwanis International in accordance with its regulations.

3.1.5. Protocol

The organisation certificate shall be delivered to the new club by the KIAR and the Lieutenant-Governor, at a regular meeting.

The charter shall be delivered by the Governor or, failing which, by his deputy, at a ceremony organised by the club, within a celebratory setting.

The Executive Committee shall draft a document detailing the protocol for these two presentations.

3.1.6. Recognition

The club shall be a member of Kiwanis International, the KIEF and the District as soon as KI has approved its organisation certificate.

3.2. Club members

3.2.1. The clubs consist of active members and senior members.
3.2.2. The capacity of club member shall be reserved for persons aged 18 years and over.

3.2.3. The membership, status and capacity of members shall be defined in the clubs’ Bylaws in compliance with the KI’s rules.

4. Divisions

The distribution of clubs within the Divisions shall be published each year in the District Directory.

5. Organs

The Organs of the District shall be those stipulated by Article V of the District’s Bylaws.

6. House of Delegates

6.1. Date and venue

The ordinary House of Delegates shall, in principle, take place as part of the District's Annual Convention.

Where appropriate to convene an extraordinary House of Delegates, its venue, date and agenda shall be set by the District Board.

6.2. Assembly Notice

Notice of the House of Delegates shall be served separately to the invitation to the convention and in compliance with the formalities and deadlines stipulated in the District’s Bylaws; it shall be sent to all club members to the Districts’ officers and to the Past-Governors.

At the same time, the meeting notice shall be sent:

- to the auditors
- to the Lieutenant-Governors Elect
- to the chairs
- to Kiwanis International
- to the KIEF

The Governor shall also send it to any Swiss and foreign guests he wishes to invite.

All necessary documents and elements required to understand the discussions, in particular the Governor's annual report, the annual
accounts with a resolution on the appropriation of the accounting result, the budget for the subsequent year, the auditor’s report, election nominations and the annual report for the Kiwanis Foundation, shall be enclosed with each copy.

6.3. Chair

The House of Delegates shall be chaired by the Governor or, failing that, his replacement, as provided for in the Bylaws, or, failing that, a replacement appointed by the assembly.

6.4. Language of discussions

The discussions shall be held in French and in German. Simultaneous interpreting shall be available. Declarations in Italian or Romansch may be permitted exceptionally by the chairman.

6.5. Delegates

In accordance with Article VI, para. 6.1 of the Bylaws, each club with a right to vote shall be entitled to three delegates. These must be appointed by the club and their names announced to the Service Center at least 10 days prior to the assembly. Only those delegates announced within this period, or duly replaced, shall be entitled to vote and be eligible to attend the assembly.

The club chairman shall be responsible for ensuring that the delegates are in possession of the meeting notice and all its appendices.

6.6. Powers

These shall be as stipulated in Article VI of the Bylaws.

6.7. Voting rights and eligibility

These shall be as stipulated in Article VI, para. 6 of the Bylaws.

6.8. Voting and Election Process

6.8.1. Electoral committee

The Chairman shall appoint an electoral committee comprising 5 people and chaired by a Past Governor. The committee shall ensure that votes and elections take place in compliance with the Bylaws and with the present regulations.
The committee shall determine the number of people authorised to vote, count the votes, ratify the vote or election result and notify the Chairman thereof.

6.8.2. Votes

Votes shall be by show of hands.

Exceptionally votes by secret ballot may take place by decision of the assembly or the Chairman.

In the event of parity of votes, the Chairman shall have the casting vote.

6.8.3. Elections

Elections shall be by show of hands.

Exceptionally, elections may take place by secret ballot upon a decision by the assembly or the Chairman.

Elections shall be by absolute majority. Where several candidates are put forward for the same position, the relevant number of rounds shall be voted on. The candidate with the least votes shall be excluded from the subsequent round.

For the positions of Lieutenant-Governors and Governor, except in exceptional cases permitted by the assembly, no candidates other than the Elect may be put forward.

6.9 Minutes

The minutes of the assembly shall be taken by the District Secretary. They shall be drafted in French and in German. They shall be countersigned by the Chairman and published within a period of 60 days following the assembly. A copy shall also be sent to the Executive Director of Kiwanis International.

7. District Board

7.1. Chair

The District Board shall be chaired by the Governor.
7.2. **Meeting venue, date and agenda**

The Executive Committee shall stipulate the venue, date and agenda for the meetings.

To limit travel, meetings will be twinned, where possible, with other events in the life of the District.

7.3. **Compulsory attendance**

Attendance at District Board meetings shall be compulsory for all officers, including Lieutenant-Governors. In the event of impossibility, they must arrange to be represented by their appointed substitute.

7.4. **Meeting Notice**

The Service Center shall convene the meeting at least 20 days in advance, in accordance with the instructions of the Executive Committee. Registrations or excuses must be made on Internet “myKiwanis” within the deadline.

7.5. **Powers, tasks and procedure**

Meetings shall take place in accordance with Article VII of the Bylaws.

7.6. **Minutes**

The minutes of the meeting shall be taken by the District Secretary. They shall be drafted in French and in German. They shall be countersigned by the Chairman and published within a one month period.

8. **Executive Committee**

8.1. **Chair**

The Executive Committee shall be chaired by the Governor.

8.2. **Meeting venue, date and agenda**

The Governor shall stipulate the venue, date and agenda for the meetings.
8.3. **Compulsory attendance**

Attendance at the Executive Committee meetings shall be compulsory for its members.

8.4. **Member Notice**

The Service Center shall convene the meeting at least 20 days in advance in accordance with the instructions of the Governor. Registrations or excuses must be made on Internet “myKiwanis”, within the deadline.

8.5. **Language**

The meetings shall take place in the Governor's native language.

8.6. **Powers, tasks and procedure**

Meetings shall take place in accordance with Article VIII of the Bylaws.

8.7. **Minutes**

The minutes of the meeting shall be taken by the District’s Secretary. They shall be drafted in the language used at the meeting. They shall be countersigned by the Governor and published within a one month period.

9. **Auditors**

The auditors and deputy must be active or senior members of the District's clubs.

10. **Officers of the District**

10.1. **Tasks and Powers**

These shall be as stipulated in Article X of the Bylaws.

10.2 **Capacity**

The Officers of the District must be active or senior members of the District's clubs. If this membership comes to an end, they shall lose their position within the District organs, with immediate effect.
10.3. Dual mandate

No person may exercise a dual mandate within the District organs.

10.4. Eligibility terms and conditions

Applicants for positions within the District's organs must have a good knowledge of the organisational and operational rules of Kiwanis as a whole and of the District in particular.

10.4.1. For the Governor

To be elected to this position, except in exceptional cases decided on by the House of Delegates, a person must have previously been a Vice-Governor and the a Governor Elect.

10.4.2. For Vice-Governor and Governor Elect.

To be elected to one of these positions, the person must have occupied the position of Lieutenant-Governor or of District Secretary for one full year.

Every chartered and properly established club shall be entitled to put forward one candidate. This nomination must reach the Governor, duly documented, 60 days prior to the House of Delegates.

Turns should be taken to ensure that the French-speaking part of Switzerland or the Italian-speaking part may have a Governor one year out of three.

10.4.3. For the Lieutenant-Governors

To be elected to this position, the person must have previously been a Lieutenant-Governor Elect.

10.4.4. For the Lieutenant-Governors (Elect or active)

To be elected to this position, the person must have held the position of club chairman or club secretary.

Within each Division, before 31 December, the Lieutenant-Governor shall arrange for the clubs to nominate the Lieutenant-Governor Elect and to confirm the Lieutenant-Governor to be put forward at the House of Delegates. 60
days prior to the House of Delegates, he shall inform the Governor of the choices made.

10.4.5. For the Chair New Club Building (NCB)

The NCB Chair must be an active KIAR and have held this position for at least two years upon the date of his election.

10.4.6. For the KIARs

To be elected to this position, the person must have held the position of club chairman or club secretary and of Lieutenant-Governor

10.4.7. For the District Secretary

To be elected to this position, the person must have in-depth knowledge of how the District and the organs of the KI function. He must also have the necessary infrastructure available.

The District Secretary shall first be selected by the Governor to whom he will be the main administrative collaborator.

10.4.8. For the Treasurer

To be elected to this position, the person must have specific knowledge of financial management and accounting matters. He must also have the necessary infrastructure available.

As a general rule, to ensure continuity, the Treasurer commits to at least three years.

10.5. Final election proposals

These shall be adopted by the District Board in accordance with Article VII, para. 4.2. of the Bylaws. This adoption must take place sufficiently early to ensure that the nominations can be enclosed in writing with the House of Delegates meeting notice.

11. Committees

The appointment and operation of Committees shall be governed by the Bylaws.
12. **Voluntary mandates and reimbursement of costs**

The Bylaws stipulate that all the District positions are voluntary. Costs shall be reimbursed in accordance with a scale approved by the District Board and updated periodically.

13. **Annual convention**

13.1. **Purpose**

The convention is supposed to be the annual gathering of all of the District’s Kiwanians, in a spirit of friendship, gathering and collaboration, for the good of the District community and life.

13.2. **Venue and date**

The Convention shall take place, in principle, within the current Governor’s Division. By accepting his election, the Governor Elect confirms that he has obtained this assurance from one or more clubs within his Division.

The Convention shall take place over three days, prior to 15 September each year.

The date and venue shall be stipulated by the Executive Committee in collaboration with the local organiser.

The Convention date and venue shall be published in Kiwanis-Journal and on Internet “Kiwanis.ch” as soon as possible.

13.3. **Local organiser**

A local Committee shall be responsible for organising the Convention and shall ensure its smooth running. The local Committee shall work in close collaboration with the District’s Executive Committee and the Service Center.

The Governor shall be a member of the Organisation Committee automatically.

The Executive Committee should be notified of the composition of the local Committee at least one year prior to the Convention.
Within the Committee, the Governor, and through him the Executive Committee shall be responsible for organising the House of Delegates in compliance with the Bylaws, the present Regulations and the rules of the KI.

13.4. Framework program

In principle, the Convention will include the following framework program:

- On Friday morning, administrative meetings of the various organs.
- On Friday lunchtime, a meal open to all by prior registration.
- On Friday afternoon, a District Board meeting.
- On Friday evening the official convention opening ceremony.
- On Friday night an evening of camaraderie reserved for the Officers of the District and their spouses and for the Swiss and foreign personal guests of the Governor or the Organisation Committee.
- On Saturday morning, a forum devoted to an issue of general interest to the life of the District or to the Kiwanian activities.
- On Saturday lunchtime, a meal open to all by prior registration.
- On Saturday afternoon, the official House of Delegates. If the agenda for the House of Delegates is too large because of specific items, the meeting can start in the morning instead of the forum.
- On Saturday evening a meal and evening of fun open to all.
- On Sunday morning, a relaxing morning enabling attendees to part company in a friendly way.

13.5. Invitation

The invitation to the Convention is separate to the meeting notice for the House of Delegates which is sent in compliance with the formalities and deadlines stipulated by the Bylaws and the present regulations.

The invitation must be sent out as early as possible and in as many ways as possible enabling the maximum number of Kiwanians to be
reached. It must mention that those attending the House of Delegates must be announced by their club, separately and on time, in accordance with Article 6.5 of the present regulations.

**13.6. Finances**

13.6.1. Basic principle

Financial matters should not be an obstacle to as great an attendance as possible by the District's Kiwanians.

Financial management of the Convention should therefore be self-sufficient taking into account the principles set out below. This shall be the responsibility of the organisers who must submit their budget to the approbation of the Executive Committee at least nine months in advance. Any subsequent modification of the accepted budget must be approved by the Executive Committee.

13.6.2. Club contribution

Each Club shall pay a basic fee set by the House of Delegates. The club shall be refunded half of this fee if the club attends the meal and fun evening on the Saturday evening with at least 6 people.

13.6.3 Allocation of club contribution

The net remaining balance of the club's contribution, entered into the District's accounts, shall be used in full to cover the costs of the Convention.

This sum shall be allocated primarily to reducing the costs billed to those attending and may under no circumstances be allocated to any social campaign associated with the Convention or to other expenses.

The funds shall be paid to the organisers by the District as and when required on the basis of duly justified requests. In principle, payment shall be made at the rate of one third one year before the Convention, a second third during the year and the final third after the Convention, upon submission of the detailed account of transactions to the Executive Committee.
13.6.4. Friday evening camaraderie meal.

This meal should form part of the event budget and guests should not be billed for it.

13.6.5. Saturday lunchtime meal.

Those attending shall be billed for this meal at cost price.

13.6.6. Saturday evening meal and fun night.

Those attending shall be charged for this event at a price as exact as possible, given the financial contribution by the clubs provided for in clause 13.6.2.

13.6.7 District Board meeting during the Convention

Where a District Board meeting takes place during the Convention, the resulting costs shall be borne by the district.

13.6.8 House of Delegates

All costs resulting from organisation of the House of Delegates shall be borne by the district.

13.6.9 Sunday morning event

Where an event is planned for the Sunday morning, it shall be billed to those attending and they may not bill the District for that event.

13.6.10 General expenses

Any other general expenses shall be included in the event budget.

13.6.11 Conferral of powers

Where the conferral of powers takes place during the Convention or alongside it, the conferral of powers shall be borne by the District.

This conferral of powers shall be reserved for the District’s officers by invitation from the Executive Committee.
13.6.12 Possible social action.

A possible social action associated with the Convention may only be carried out using funds other than those referred to in the present article, for example through sponsorship.

13.6.13 Final accounting

The final accounting for the Convention should be submitted to the Executive Committee within the three months following the Convention.

14. Service Center

The Executive Committee shall be responsible for the choice of Service Center, determining its tasks, approving its specifications and overseeing its operation.

The tasks of the Service Center associated with the training of officers at all levels are stipulated in Article 20.5.

Every 3 months the Service Center's activities shall be subject to a report and a meeting with the Governor and the District secretary.

Once very year, and permanently on the Internet, the Service Center shall inform the clubs and District Officers about the services it is able to provide and their duties in respect of it.

15. Strategic planning

The Executive Committee shall appoint a Committee to draft a long-term strategic plan for the District and to oversee its application. This Committee shall report back to the Executive Committee on the progress of its work once a year.

16. The Division and its administrative operation

16.1. Club visits by the Lieutenant-Governor

During his year of office, the Lieutenant-Governor shall visit at the clubs in his Division at least twice during their normal meetings.

16.2. Division Meetings

There shall be at least two Division meetings during the year.
The Lieutenant-Governor shall stipulate the venue, date and agenda and shall convene the meeting.

The Division meeting shall be attended by

- The chairman, the chairman-elect and the secretary of each club
- The Lieutenant-governor Elect who shall act as secretary
- The KIAR
- Any other person invited by the Lieutenant-Governor

The Lieutenant-Governor shall chair the meeting.

The purpose of the meetings shall be to

- Confer powers (first meeting)
- Train club managers and the Lieutenant-governor Elect
- Co-ordinate clubs’ activities and implement joint social campaigns
- Inform the clubs about the aims of the Governor and the District in general
- Discuss and resolve shared problems
- Prepare for the elections, in particular the applications for Lieutenant-Governor Elect that will be put forward at the next House of Delegates.

17. The clubs and their administrative relationship with the District

The clubs, and more specifically, their secretaries, must comply with the following administrative obligations with regard to the District:

17.1. Member information

Clubs will provide continuous and immediate updating of personal information about their members, on Internet “myKiwanis”, namely

- Personal and professional addresses
- Personal and professional email addresses
- Personal and professional telephone and fax numbers
- Date of birth
- Registration of new members
- Registration of resignations, specifying reasons
- Annual announcement of those holding office within the club
- Announcement of names of those holding office who attended a training session.
• Announcement of those attending the House of Delegates, their representatives where applicable and confirmation of their capacity as official delegates of the Club.

17.2. Club activity reports

• Meeting attendance check
• Event information
• Registration of each social campaign implemented, specifying:
  - The amount distributed
  - The number of working hours
  - Expenses incurred by the club
  - Funds from donations and other activities
  - Drafting of a quarterly report

Where the obligations arising under clauses 17.1 and 17.2 above are not complied with, the Service Center shall bill the club for the additional work resulting from updating the club's data.

18. Training at all levels

18.1. General

Training of officers in the District Switzerland-Liechtenstein must be carried out in close collaboration with the Governor, the Governor-Elect, the Lt. Governors-Elect, the KIARs, the German and French-speaking Training Chairs and the District Service Center (DSC).

18.2. Management Principles

Each officer (Lt. Governor, Chairman, Chairman-Elect, Secretary, Chair Social Activities and Chair PR) should be given a folder containing all necessary management principles. This should be handed by the officer on to his respective successor upon handover along with the necessary instructions.

18.3. Training principles

All training documents are to be stored under myKiwanis in German, French and, where applicable, Italian. Furthermore, templates for possible training presentations for the club office-holders should be collated there.

18.4. Training

18.4.1. Lt. Governor-Elect Info Day

The Governor-Elect shall be responsible for conveying Kiwanis basic knowledge and for preparing the officers for their new role. Training
is carried out in close collaboration with the KIARs and the German and French speaking Training Chairs, as well as the DSC.

18.4.2. Club officers Info Days

The Lt. Governor-Elect shall be responsible for training his club officers, in which the KIARs and the German and French speaking Training Chairs and DSC shall provide support.

18.4.3. Support from the District Service Center (DSC)

As part of its service agreement dated 19 April 2008, the DSC shall support the training requirements by issuing and providing training materials. It shall also collaborate on training officers in technical requirements. In particular, it shall be responsible for practical training in handling “myKiwanis”.

At District level

- Lt. Governor-Elect Info Day in French-speaking Switzerland
- Lt. Governor-Elect Info Day in German-speaking Switzerland
- Implementation of a course for KIARs at the Service Center

At Division level

- Implementation of five courses for club officers in Rickenbach
- Implementation of two courses for club officers in French-speaking Switzerland.
- Implementation of a course for club officers in the Grisons/South Tyrol at club level
- For a fee, clubs may request support from the DSC.

18.5. Training period

Training must take place before accession to office, in other words preferably in the months from March to September.

18.6. Training Log

Those participating in each training course are to be recorded by name in a training log on Internet “myKiwanis”.

19. Archives

19.1. For the District

The District archives shall be centralised at the Service Center. At the end of their term of office, the District governor, secretary and cashier shall
submit their archives to the Service Center in accordance with the latter’s instructions.

19.2. **For the Clubs**

The clubs are strongly encouraged to appoint the secretary or another member to be responsible for maintaining the Club's archives. All documents recording the club's history, and in particular minutes, reports and accounts, should be carefully kept.

20. **Directory**

20.1. **Purpose**

The Directory is the District's official yearbook. It contains all information necessary for understanding the District's organs and a list of all people pertaining to the member clubs.

20.2. **Drafting**

The Directory shall be drafted by the DSC based on the data submitted by the Governor, the Executive Committee and the clubs.

20.3. **Publication**

The Executive Committee shall decide on the number of copies to print and shall stipulate the distribution list.

20.4. **Printing and packaging**

Printing, packaging and shipping operations shall be put out to tender every 3 years among relevant companies within the District. The contract shall be awarded by the Executive Committee.

20.4 **Copyright**

Use of Directory data for commercial purposes shall be prohibited.

21. **Kiwanis Journal**

21.1. **Purpose**

Kiwanis Journal shall be the official organ of communication for members of the District.
21.2. Publication

Kiwanis Journal shall be published at least 4 times per Kiwanian year.

21.3. Editing

Kiwanis Journal shall be edited by an editorial committee headed by a Chair, where possible a professional. Given the volume of work involved in this role, it may be paid by agreement with the Executive Committee. The editorial committee shall meet as and when required.

21.4. Content

Apart from official notifications aimed at all Kiwanian members and clubs in the District, the content should reflect the life of the District as closely as possible. For this reason, contributions from clubs and regional editors are extremely desirable. Kiwanis Journal should also reflect the international activity of Kiwanis.

21.5. Language

Kiwanis Journal should contain a proportional section in the various languages spoken within the District. The basic articles should be alternately translated into at least one of the other national languages.

21.6. Publication and printing

Printing, packaging and shipping operations shall be put out to tender every 3 years among relevant companies within the District. The contract shall be awarded by the Executive Committee.

22. Finances and Accounting

22.1. District dues and fees

shall be determined annually by the House of Delegates at the same time as adoption of the budget. These shall be:

- A member contribution, calculated according to the number of club members but for 25 members at least;
- A contribution for Kiwanis Journal, based on the number of members in the clubs.
- A contribution for the Convention

These dues and fees shall be payable pro-rated for clubs newly established (using the number of members at the time of organisation as a calculation basis but with a minimum fee for 20 members before and 25 members after chartering).
22.1. **KI/KIEF Fees**

Dues and fees to KIEF and KI shall be payable by the clubs independently of the District dues and fees. These shall be - pro memoria:

- A specific contribution for KI and KIEF per club member and per year, due on 1 October and payable within 60 days. Clubs shall be notified promptly of the contribution by the KI Regional Service Center Europe. Delivery of the invoices shall fall to this KI Regional Service Center Europe.

- Registration fees in accordance with Art. III, sect. 5 of the BL-KI. These shall be payable to the KI payment office directly, specifying the club's name and KI no.

22.2. **Use of Dues and fees**

District fees shall be used to cover any costs incurred by the District in accordance with the budget to be approved by the House of Delegates.

Separate accounts must be kept for hosting of the Convention and supporting programs as well as other supporting programs relating to District events. Separate funds are to be provided for for this.

22.3. **District budget**

The District budget shall predominantly cover:

- On the income side, member dues and fees and advertising revenue from Kiwanis Journal, as well as any interest on capital

- On the expenses side, District expenditures, particularly for:
  - House of Delegates costs;
  - General Board expenses;
  - Expenses incurred by District officers and duty-bearers
  - Costs of the Directory and Kiwanis Journal
  - any fees for third party services, e.g. writing and translation work
  - Expenses for special projects (social campaigns)

The budget must be prepared promptly by the Treasurer and adopted by the District Board to be presented for approval to the House of Delegates

22.4. **Accounting**

The accounts are to be maintained by the Treasurer in accordance with commercial principles. They should enable continuous monitoring of payments, particularly with regard to

- Monitoring of subscription payments, inc. reminder system
- Expense development (budget control)
- Any longer-term investments in consultation with the Governor
- Processing of monetary transactions via the financial institutions designated by the Executive Committee
- Prompt preparation of annual accounts for the auditors
- Prompt preparation of budget for the Executive Committee
- Reporting to the Governor on his request
- Reporting on annual accounts for preparatory sessions of the Executive Committee and the District Board and for the House of Delegates.
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
AUDIT AND FINANCE

June 27, 2012
10:00 a.m. – 12:00 p.m. CDT
Hilton Riverside Hotel
New Orleans, Louisiana USA

Committee Members
Gunter Gasser, Chairman
John R. Button
Pietro Grasso
Sylvester Neal
Jerome E. Peuler, Jr.
Stewart Ross
Jeffrey E. Oatess, Staff Liaison
William W. Parker, Staff Liaison
Richard B. Arnold, Financial Advisor

Guests:
Thomas E. DeJulio, President-elect
Peter Mancuso, KIF President-elect
Elisa Lucchi-Riester, Interpreter
Paul Inge Paulsen
Pam Fleming
Lisa M. Heindricks

Call to Order

1. Consent Report
   a. April 2012 Financial Summary - Acceptance of Financial Summary with variance descriptions

2. Action Report
   a. 2012-13 Budgets for Kiwanis, Circle K and Key Club – Approval of budgets
   b. Spending Policy – Strategic Use of Long-term Investments

3. Information Report
   a. Review of the Quarterly Investment Report
   b. Financial Advisor Update
   c. Kiwanis Convention Expense – Club Budgeting
   d. Solar Energy Proposal
4. Future Business

   a. Review of Board Committee Responsibilities
   b. Review of Current Financial Summary
   c. General Liability Insurance Renewal
   d. Annual Report from Investment Advisor
   e. Review of Current Investment Report
   f. Solar Energy Proposal
   g. Financial Advisor Update

5. Adjournment
KIWANIS INTERNATIONAL BOARD OF TRUSTEES

REPORT OF THE BOARD COMMITTEE ON
AUDIT AND FINANCE

Consent Report

a. April 2012 Financial Summary

The Committee reviewed and discussed the April 2012 Financial Summary with explanations of the variances between projected and budget.

Below is a summary of the budget and projected financial information for 2012. The April 2012 Financial Statements and Summary as shown in Consent Report-Exhibit A. All amounts are US$.

<table>
<thead>
<tr>
<th>Fund</th>
<th>2011-12 Projected 000s</th>
<th>2011-12 Annual Budget 000s</th>
<th>2011-12 Difference 000s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating/SLP</td>
<td>($880)</td>
<td>($923)</td>
<td>$43</td>
</tr>
<tr>
<td>Magazine</td>
<td>$67</td>
<td>$42</td>
<td>$25</td>
</tr>
<tr>
<td>Convention</td>
<td>($202)</td>
<td>$87</td>
<td>($289)</td>
</tr>
<tr>
<td>Insurance</td>
<td>$286</td>
<td>$195</td>
<td>$91</td>
</tr>
<tr>
<td>Property</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Circle K</td>
<td>$26</td>
<td>$72</td>
<td>($46)</td>
</tr>
<tr>
<td>Key Club</td>
<td>$199</td>
<td>$192</td>
<td>$7</td>
</tr>
</tbody>
</table>

Recommendation #1: That the Kiwanis International Board receives and accepts the April 2012 Financial Summary as shown in Consent Report-Exhibit A.

(ADOPTED)

Strategic Intent: To identify the reasons for our financial results.
Financial and Human Resource Impact: The financial summary reports those areas where actual income/expenses are significantly different than the budgeted amount. Reporting this information to the Board and Leadership Team provides a way to communicate the
effectiveness of our activities compared to our plan. It also helps Kiwanis identify ways to improve the budgeting and reporting process.

**Action Report**

a. **2012-13 Budgets for Kiwanis, Circle K and Key Club**

It is an organizational goal to have the 2012-13 budgets prepared and approved at this meeting. As a result, the major responsibility of the Committee at this meeting is to do just that. 

Staff finalized the 2012-13 budgets for all funds for Kiwanis, Circle K, and Key Club and the Committee reviewed these documents. These budgets include the proposed capital expenditures (totaling $475,597), as well as some budget adjustments that staff has proposed in order to arrive at a budget accepted by the Executive Director. In addition, the budget reports do not include proposed new initiatives presented from Staff or Board, any expenses that Kiwanis may subsidize related to the Eliminate Project, nor do they include any additional dues revenue as a result of the proposed dues increase.

See the table below for the revised proposed 2012-13 budgets for all funds for Kiwanis, Circle K, and Key Club.

The details of the budgets are noted below and as shown in **Action Report-Exhibit A**.

<table>
<thead>
<tr>
<th>Kiwanis International Fund</th>
<th>USD Revenue</th>
<th>USD Expenses</th>
<th>USD Surplus(Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating/SLP</td>
<td>$9,816,753</td>
<td>$10,756,297</td>
<td>$(939,544)**</td>
</tr>
<tr>
<td>Magazine</td>
<td>1,332,962</td>
<td>1,592,626</td>
<td>(259,664)</td>
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<tr>
<td>Convention</td>
<td>1,400,757</td>
<td>1,784,989</td>
<td>(384,232)</td>
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<tr>
<td>Liability Insurance</td>
<td>1,862,730</td>
<td>1,682,162</td>
<td>180,568</td>
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<tr>
<td>Property</td>
<td>772,042</td>
<td>772,042</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$15,185,244</strong></td>
<td><strong>$16,588,116</strong></td>
<td><strong>$(1,402,872)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circle K International</th>
<th>USD Revenue</th>
<th>USD Expenses</th>
<th>USD Surplus(Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
<td>$234,402</td>
<td>$218,063</td>
<td>$16,339</td>
</tr>
<tr>
<td>Convention</td>
<td>100,475</td>
<td>93,683</td>
<td>6,792</td>
</tr>
<tr>
<td>Subsidized</td>
<td>279,306</td>
<td>279,306</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$614,183</strong></td>
<td><strong>$591,052</strong></td>
<td><strong>$23,131</strong></td>
</tr>
</tbody>
</table>
REPORT OF THE BOARD COMMITTEE ON
AUDIT AND FINANCE

<table>
<thead>
<tr>
<th>Key Club International</th>
<th>USD Revenue</th>
<th>USD Revenue (KI Subsidy)</th>
<th>USD Expense</th>
<th>USD Surplus (Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
<td>$1,670,997</td>
<td>$0</td>
<td>$1,494,507</td>
<td>$176,490</td>
</tr>
<tr>
<td>Convention</td>
<td>269,500</td>
<td>0</td>
<td>269,432</td>
<td>68</td>
</tr>
<tr>
<td>Key Leader</td>
<td>665,800</td>
<td>230,913</td>
<td>896,713</td>
<td>0</td>
</tr>
<tr>
<td>Builders Club</td>
<td>184,978</td>
<td>66,602</td>
<td>251,580</td>
<td>0</td>
</tr>
<tr>
<td>K-Kids</td>
<td>147,697</td>
<td>110,063</td>
<td>257,760</td>
<td>0</td>
</tr>
<tr>
<td>Subsidized</td>
<td>0</td>
<td>127,677</td>
<td>127,677</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,938,972</td>
<td>$535,255</td>
<td>$3,297,669</td>
<td>$176,558</td>
</tr>
</tbody>
</table>

**It was noted during the discussion of the budget that the Operating/SLP Fund deficit of $939,544 includes $772,042 of non-cash depreciation expense. The surplus/deficit from operations prior to depreciation is $167,502.**

NOTE A: At the meeting, the Committee was informed of and discussed the following: 1) that the Membership Committee was requesting US$8,000 to be included in the 2012-13 budget for a mentoring program between Australia and Sri Lanka; 2) that the Communications Committee discussed a possible financial request from the CNH District regarding the Rose Float; and 3) that the Executive Committee was requesting $40,000 to be included in the 2011-12 budget for a White House Champions for Change initiative. The Committee endorsed the White House Champions for Change initiative, but did not take any action on the other two items. It was understood that the Rose Float initiative may be considered at the October 2012 meeting.

NOTE B: The approved budgets do include the revised subsidy amount to KIEF based upon the newly revised agreement recommended for approval by the Executive Committee. The subsidy expense amount was decreased from US$260,125 to US$225,000 (Euro 181,000).

NOTE C: The Committee may meet via a conference call prior to the October 2012 meeting to have further discussion and to take further action on the 2012-13 budget, based upon the results of the dues increase amendment vote.

After considerable discussion, the Committee makes the following recommendations:

**Recommendation #1:** That the Kiwanis International Board approves the 2012-13 budgets for Kiwanis International for the Operating Fund (deficit US$939,544), Magazine Fund (deficit US$259,664), Convention Fund (deficit US$384,232), Liability Insurance Fund (surplus US$180,568), and Property Fund (surplus US$0) for a total deficit for all funds for Kiwanis International of US$1,402,872.

**(ADOPTED)**
Recommendation #2: That the Kiwanis International Board approves the 2012-13 budgets for Circle K International Membership (surplus US$16,339), Circle K Convention (surplus US$6,792) and Circle K Subsidized (surplus US$0; subsidy US$279,306) for a total surplus of US$23,131.

(ADOPTED)

Recommendation #3: That the Kiwanis International Board approves the 2012-13 budgets for Key Club International Membership (surplus US$176,490), Key Club Convention (surplus US$68), Key Leader (surplus US$0; subsidy US$230,913), Builders Club (surplus US$0; subsidy US$66,602), K-Kids (surplus US$0; subsidy US$110,063) and Key Club Subsidized (surplus US$0; subsidy USD$127,677) for a total surplus of US$176,558.

(ADOPTED)

Strategic Intents: To prepare cost of doing business budgets for 2012-13 to guide the financial activities of the organizations for the year.

Finance and Human Resource Impact: Surplus and deficits as noted in the recommendations.

b. Spending Policy-Strategic Use of Long-term Investments

One of our largest growing assets is our long-term investment portfolio. Through careful management over the past decade, Kiwanis has been able to increase the value of our long-term investments – increasing them from US$11 million in November 1999 to almost US$18.3 million as of June 18, 2012.

In light of the decreasing amount of organizational revenue, the Committee discussed at previous meetings the merits of considering a “spending policy” in which funds from our long-term investment portfolio could be available to help fund the needs of the organization when needed and approved. Several scenarios were discussed where a prudent, strategic formula would allow for funds to be available.

The Committee has reviewed spending policy models and calculations from Rick Arnold, Kiwanis International Board Advisor, Morgan Stanley Smith Barney (MSSB) representatives, and Staff. At these prior meetings, the Committee has discussed spending policies from 1% to 9%.

The Committee understands that such a policy would provide an additional funding source when needed, that spending from the long-term investment policy should be strategic, that a spending policy should not be an automatic amount of money available each year to use, that such a policy could serve as a way to limit excessive spending during any particular
year, and that the spending policy would serve as a useful tool during times when deficit budgets occur.

At this meeting, the Committee again discussed spending policy scenarios prepared by Staff based upon 3% to 6% of the 12 quarter rolling average of our long-term investment portfolio as of December 31, 2011. This spending policy could provide some of the needed cash to fund some of the new initiatives (if approved by the Board) and some of the currently approved 2012-13 budget deficits.

After considerable discussion, the Committee makes the following recommendation.

Recommendation #4: That the Kiwanis International Board approves the use of 3% of the value of its long-term investment portfolio using a calculation based upon a 12 quarter rolling average as of December 31, 2011, to help fund Board-approved new initiatives (e.g. education) and other Board-approved priority needs.

(WITHDRAWN)

**Strategic Intent**: To allow the funding to help fund Board-approved new initiatives and to help offset some of the proposed budget deficit for 2012-13 in the Operating/SLP Fund.

**Finance and Human Resource Impact**: Cash in the amount of US$468,101 would be available for the stated purposes.

**Information Report**

a. **Review of the Quarterly Investment Report**

The Board received information from Staff (via email on June 14) on the current investment portfolio balances and performance by investment manager as of May 31, 2012. The Committee discussed and accepted the information provided which reported that the total fund rate of return is as follows (compared to benchmark):

- Fiscal year to date = 9.5% (13.38%)
- Trailing 12 months = -4.57% (-1.15%)
- Trailing 3 years = 10.47% (13.36%)
- Trailing 5 years = 0.08% (1.54%)
- Since Inception (November 1999) = 2.51% (3.99%)

Below is a chart of the investment balances for September 30, 2010 and as well as the current balance as of May 31, 2012 as shown in **Information Report-Exhibit A**.
REPORT OF THE BOARD COMMITTEE ON
AUDIT AND FINANCE

<table>
<thead>
<tr>
<th>Manager/Category</th>
<th>Market Value @ 09/30/11</th>
<th>Market Value @ 05/31/12</th>
<th>% Change Fiscal Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newberger</td>
<td>$2,558,520</td>
<td>$2,842,515</td>
<td>11.1%</td>
</tr>
<tr>
<td>Lazard/Emerging Market</td>
<td>$735,619</td>
<td>$839,927</td>
<td>14.2%</td>
</tr>
<tr>
<td>AIP/Core</td>
<td>$2,592,416</td>
<td>$2,926,131</td>
<td>12.9%</td>
</tr>
<tr>
<td>Cambiar/Lg Value</td>
<td>$2,367,038</td>
<td>$2,782,929</td>
<td>17.6%</td>
</tr>
<tr>
<td>Brandes/Global</td>
<td>$1,532,411</td>
<td>$1,690,609</td>
<td>10.3%</td>
</tr>
<tr>
<td>Seix/Fixed Income</td>
<td>$4,529,077</td>
<td>$4,523,485</td>
<td>-0.1%</td>
</tr>
<tr>
<td>Kayne Anderson/Sm Value-Core</td>
<td>$1,141,262</td>
<td>$1,288,380</td>
<td>12.9%</td>
</tr>
<tr>
<td>TCW/Sm Growth</td>
<td>$993,345</td>
<td>$1,180,741</td>
<td>18.9%</td>
</tr>
<tr>
<td><strong>SUBTOTAL US</strong></td>
<td><strong>$16,449,688</strong></td>
<td><strong>$18,074,717</strong></td>
<td><strong>9.9%</strong></td>
</tr>
<tr>
<td>FMA/Money Mkt.</td>
<td>$5,931</td>
<td>$5,855</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL US</strong></td>
<td><strong>$16,455,619</strong></td>
<td><strong>$18,080,572</strong></td>
<td><strong>9.9%</strong></td>
</tr>
</tbody>
</table>

**SHORT TERM INVESTMENTS**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seix</td>
<td>$2,159,931</td>
<td>$2,423,964</td>
<td>12.2%</td>
</tr>
<tr>
<td>Madison</td>
<td>$1,406,318</td>
<td>$2,195,026</td>
<td>-8.8%</td>
</tr>
<tr>
<td><strong>TOTAL-SHORT TERM US</strong></td>
<td><strong>$3,566,249</strong></td>
<td><strong>$4,618,990</strong></td>
<td><strong>1.2%</strong></td>
</tr>
</tbody>
</table>

**TOTAL-LONG TERM and SHORT TERM US**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20,021,868</td>
<td>$22,699,562</td>
<td></td>
</tr>
</tbody>
</table>

MSSB representatives will present is annual report to the Committee at the October 2012 meeting.

b. Financial Advisor Update

Rick Arnold, Financial Advisor, provided guidance and commentary regarding the progress made since the April 2012 Board Meeting regarding the merchandising operations for Kiwanis.

c. Kiwanis Convention Expenses – Club Budgeting

It has been the normal practice for clubs to pay for convention attendance expenses from its administrative fund. This has been the standard required practice for many, many years.

Because it can be more difficult for clubs to budget for adequate funds from their administrative account, Staff evaluated the content of the convention activities for the last two years (Las Vegas in 2010 and Geneva 2011). The convention activities were evaluated to determine what percentage of convention activities were education-related or service related, in an effort to determine what percentage of a club’s service fund account could be used to pay convention expenses.
REPORT OF THE BOARD COMMITTEE ON
AUDIT AND FINANCE

Staff evaluated the activities and events that occurred at the convention during 2010 and 2011 and determined more than 75% of such activities were educational in nature. The results of this study were communicated to the Committee to get their opinion on whether service funds could be used for convention activities that had an educational nature.

The Committee was being asked to discuss and provide further guidance on the use of club service funds for convention activities.

The Committee strongly believes the following: 1) that club service funds should not be used to send members to convention activities; 2) that 100% of service funds should be used for charity; 3) clubs would reject any change to this current practice; and 4) that clubs have been educated to use administrative funds for convention activities.

As a result, no changes the current practice or governing documents are to be considered by the Committee.

d. Solar Energy Proposal

The Committee received a brief summary from Staff regarding a possible energy-savings incentive being offered to Kiwanis during the next year. Preliminary information was provided with more to be presented at the October 2012 meeting.

Future Business

a. Review of Board Committee Responsibilities
b. Review of Current Financial Summary
c. General Liability Insurance Renewal
d. Annual Report from Investment Advisor
e. Review of Current Investment Report
f. Solar Energy Proposal
g. Financial Advisor Update
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CURRENT ASSETS:</td>
<td>OPERATING FUND</td>
<td>MAGAZINE FUND</td>
<td>INTL CONV FUND</td>
<td>LIAB INS FUND</td>
<td>PROPERTY FUND</td>
<td>YTD 2010-11</td>
<td>YTD 2009-10</td>
</tr>
<tr>
<td>3</td>
<td>Cash-US</td>
<td>2,306,799</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>2,306,800</td>
<td>1,163,176</td>
</tr>
<tr>
<td>4</td>
<td>Cash-Non US</td>
<td>2,179,334</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,179,334</td>
<td>1,432,042</td>
</tr>
<tr>
<td>5</td>
<td>Investments</td>
<td>4,613,401</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,613,401</td>
<td>7,258,350</td>
</tr>
<tr>
<td>6</td>
<td>Accts Rec-Clubs/Distr</td>
<td>585,013</td>
<td>381</td>
<td>609</td>
<td>-</td>
<td>-</td>
<td>586,003</td>
<td>1,687,393</td>
</tr>
<tr>
<td>7</td>
<td>Accts Rec-Other</td>
<td>50,295</td>
<td>9,280</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>59,575</td>
<td>32,306</td>
</tr>
<tr>
<td>8</td>
<td>Allow for Bad Debts</td>
<td>(35,969)</td>
<td>(22,142)</td>
<td>-</td>
<td>3,000</td>
<td>-</td>
<td>(61,111)</td>
<td>(46,382)</td>
</tr>
<tr>
<td>9</td>
<td>Accts Rec-Affiliates</td>
<td>383,406</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>383,406</td>
<td>643,235</td>
</tr>
<tr>
<td>10</td>
<td>Inventory</td>
<td>638,115</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>638,115</td>
<td>843,712</td>
</tr>
<tr>
<td>11</td>
<td>Prepaid Liability Insurance</td>
<td>15,326</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>462,846</td>
<td>478,172</td>
</tr>
<tr>
<td>12</td>
<td>Prepaid Expenses</td>
<td>177,105</td>
<td>30,888</td>
<td>62,255</td>
<td>-</td>
<td>-</td>
<td>270,248</td>
<td>238,364</td>
</tr>
<tr>
<td>13</td>
<td>Deposits</td>
<td>12,250</td>
<td>-</td>
<td>-</td>
<td>33,500</td>
<td>-</td>
<td>45,750</td>
<td>37,250</td>
</tr>
<tr>
<td>14</td>
<td>Travel Advances</td>
<td>(2,381)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(2,381)</td>
<td>903</td>
</tr>
<tr>
<td>15</td>
<td>Note Receivable</td>
<td>113,336</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>113,336</td>
<td>-</td>
</tr>
<tr>
<td>17</td>
<td>Total Fixed Assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,545,174</td>
<td>5,545,174</td>
</tr>
<tr>
<td>18</td>
<td>Long Term Receivables</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>19</td>
<td>Total Assets</td>
<td>14,994,593</td>
<td>3,977,841</td>
<td>(575,500)</td>
<td>11,518,357</td>
<td>5,324,508</td>
<td>35,239,799</td>
<td>37,784,816</td>
</tr>
<tr>
<td>20</td>
<td>TOTAL LIABILITIES</td>
<td>4,534,973</td>
<td>508,564</td>
<td>-</td>
<td>801,036</td>
<td>-</td>
<td>5,844,573</td>
<td>6,425,648</td>
</tr>
<tr>
<td>21</td>
<td>Total Liab &amp; Net Assets</td>
<td>14,994,593</td>
<td>3,977,841</td>
<td>(575,500)</td>
<td>11,518,357</td>
<td>5,324,508</td>
<td>35,239,799</td>
<td>37,784,816</td>
</tr>
</tbody>
</table>

Consent Rpt - Exh A   PAGE 1 OF 6   Bal Sheet
### Operating/SLP Fund

<table>
<thead>
<tr>
<th>10-11 Actual</th>
<th>11-12 Proj</th>
<th>11-12 Budget</th>
<th>Good/(Bad) Variance</th>
</tr>
</thead>
</table>

#### Comments - 11-12 Budget vs. 11-12 Projections

- **Under budget due to lower income for net merchandise sales-Kiwanis merchandise ($430,000), new member fees (existing clubs) (CYB=22,432 members, CYP=19,208 members, LYA=24,065 members) ($80,000), Council registration fees (CYB=368 paid attendees, CYP=185 paid attendees) ($30,000), facility rental ($30,000), new club fees (CYB=4,076 members, CYP=3,616 members, LYA=1,974 members) ($40,000), Aktion Club Conference Registration fees (CYB=200 attendees, CYP=76 attendees, LYA=92 attendees) ($20,000)...OFFSET by higher than budgeted dues ($80,000), Club Resource Software Royalties ($30,000), Corporate Sponsorships-MBNA contract terminated one year early ($60,000).**

#### NOTE:
- CYB=Current Year Budget
- CYP=Current Year Projection
- LYA=Last Year Actual

### Magazine Fund

<table>
<thead>
<tr>
<th>10-11 Actual</th>
<th>11-12 Proj</th>
<th>11-12 Budget</th>
<th>Good/(Bad) Variance</th>
</tr>
</thead>
</table>

#### Comments - 11-12 Budget vs. 11-12 Projections

- **Under budget due to lower income for advertising ($30,000)...OFFSET by higher income from US & Canadian members (CYB=148,758 members, CYP=151,766 members, LYA=157,482 members) ($20,000).**
- **Under budget due to lower costs for Advertising Department ($120,000)...OFFSET by higher costs for Magazine editorial Department ($100,000).**
**Convention Fund**

<table>
<thead>
<tr>
<th></th>
<th>10-11 Actual</th>
<th>11-12 Proj</th>
<th>11-12 Budget</th>
<th>Good/(Bad)</th>
<th>Variance</th>
<th>Comments - 11-12 Budget vs. 11-12 Projections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>962,211</td>
<td>1,341,509</td>
<td>1,617,509</td>
<td>(276,000)</td>
<td></td>
<td>Under budget due to lower income for registration fees (CYB=6,175 attendees, CYP=5,100 attendees, LYA=2,491 attendees) ($190,000) and ticket sales ($82,000).</td>
</tr>
<tr>
<td>Expenses</td>
<td>(1,830,966)</td>
<td>(1,543,010)</td>
<td>(1,530,329)</td>
<td>(12,681)</td>
<td></td>
<td>Over budget due to additional VAT taxes for Geneva Convention - prior year refund less than expected ($50,000)...OFFSET by lower costs due to cancellation of Disney Institute ($20,000) and promotional items ($20,000).</td>
</tr>
<tr>
<td>Investment Income-(Loss)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Surplus/(Deficit)</td>
<td>$ (868,755)</td>
<td>$ (201,501)</td>
<td>$ 87,180</td>
<td>$ (288,681)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Liability Insurance Fund**

<table>
<thead>
<tr>
<th></th>
<th>10-11 Actual</th>
<th>11-12 Proj</th>
<th>11-12 Budget</th>
<th>Good/(Bad)</th>
<th>Variance</th>
<th>Comments - 11-12 Budget vs. 11-12 Projections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>1,982,250</td>
<td>1,914,751</td>
<td>1,894,075</td>
<td>20,676</td>
<td></td>
<td>Over budget due to higher income from US &amp; Canadian members (CYB=161,620 members, CYP=162,948 members, LYA=168,504 members).</td>
</tr>
<tr>
<td>Expenses</td>
<td>(1,582,715)</td>
<td>(1,628,518)</td>
<td>(1,699,218)</td>
<td>70,700</td>
<td></td>
<td>Decrease due to lower costs for premiums-8.0%.</td>
</tr>
<tr>
<td>Investment Income-(Loss)</td>
<td>(54)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Surplus/(Deficit)</td>
<td>$ 399,481</td>
<td>$ 286,233</td>
<td>$ 194,857</td>
<td>$ 91,376</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Property Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>10-11 Actual</td>
<td>11-12 Proj</td>
<td>11-12 Budget vs. 11-12 Proj Good/(Bad) Variance</td>
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<td>30 Revenues</td>
<td>845,472</td>
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<td>(85,510)</td>
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<td>31 Expenses</td>
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<td>33 Surplus/(Deficit)</td>
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<td>37 Revenues</td>
<td>$ 15,599,198</td>
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<td>$ 16,885,778</td>
<td>(788,562)</td>
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<td>Comments - 11-12 Budget vs. 11-12 Projections</td>
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<td>634,807</td>
<td>651,172</td>
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<td>Decrease due to lower income for dues,</td>
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<td>Expenses</td>
<td>(535,779)</td>
<td>(608,795)</td>
<td>(579,438)</td>
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<td>Over budget due to higher costs for Membership Department-</td>
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<td>Investment Income-</td>
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<td>district visits, literature and update the CKI Bylaws &amp; policies.</td>
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<td>Surplus/(Deficit)</td>
<td>$ 74,216</td>
<td>$ 26,012</td>
<td>$ 71,734</td>
<td>$ (45,722)</td>
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<td><strong>Comments - 11-12 Budget vs. 11-12 Projections</strong></td>
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<td>Good/(Bad) Variance</td>
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<td>Revenues</td>
<td>3,445,757</td>
<td>3,464,487</td>
<td>3,430,021</td>
<td>34,466</td>
<td>Over budget due to higher income for Key Leader registration fees (CYB=2,046 attendees, CYP=2,125 attendees, LYA=1,975 attendees) ($15,000) and dues ($15,000).</td>
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<td>Expenses</td>
<td>(3,246,325)</td>
<td>(3,312,435)</td>
<td>(3,238,105)</td>
<td>(74,330)</td>
<td>Over budget due to higher costs for Key Leader Department ($110,000) ..OFFSET by lower costs for Membership Department ($30,000).</td>
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<td>Investment Income- Gain/(Loss)</td>
<td>(6,777)</td>
<td>48,969</td>
<td>-</td>
<td>48,969</td>
<td>The 9/30/11 and 4/30/12 investment balances were $16,460,000 and $19,170,000..a 16.5% gain. The projection includes interest, dividends, fees and realized gains. Key Clubs' portion of the overall investment balance as of 9/30/11 and 4/3012 are $1,000,000 and $1,270,000, respectively.</td>
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<td>Surplus/(Deficit)</td>
<td>$ 192,655</td>
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<td><strong>Key Club-Temporarily Restricted Fund</strong></td>
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<td>Good/(Bad) Variance</td>
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<td>9</td>
<td>Revenues</td>
<td>675,173</td>
<td>(675)</td>
<td>-</td>
<td>(675)</td>
<td>Because the income and expenses for The Eliminate Project are posted directly to EP on KIF statements, the budget has been removed from here. The projection is a refund for Operation Uruguay.</td>
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<td>10</td>
<td>Expenses</td>
<td>(766,072)</td>
<td>(1,750)</td>
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<td>The projection is for a Peyback Foundation grant.</td>
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<td>Investment Income- Gain/(Loss)</td>
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<td>$ (2,425)</td>
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<td><strong>All Key Club Funds</strong></td>
<td><strong>Comments - 11-12 Budget vs. 11-12 Projections</strong></td>
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<td>18</td>
<td>Surplus/(Deficit)</td>
<td>$ 101,756</td>
<td>$ 198,596</td>
<td>$ 191,916</td>
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## BOARD COMMITTEE ON AUDIT AND FINANCE

**ACTION REPORT - EXHIBIT A**

### 2012-13 KI, CKI, KCI Budgets FINAL appr June Bd Mtg

#### All Funds

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<td>DESCRIPTION</td>
<td>COMMENTS FROM FINANCE</td>
<td>BGT-MAY vs 11-12 BGT GOOD/(BAD)</td>
<td>12-13 FINAL BUDGET-APPR JUNE BD MTG</td>
<td>11-12 PRELIM BUDGET-TO APR FIN CMTE</td>
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<td>(167,502)</td>
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<td>304,781</td>
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<td>Over (Under) 5% surplus goal</td>
<td>$490,838</td>
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### Notes
- **5%**: $490,838
- **Over (Under) 5% surplus goal**: $1,430,382
- **5%**: $66,648
- **Over (Under) 5% surplus goal**: $326,312
- **5%**: $70,038
- **Over (Under) 5% surplus goal**: $454,270
- **5%**: $93,137
- **Over (Under) 5% surplus goal**: $87,431
- **5%**: $759,262
- **Over (Under) 5% surplus goal**: $2,162,134
- **5%**: -13.3%
- **5%**: +13.3%
- **5%**: -13.3%
- **5%**: +13.3%
- **5%**: -13.3%
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- **5%**: +13.3%
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- **5%**: +13.3%
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<th>12-13 BGT-MAY vs 11-12 BGT GOOD/(BAD)</th>
<th>12-13 FINAL BUDGET-APPR JUNE BD MTG</th>
<th>PRELIM BUDGET-TO APR FIN CMTE</th>
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<td>REVENUE</td>
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<td>(11,613)</td>
<td>(591,052)</td>
<td>(591,052)</td>
<td>(579,438)</td>
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<td>98 Over (Under) 5% surplus goal</td>
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<td>100 Expenses from Membership and</td>
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<td>103 KEY CLUB</td>
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<td>107 Subsidized Income and fees for</td>
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<td>Key Leader, Builders Club, and K-Kids</td>
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<td>108 Income from Membership and</td>
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<td>110 Over (Under) 5% surplus goal</td>
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**2012-13 KI, CKI, KCI Budgets FINAL appr June Bd Mtg**

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**All Funds**

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**Kiwanis International**

**BOARD COMMITTEE ON AUDIT AND FINANCE**

**ACTION REPORT - EXHIBIT A**

**PAGE 2 of 14**

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**2012-13 KI, CKI, KCI Budgets FINAL appr June Bd Mtg**

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**PAGE 2 OF 14**

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**All Funds**
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<td>BGT-MAY vs 11-12 BGT</td>
<td>GOOD/(BAD)</td>
<td>12-13</td>
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<td>6</td>
<td>DUES &amp; FEES</td>
<td>2012-13 budgeted net members of 201,055 members vs 2011-12 budgeted net members of 203,433 members...a decrease of 2,378 members or 1.2%. Budgeted gross members are 209,830 in 2012-13 vs 212,882 in 2011-12. 2010-11 actual net members was 211,749 and 2010-11 gross members was 219,244.</td>
<td>(109,617)</td>
<td>8,221,797</td>
<td>8,221,797</td>
<td>8,331,414</td>
<td>8,668,544</td>
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<td>7</td>
<td>REFUND 25% GROWTH</td>
<td>2012-13 budgeted members of 2,347 members vs 2011-12 budgeted members of 2,534 members...a decrease of 187 members or 7.4%. 2010-11 actual was 2,352 members.</td>
<td>7,986</td>
<td>(96,502)</td>
<td>(96,502)</td>
<td>(104,488)</td>
<td>(96,427)</td>
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<td>8</td>
<td>NEW MBR/NEW CLUB FEES</td>
<td>2012-13 budgeted members of 110 members vs 2011-12 budgeted members of 137 members...a decrease of 27 members or 19.7%. 2010-11 actual was 101 members.</td>
<td>(28,396)</td>
<td>138,996</td>
<td>138,996</td>
<td>167,392</td>
<td>70,576</td>
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<td>LIFE MEMBER FEES</td>
<td>2012-13 budgeted members of 21,552 members vs 2011-12 budgeted members of 24,332 members...a decrease of 2,780 members or 12.9%. 2010-11 actual was 22,537 members.</td>
<td>(45,852)</td>
<td>716,854</td>
<td>716,854</td>
<td>762,706</td>
<td>742,940</td>
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<td>WORLD LINK SPONSORSHIP</td>
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<td>MERCHANTISE SALES (incl. Royalties in 501 &amp; 101)</td>
<td>2012-13 budget is 7.2% less than 2011-12 budget.</td>
<td>(151,859)</td>
<td>1,962,886</td>
<td>1,962,886</td>
<td>2,114,745</td>
<td>1,788,902</td>
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<td>MDSE COST OF SALES (incl. Shipping Income)</td>
<td>2012-13 budgeted Cost of Goods Sold (COGS)% is 66.2% vs 2011-12 budgeted % of 49.4%. 2010-11 actual was 62.0% from normal operations. NOTE: In 202010-11, there were physical inventory adjustments of $256,000 which increased cost of goods sold resulting in 81.2 COGS %.</td>
<td>(254,324)</td>
<td>(1,299,964)</td>
<td>(1,299,964)</td>
<td>(1,045,640)</td>
<td>(1,452,024)</td>
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<td>ROYALTIES-CLUB RESOURCE SOFTWARE</td>
<td>2012-13 budget is 63.0% more than 2011-12 budget.</td>
<td>29,000</td>
<td>75,000</td>
<td>75,000</td>
<td>46,000</td>
<td>60,723</td>
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<td>AUDITORIUM RENTAL</td>
<td>2012-13 budget is 69.5% less than 2011-12 budget.</td>
<td>(33,551)</td>
<td>14,749</td>
<td>14,749</td>
<td>48,300</td>
<td>39,212</td>
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<td>K-IVERSITY REGISTRATION FEES</td>
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<td>BGT-MAY vs 11-12 BGT GOOD/(BAD)</td>
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<td>TOTAL INCOME-OPERATIONS</td>
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<td>EXECUTIVE &amp; BOARD</td>
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<td>20,849</td>
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<td>(1,006,121)</td>
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<td>(41,742)</td>
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<td>(611,964)</td>
<td>(654,766)</td>
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<td>(74,154)</td>
<td>(328,766)</td>
<td>(328,766)</td>
<td>(254,612)</td>
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<td>(326,983)</td>
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The MBNA contract was terminated on 4-9-12 so all income needs to be recorded in 2011-12 year. 2012-13 budget is 33.3% less than 2011-12 budget. The amounts in the 2011-12 and 2012-13 budget are for the MBNA contract which expires on May 31, 2013. The budget amounts do not include any future contracts. For future contracts, suggested a total of $720,000… 4 Vision Partners @ $130,000 each and 4 SLP Co-Sponsors @ $50,000 each. Will add income to the budget when a number is determined.

Decrease due to lower costs for board meetings. Increase due to higher costs for district visits ($22,000), Governor Regional Conferences-restarted again ($24,000), and Board Meetings ($15,000) … offset by lower costs for President travel ($30,000), Board Special Committees-Bylaws Cmte meeting by conference call ($11,000), and Board insurance ($10,000).

Decrease due to lower costs for background checks ($10,000), building insurance ($6,000), and postage ($6,000) … offset by higher costs for salaries ($18,000).

Increase to match Property Fund total. Decrease due to lower depreciation costs for the auditorium ($51,000), equipment ($43,000), software ($84,000), and specific department equipment ($11,000).

Increase due to higher costs for salaries ($40,000), and club software investment ($100,000) … offset by lower costs for internet-related fees ($33,000), hardware maintenance ($7,000), and Staff travel ($5,000).

Increase due to higher costs for salaries/benefits ($45,000).

No changes were made to allocations for 2012-13.
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<tr>
<td>40</td>
<td>COMMUNICATIONS</td>
<td>Decrease due to mobile phone app costs moved to Magazine Fund. Increase due to higher costs for salaries and benefits—one additional staff ($72,000), and marketing/branding campaign ($16,000) ... offset by decrease in contract labor-interns ($10,000), and consultant fees ($30,000).</td>
<td>(18,606)</td>
<td>(1,070,475)</td>
<td>(1,090,475)</td>
<td>(818,907)</td>
</tr>
<tr>
<td>41</td>
<td>GROWTH &amp; EDUCATION</td>
<td>Increase due to higher costs for the Leadership Guide ($27,000). Decrease due to lower costs for salaries and benefits ($130,000), new club building kits-materials and postage ($24,000), education/CLE materials ($25,000) ... offset by higher costs for Gov-Elect Conference ($30,000), and new club charter kit materials ($26,000).</td>
<td>128,012</td>
<td>(1,301,589)</td>
<td>(1,275,069)</td>
<td>(1,429,602)</td>
</tr>
<tr>
<td>42</td>
<td>MEMBER SERVICES</td>
<td>Increase due to higher costs for salaries and benefits-COO moved to this department ($176,000).</td>
<td>(183,392)</td>
<td>(870,203)</td>
<td>(870,203)</td>
<td>(686,811)</td>
</tr>
<tr>
<td>43</td>
<td>CORPORATE RELATIONS</td>
<td>Increase due to higher costs for salaries and benefits ($39,000), Staff travel ($24,000), meeting and training ($22,000), and consultant fees</td>
<td>(98,579)</td>
<td>(308,252)</td>
<td>(308,252)</td>
<td>(209,673)</td>
</tr>
<tr>
<td>44</td>
<td>EUROPE-GROWTH</td>
<td>Decrease due to lower costs for the KIEF agreement-revised MOU approved in June 2012 ($35,000). Decrease due to lower costs for KIEF subsidy due to fewer districts and clubs ($20,000).</td>
<td>57,775</td>
<td>(241,400)</td>
<td>(276,525)</td>
<td>(299,175)</td>
</tr>
<tr>
<td>45</td>
<td>EUROPE-STAFF</td>
<td>Decrease due to lower costs for salaries and PR taxes ($53,000).</td>
<td>52,188</td>
<td>(328,835)</td>
<td>(328,835)</td>
<td>(381,023)</td>
</tr>
<tr>
<td>46</td>
<td>ASIA/PACIFIC-GROWTH</td>
<td>Decrease due to lower costs for Staff travel ($12,000), growth and education meetings ($16,000), and printing and postage ($7,000).</td>
<td>37,797</td>
<td>(209,551)</td>
<td>(209,551)</td>
<td>(247,348)</td>
</tr>
<tr>
<td>47</td>
<td>ASIA/PACIFIC-STAFF</td>
<td>Decrease due to lower costs for warehouse fees ($161,000), consultant fees-no longer needed ($12,000), and contract labor-for convention ($11,000) ... offset by higher Canadian sales tax for Vancouver convention sales ($17,000).</td>
<td>(194)</td>
<td>(72,708)</td>
<td>(72,708)</td>
<td>(72,514)</td>
</tr>
<tr>
<td>48</td>
<td>MERCHANDISE</td>
<td>Decrease due to lower costs for warehouse fees ($161,000), consultant fees-no longer needed ($12,000), and contract labor-for convention ($11,000) ... offset by higher Canadian sales tax for Vancouver convention sales ($17,000).</td>
<td>180,367</td>
<td>(349,746)</td>
<td>(349,746)</td>
<td>(530,113)</td>
</tr>
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<td>49</td>
<td>PERSONIFY ADJUSTMENTS</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>50</td>
<td>BAD DEBTS</td>
<td>Decrease due to lower costs as a result of lower budgeted revenue.</td>
<td>19,318</td>
<td>(11,952)</td>
<td>(11,952)</td>
<td>(31,270)</td>
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<td>FOREIGN CURRENCY</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>52</td>
<td>INTEREST EXPENSE</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>53</td>
<td>OTHER EXPENSE</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>54</td>
<td>TOTAL EXPENSES-OPERATIONS</td>
<td></td>
<td>471,502</td>
<td>(9,577,132)</td>
<td>(9,618,014)</td>
<td>(10,048,634)</td>
</tr>
<tr>
<td>55</td>
<td>SURPLUS/(DEFICIT)-OPERATIONS</td>
<td></td>
<td>(283,579)</td>
<td>239,621</td>
<td>259,271</td>
<td>523,199</td>
</tr>
<tr>
<td>56</td>
<td>INVESTMENT INCOME</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>57</td>
<td>NET SURPLUS/(DEFICIT)-</td>
<td></td>
<td>(283,579)</td>
<td>239,621</td>
<td>259,271</td>
<td>523,199</td>
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<td>4</td>
<td>DESCRIPTION</td>
<td>COMMENTS- BGT-MAY vs 11-12 BGT GOOD/(BAD)</td>
<td>12-13 FINAL BUDGET-APPR JUNE BD MTG</td>
<td>12-13 PRELIM BUDGET-TO APR FIN CMTE</td>
<td>11/12 FINAL BUDGET</td>
<td>10/11 ACTUAL</td>
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<td>INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>BUILDERS CLUB FEES (Incl fees from existing clubs in 09-10)</td>
<td>2012-13 budgeted clubs of 115 clubs vs 2011-12 budgeted clubs of 173 clubs…a decrease of 58 clubs or 33.5%. 2010-11 actual was 115 clubs.</td>
<td>(26,595)</td>
<td>53,037</td>
<td>53,037</td>
<td>79,632</td>
</tr>
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<td>7</td>
<td>AKTION CLUB FEES</td>
<td>For fees from existing clubs, 2012-13 budgeted of 10,613 members vs 2011-12 budgeted of 9,826 members…an increase of 787 members or 8.0%. 2010-11 actual was 8,569 members. For fees from new clubs, 2012-13 budgeted at 40 clubs vs 2011-12 budgeted of 80 clubs …a decrease of 40 clubs or 50%. 2010-11 actual 48 clubs.</td>
<td>(14,360)</td>
<td>71,467</td>
<td>71,467</td>
<td>85,827</td>
</tr>
<tr>
<td>8</td>
<td>AKTION CLUB CONFERENCE REGISTRATION FEES</td>
<td></td>
<td>(7,500)</td>
<td>17,500</td>
<td>17,500</td>
<td>25,000</td>
</tr>
<tr>
<td>9</td>
<td>K-KIDS FEES (Incl fees from existing clubs in 09-10)</td>
<td>2012-13 budgeted clubs of 123 clubs vs 2011-12 budgeted clubs of 182 clubs…a decrease of 59 clubs or 32.4%. 2010-11 actual was 128 clubs.</td>
<td>(8,885)</td>
<td>18,481</td>
<td>18,481</td>
<td>27,366</td>
</tr>
<tr>
<td>10</td>
<td>BUG &amp; TERRIFIC KIDS FEES</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>11</td>
<td>KEY LEADER REGISTRATIONS</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>KEY CLUB CHARTER FEES</td>
<td>2012-13 budgeted clubs of 205 clubs vs 2011-12 budgeted clubs of 266 clubs…a decrease of 61 clubs or 22.9%. 2010-11 actual was 215 clubs.</td>
<td>(30,308)</td>
<td>102,690</td>
<td>102,690</td>
<td>132,998</td>
</tr>
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<td>13</td>
<td>CIRCLE K CHARTER FEES</td>
<td>2012-13 budgeted clubs of 48 clubs vs 2011-12 budgeted clubs of 52 clubs…a decrease of 4 clubs or 7.7%. 2010-11 actual was 42 clubs.</td>
<td>(2,266)</td>
<td>23,792</td>
<td>23,792</td>
<td>26,058</td>
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<td>GRANT INCOME</td>
<td>2012-13 budget is for the Inkind Contribution from KIF. 2011-12 budget includes the Inkind Contribution from KIF($112,000) and a KIF grant for the Aktion Club Convention ($10,000). 2010-11 actual includes the Inkind Contribution from KIF ($109,000) and a KIF grant for the Aktion Club Convention ($5,000).</td>
<td>(10,000)</td>
<td>111,593</td>
<td>111,593</td>
<td>121,593</td>
</tr>
<tr>
<td>15</td>
<td>OTHER INCOME</td>
<td></td>
<td>(4,500)</td>
<td>0</td>
<td>0</td>
<td>4,500</td>
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<td>16</td>
<td>TOTAL INCOME-OPERATIONS</td>
<td></td>
<td>(104,414)</td>
<td>398,560</td>
<td>398,560</td>
<td>502,974</td>
</tr>
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<td>SLP FUND</td>
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<tr>
<td>17</td>
<td>EXPENSES</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>962</td>
<td>KIWANIS PROGRAMS</td>
<td>Decrease due to lower costs for new club charter materials ($39,000) ... offset by higher costs for member materials ($10,000).</td>
<td>31,119</td>
<td>(575,918)</td>
<td>(575,918)</td>
</tr>
<tr>
<td>19</td>
<td>967</td>
<td>KEY LEADER</td>
<td>Increase due to higher costs for salaries and benefits ($4,000).</td>
<td>(3,771)</td>
<td>(279,306)</td>
<td>(279,306)</td>
</tr>
<tr>
<td>20</td>
<td>975</td>
<td>CIRCLE K SUBSIDY</td>
<td>No change in KCI allocation subsidy from prior year.</td>
<td>0</td>
<td>(127,677)</td>
<td>(127,677)</td>
</tr>
<tr>
<td>21</td>
<td>977</td>
<td>KEY CLUB SUBSIDY</td>
<td>Decrease due to lower costs in Key Leader Department not paid for by revenue from grants and event registration fees. KI Board capped Key Leader subsidy at no more than $250,000.</td>
<td>19,087</td>
<td>(230,913)</td>
<td>(230,913)</td>
</tr>
<tr>
<td>22</td>
<td>978</td>
<td>KEY LEADER SUBSIDY</td>
<td>No additional subsidy paid by KI to K-Kids as expenses exceeded grant and member fee revenue by approximately same amount in prior year.</td>
<td>0</td>
<td>(110,063)</td>
<td>(110,063)</td>
</tr>
<tr>
<td>23</td>
<td>979</td>
<td>BUILDERS CLUB SUBSIDY</td>
<td>Decrease due to lower costs in Builders Club Department not paid for by revenue from grants and member/club fees.</td>
<td>19,096</td>
<td>(66,602)</td>
<td>(66,602)</td>
</tr>
<tr>
<td>24</td>
<td>981</td>
<td>K-KIDS SUBSIDY</td>
<td>No additional subsidy paid by KI to K-Kids as expenses exceeded grant and member fee revenue by approximately same amount in prior year.</td>
<td>508</td>
<td>(110,063)</td>
<td>(110,063)</td>
</tr>
<tr>
<td>25</td>
<td>982</td>
<td>AKTION CLUB EXPENSES</td>
<td>Decrease due to lower costs for Aktion Club Conference ($17,000) and membership materials allocation ($8,000) ... offset by higher costs for promotion ($6,000), and SLP Conference ($4,000).</td>
<td>15,857</td>
<td>(187,246)</td>
<td>(187,246)</td>
</tr>
<tr>
<td>26</td>
<td>983</td>
<td>BAD DEBT EXPENSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>27</td>
<td>TOTAL EXPENSES-OPERATIONS</td>
<td>81,896</td>
<td>(1,577,725)</td>
<td>(1,577,725)</td>
<td>(1,659,621)</td>
<td>(1,332,967)</td>
</tr>
<tr>
<td>28</td>
<td>NET SURPLUS/(DEFICIT)-TOTAL</td>
<td>(22,517)</td>
<td>(1,179,165)</td>
<td>(1,179,165)</td>
<td>(1,156,647)</td>
<td>(942,474)</td>
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<td>DESCRIPTION</td>
<td>COMMENTS-</td>
<td>BGT-MAY vs 11-12 BGT GOOD/(BAD)</td>
<td>FINAL BUDGET APPR JUNE BD MTG</td>
<td>PRELIM BUDGET TO APR FIN CMTE</td>
<td>FINAL BUDGET</td>
</tr>
<tr>
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<tr>
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<td>MAGAZINE FUND</td>
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<tr>
<td>4</td>
<td>DESCRIPTION</td>
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<td>6</td>
<td>INCOME</td>
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<td></td>
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<tr>
<td>7</td>
<td>MAGAZINE SUBSCRIPTIONS-US/CANADA</td>
<td>2012-13 budgeted members of 146,855 members vs 2011-12 budgeted members of 148,758 members… a decrease of 1,903 members or 1.3%. 2010-11 actual was 157,482 members.</td>
<td>(15,221)</td>
<td>1,174,842</td>
<td>1,174,842</td>
<td>1,190,063</td>
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<td>MAGAZINE SUBSCRIPTIONS-INTERNATIONAL</td>
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<td>NEW CLUB MEMBERS SUBSCRIPTIONS</td>
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<td>10</td>
<td>EXISTING CLUB NEW MEMBERS SUBSCRIPTIONS</td>
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<tr>
<td>11</td>
<td>ADVERTISING</td>
<td>2012-13 budget is 4.9% more than 2011-12 budget.</td>
<td>(12,974)</td>
<td>158,120</td>
<td>179,553</td>
<td>171,094</td>
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<tr>
<td>12</td>
<td>MISCELLANEOUS INCOME…IN 650 &amp; 670</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13</td>
<td>TOTAL INCOME-OPERATIONS</td>
<td></td>
<td>(28,195)</td>
<td>1,332,962</td>
<td>1,354,395</td>
<td>1,361,157</td>
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<tr>
<td>14</td>
<td>EXPENSES</td>
<td></td>
<td></td>
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</table>
| 15| 0650 MAGAZINE                             | Increase due to higher costs for salaries and benefits ($89,000), magazine paper ($77,000), magazine printing ($50,000), magazine postage ($174,000), building occupancy ($26,000)-added costs for 2 issues & inhouse ads will be posted to Magazine Department not Advertising Department and additional mobile phone app costs-were moved to here from the Communications Department ($20,000) and blanket emails to clubs ($23,000).

Decr ease due to lower costs for salaries and benefits-one less employee ($60,000), magazine paper ($19,000), magazine printing ($9,000), magazine postage ($63,000) … offset by higher costs for elimination of advertising salary allocation credit ($65,000), magazine translations ($11,000). Staff travel-write articles/take pix ($13,000), and temporary contract labor ($10,000). | (416,734)                         | (1,454,902)                     | (981,047)                     | (1,038,167)                 | (1,048,092)   |
| 16| 0670 ADVERTISING                          | Decrease due to lower costs for magazine paper ($35,000), magazine printing ($23,000), magazine postage ($72,000)-lower percentage of costs for advertising vs editorial and commissions ($34,000), offset by higher costs for temporary help ($25,000). Decrease due to lower costs for elimination of advertising salary allocation from magazine department (64,000) … offset by higher costs for commissions ($32,000), magazine paper and printing ($7,000), and magazine postage ($22,000). | 142,976                           | (137,724)                     | (268,292)                     | (280,700)                  | (169,474)     |
| 17| TOTAL EXPENSES-OPERATIONS                 |                                                                          | (273,758)                        | (1,592,626)                   | (1,249,339)                  | (1,318,867)    | (1,217,567) |
| 18| SURPLUS (DEFICIT)-OPERATIONS              |                                                                          | (301,953)                        | (259,664)                     | 105,056                      | 42,290        | 223,097  |
| 19| INVESTMENT INCOME                         |                                                                          | 0                                | 0                             | 0                            | 0             | 0        |
| 20| SURPLUS (DEFICIT)-TOTAL                   |                                                                          | (301,953)                        | (259,664)                     | 105,056                      | 42,290        | 223,097  |
### INCOME

**Registration Fees**
- Decrease due to reduced rates at $185 early, $235 regular and $250 late. 2012-13 budgeted attendees of 4,700 vs 2011-12 budgeted attendees of 6,175…a decrease of 1,475 or 23.9%. 2010-11 actual was 2,491.
- 2012-13 rates are $275 early, $325 regular, $375 late and $150 host vs. 2011-12 rates at $195 early, $250 regular, $300 late and $100 host.
- NOTE: President-Elect suggests that the rates are set at $135 super early bird by 10-31-12, regular at $185 thru 5-31-13. Staff assumed $235 after 5-31-13 and $135 for host cmte. Using these rates and assuming all other income and expenses remain the same, the deficit would be $557,354.
- NOTE: Total attendance was 6,368 in 2009-10, 5,026 in 2008-09, 4,834 in 2007-08, 5,515 in 2006-07 and 5,567 in 2005-06.

**Ticket Sales**
- Increase due to higher income for superstar show ($15,000), breakfasts ($10,000) and luncheons ($10,000).

**Hotel Revenue Share**
- 2012-13 budget is 46.6% more than 2011-12 budget.

**Exhibit Income**
- 2012-13 budget is 8.9% less than 2011-12 budget.

**Other Income**
- 15,000

### EXPENSES

**Salaries, Benefits & Allocations**
- Increase due to higher costs for meals ($20,000), forums/workshops ($25,000), and entertainment ($5,000).

**Meetings**
- Decrease due to lower costs for stage production ($25,000), transportation-bus service ($29,000), fees for electronic voting ($15,000), and fees-medical ($5,000)…offset by higher costs for security ($3,000), exhibit hall decorator fees ($20,000), and transportation-convention shipment of materials ($5,000).

**Contract Services**
- Increase due to higher costs for Canada GST tax-did not have in New Orleans ($34,000), Staff travel-Macau/Vancouver site visits ($24,000), Staff travel-for convention days ($69,000), travel volunteer-Gov lodging ($16,000), translation and interpretation fees ($38,000), equipment rental ($64,000), building rental-convention center ($56,000)…offset by decrease due to lower costs for credit card fees-still TBD ($45,000), and promotion-flyers/brochures ($16,000).

**Other Expenses**
- Increase due to higher costs for Canada GST tax-did not have in New Orleans ($34,000), Staff travel-Macau/Vancouver site visits ($24,000), Staff travel-for convention days ($69,000), travel volunteer-Gov lodging ($16,000), translation and interpretation fees ($38,000), equipment rental ($64,000), building rental-convention center ($56,000)…offset by decrease due to lower costs for credit card fees-still TBD ($45,000), and promotion-flyers/brochures ($16,000).
## BOARD COMMITTEE ON AUDIT AND FINANCE
### ACTION REPORT - EXHIBIT A

#### BOARD COMMITTEE ON AUDIT AND FINANCE

#### ACTION REPORT - EXHIBIT A

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<table>
<thead>
<tr>
<th>E</th>
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<td>LIABILITY INSURANCE FUND</td>
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<td>DESCRIPTION</td>
<td>COMMENTS-</td>
<td>202012-13</td>
<td>202012-13</td>
<td>11/12</td>
<td>10/11</td>
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</tr>
<tr>
<td>7</td>
<td>INSURANCE FEES</td>
<td>2012-13 budgeted members of 158,344 members vs 2011-12 budgeted members of 161,620 members... a decrease of 3,276 members or 2.0%. 2010-11 actual was 168,504 members.</td>
<td>(31,345)</td>
<td>1,862,730</td>
<td>1,862,730</td>
<td>1,894,075</td>
<td>1,982,250</td>
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<td>NEW MBR/NEW CLUB FEES</td>
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<td>0</td>
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</tr>
<tr>
<td>9</td>
<td>NEW MEMBER FEES</td>
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<td>0</td>
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<tr>
<td>10</td>
<td>TOTAL INCOME-OPERATIONS</td>
<td>(31,345)</td>
<td>1,862,730</td>
<td>1,862,730</td>
<td>1,894,075</td>
<td>1,982,250</td>
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</tr>
<tr>
<td>11</td>
<td>EXPENSES</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>840 PREMIUMS &amp; FEES</td>
<td>Increase due to slight increase in premiums ($5,000).</td>
<td>(5,000)</td>
<td>(1,055,000)</td>
<td>(1,055,000)</td>
<td>(1,050,000)</td>
<td>(968,158)</td>
</tr>
<tr>
<td>13</td>
<td>840 CLAIMS</td>
<td>No expected change in expense for this category.</td>
<td>0</td>
<td>(370,000)</td>
<td>(370,000)</td>
<td>(370,000)</td>
<td>(377,685)</td>
</tr>
<tr>
<td>14</td>
<td>840 ALLOCATIONS</td>
<td>No additional allocations charged for 2012-13.</td>
<td>0</td>
<td>(184,106)</td>
<td>(184,106)</td>
<td>(184,106)</td>
<td>(166,608)</td>
</tr>
<tr>
<td>15</td>
<td>840 OTHER EXPENSES</td>
<td>Decrease due to lower costs for District Rick Mgr meeting ($18,000), and printing costs for liability risk packets ($8,000) ... offset by higher costs for legal fees ($5,000).</td>
<td>22,056</td>
<td>(73,056)</td>
<td>(73,056)</td>
<td>(95,112)</td>
<td>(70,263)</td>
</tr>
<tr>
<td>16</td>
<td>TOTAL EXPENSES-OPERATIONS</td>
<td>17,056</td>
<td>(1,682,162)</td>
<td>(1,682,162)</td>
<td>(1,699,218)</td>
<td>(1,582,715)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>SURPLUS (DEFICIT)-OPERATIONS</td>
<td>(14,289)</td>
<td>180,568</td>
<td>180,568</td>
<td>194,857</td>
<td>399,535</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>INVESTMENT INCOME</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(54)</td>
</tr>
<tr>
<td>19</td>
<td>SURPLUS (DEFICIT)-TOTAL</td>
<td>(14,289)</td>
<td>180,568</td>
<td>180,568</td>
<td>194,857</td>
<td>399,481</td>
<td></td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
<td>3 GAME</td>
<td>PROPERTY FUND</td>
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<td></td>
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<tr>
<td>4</td>
<td>DESCRIPTION</td>
<td>COMMENTS-</td>
<td>BGT-MAY vs 11-12 BGT GOOD/(BAD)</td>
<td>FINAL BUDGET-APPR JUNE BD MTG</td>
<td>PRELIM BUDGET-TO APR FIN CMTE</td>
<td>FINAL BUDGET</td>
<td>ACTUAL</td>
</tr>
<tr>
<td>6</td>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>DEPRECIATION REIMBURSEMENT</td>
<td>(166,187)</td>
<td>772,042</td>
<td>772,042</td>
<td>938,229</td>
<td>844,472</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>OTHER INCOME</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>TOTAL INCOME-OPERATIONS</td>
<td>(166,187)</td>
<td>772,042</td>
<td>772,042</td>
<td>938,229</td>
<td>845,472</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>EXPENSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>DEPRECIATION EXPENSE</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>TOTAL EXPENSES-OPERATIONS</td>
<td>166,187</td>
<td>(772,042)</td>
<td>(772,042)</td>
<td>(938,229)</td>
<td>(845,472)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>SURPLUS (DEFICIT)-OPERATIONS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>INVESTMENT INCOME</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>SURPLUS (DEFICIT)-TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Decrease due to lower depreciation costs for the auditorium ($51,000), equipment ($43,000), software ($84,000), and specific department equipment ($11,000) ... offset by higher depreciation for hardware ($17,000).
<table>
<thead>
<tr>
<th>E</th>
<th>F</th>
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<th>O</th>
<th>Q</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CIRCLE K</td>
<td>12-13</td>
<td>12-13</td>
<td>11/12</td>
<td>10/11</td>
<td></td>
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<tr>
<td>4</td>
<td>DESCRIPTION</td>
<td>COMMENTS-</td>
<td>11-12 BGT</td>
<td>11-12 BGT</td>
<td>GOOD/(BAD)</td>
<td>BGT-MAY vs 11-12 BGT</td>
<td>PRELIM BUDGET-APPR JUNE BD MTG</td>
</tr>
<tr>
<td>5</td>
<td>INCOME</td>
<td>2012-13 budgeted clubs of 374 clubs vs 2011-12 budgeted clubs of 406 clubs...a decrease of 32 clubs or 7.9%. 2010-11 actual was 391 clubs.</td>
<td>(19,545)</td>
<td>224,252</td>
<td>224,252</td>
<td>243,797</td>
<td>234,651</td>
</tr>
<tr>
<td>6</td>
<td>MEMBERSHIP INCOME</td>
<td>2012-13 budgeted attendees of 395 attendees vs 2011-12 budgeted attendees of 376 attendees...an increase of 19 attendees or 5.1%. 2010-11 actual was 356 attendees. 2012-13 rates are $195 early, $250 regular, $300 late and $135 host vs. 2011-12 rates at $185 early, $225 late and $135 host.</td>
<td>3,625</td>
<td>79,175</td>
<td>79,175</td>
<td>75,550</td>
<td>76,851</td>
</tr>
<tr>
<td>7</td>
<td>CONVENTION INCOME</td>
<td>The 2012-13 budget is for the Convention Service Project. The 2011-12 budget includes $15,000 grant from KIF for the Leadership Academy and $14,000 for the Convention Service Project.</td>
<td>(4,650)</td>
<td>10,150</td>
<td>10,150</td>
<td>14,800</td>
<td>2,900</td>
</tr>
<tr>
<td>8</td>
<td>LEADERSHIP ACADEMY REGISTRATION</td>
<td>The 2012-13 budget is 31.4% more than 2011-12 budget.</td>
<td>(7,690)</td>
<td>21,300</td>
<td>21,300</td>
<td>28,990</td>
<td>35,474</td>
</tr>
<tr>
<td>9</td>
<td>GRANT INCOME</td>
<td>Increase due to higher costs for salaries and benefits ($4,000).</td>
<td>(12,500)</td>
<td>0</td>
<td>0</td>
<td>12,500</td>
<td>10,000</td>
</tr>
<tr>
<td>10</td>
<td>SPONSORSHIP INCOME</td>
<td>No revenue budgeted for.</td>
<td>3,771</td>
<td>279,306</td>
<td>279,306</td>
<td>275,535</td>
<td>248,522</td>
</tr>
<tr>
<td>11</td>
<td>SUBSIDY INCOME</td>
<td>Increase due to higher costs for salaries and benefits ($4,000).</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,400</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>OTHER INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>TOTAL INCOME-OPERATIONS</td>
<td></td>
<td>(36,989)</td>
<td>614,183</td>
<td>614,183</td>
<td>651,172</td>
<td>609,798</td>
</tr>
<tr>
<td>14</td>
<td>EXPENSES</td>
<td>Increase due to higher costs for travel to Board Meetings ($3,000), and travel-Board to districts ($2,000).</td>
<td>(5,118)</td>
<td>(218,063)</td>
<td>(218,063)</td>
<td>(212,945)</td>
<td>(202,595)</td>
</tr>
<tr>
<td>15</td>
<td>MEMBERSHIP EXPENSE</td>
<td>Increase due to higher costs for meals for attendees ($16,000), and Large Scale Service Project ($7,000) … offset by lower costs for stage production ($15,000), and Staff travel ($2,000).</td>
<td>(2,725)</td>
<td>(93,683)</td>
<td>(93,683)</td>
<td>(90,958)</td>
<td>(84,662)</td>
</tr>
<tr>
<td>16</td>
<td>CONVENTION EXPENSE</td>
<td>Increase due to higher costs for salaries and benefits ($4,000).</td>
<td>(3,771)</td>
<td>(279,306)</td>
<td>(279,306)</td>
<td>(275,535)</td>
<td>(248,522)</td>
</tr>
<tr>
<td>17</td>
<td>SUBSIDY EXPENSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>TOTAL EXPENSES-OPERATIONS</td>
<td></td>
<td>(11,613)</td>
<td>(591,052)</td>
<td>(591,052)</td>
<td>(579,438)</td>
<td>(535,779)</td>
</tr>
<tr>
<td>19</td>
<td>SURPLUS (DEFICIT)-OPERATIONS</td>
<td></td>
<td>(48,602)</td>
<td>23,132</td>
<td>23,132</td>
<td>71,734</td>
<td>74,019</td>
</tr>
<tr>
<td>20</td>
<td>INVESTMENT INCOME</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>197</td>
</tr>
<tr>
<td>21</td>
<td>SURPLUS (DEFICIT)-TOTAL</td>
<td></td>
<td>(48,602)</td>
<td>23,132</td>
<td>23,132</td>
<td>71,734</td>
<td>74,217</td>
</tr>
</tbody>
</table>
### Membership Income

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
<th><strong>Description</strong></th>
<th><strong>Comments</strong></th>
<th><strong>BGT-MAY vs 11-12 BGT</strong></th>
<th><strong>FINAL BUDGET-APPR JUNE BD MTG</strong></th>
<th><strong>PRELIM BUDGET-TO APR FIN CMTE</strong></th>
<th><strong>FINAL BUDGET</strong></th>
<th><strong>Actual</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unrestricted-Key Club</strong></td>
<td>2012-13 budgeted members of 257,076 members vs 2011-12 budgeted members of 254,440 members...a decrease of 2,636 members or 1.0%.</td>
<td></td>
<td>17,140</td>
<td>1,670,997</td>
<td>1,670,997</td>
<td>1,653,857</td>
<td>1,634,048</td>
</tr>
<tr>
<td><strong>Membership Income-Key Club</strong></td>
<td>2012-13 budgeted clubs of 1,233 clubs vs 2011-12 budgeted clubs of 1,198 clubs...an increase of 35 clubs or 2.9%.</td>
<td></td>
<td>5,260</td>
<td>184,978</td>
<td>184,978</td>
<td>179,718</td>
<td>195,498</td>
</tr>
<tr>
<td><strong>Membership Income-K-Kids</strong></td>
<td>2012-13 budgeted clubs of 985 clubs vs 2011-12 budgeted clubs of 1,054 clubs...a decrease of 69 clubs or 6.5%.</td>
<td></td>
<td>(10,341)</td>
<td>147,697</td>
<td>147,697</td>
<td>158,038</td>
<td>137,294</td>
</tr>
<tr>
<td><strong>Convention Income</strong></td>
<td>2012-13 budgeted attendees of 1,500 attendees vs 2011-12 budgeted attendees of 1,562 attendees...a decrease of 62 attendees or 4.0%.</td>
<td></td>
<td>(2,800)</td>
<td>269,500</td>
<td>269,500</td>
<td>272,300</td>
<td>232,544</td>
</tr>
<tr>
<td><strong>Key Leader Registration Income</strong></td>
<td>2012-13 budgeted attendees of 2,815 attendees vs 2011-12 budgeted attendees of 2,250 attendees...an increase of 565 attendees or 25.1%.</td>
<td></td>
<td>106,638</td>
<td>515,800</td>
<td>515,800</td>
<td>409,163</td>
<td>424,676</td>
</tr>
<tr>
<td><strong>Advertising Income</strong></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,920</td>
</tr>
<tr>
<td><strong>Grant Income</strong></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Grant Income-Key Leader</strong></td>
<td>Decrease because the 2011-12 budget includes $8,000 from the Peyback Foundation which is not in the 2012-13 budget.</td>
<td></td>
<td>(8,000)</td>
<td>50,000</td>
<td>50,000</td>
<td>58,000</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>Subsidy Income-Key Club</strong></td>
<td>This amount represents the net expenses over income and grants. See comment for the SLP Fund.</td>
<td></td>
<td>0</td>
<td>127,677</td>
<td>127,677</td>
<td>127,677</td>
<td>119,176</td>
</tr>
<tr>
<td><strong>Subsidy Income-Key Leader</strong></td>
<td>This amount represents the net expenses over income. See comment for the SLP Fund.</td>
<td></td>
<td>(19,087)</td>
<td>230,913</td>
<td>230,913</td>
<td>250,000</td>
<td>480,532</td>
</tr>
<tr>
<td><strong>Subsidy Income-K-Kids</strong></td>
<td>This amount represents the net expenses over income. See comment for the SLP Fund.</td>
<td></td>
<td>(508)</td>
<td>110,063</td>
<td>110,063</td>
<td>110,571</td>
<td>113,157</td>
</tr>
<tr>
<td><strong>Subsidy Income-Builders Club</strong></td>
<td>This amount represents the net expenses over income. See comment for the SLP Fund.</td>
<td></td>
<td>(19,096)</td>
<td>66,602</td>
<td>66,602</td>
<td>85,698</td>
<td>43,404</td>
</tr>
<tr>
<td><strong>Sponsorship Fees-Key Leader</strong></td>
<td></td>
<td></td>
<td>(25,000)</td>
<td>100,000</td>
<td>100,000</td>
<td>125,000</td>
<td>0</td>
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<tr>
<td><strong>Other Income</strong></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>13,508</td>
</tr>
<tr>
<td><strong>Total Income-Operations</strong></td>
<td></td>
<td></td>
<td>44,206</td>
<td>3,474,227</td>
<td>3,474,227</td>
<td>3,430,021</td>
<td>3,445,757</td>
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2012-13 KI, CKI, KCI Budgets FINAL appr June Bd Mtg
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<th>O</th>
<th>Q</th>
<th>T</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>KEY CLUB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>DESCRIPTION</td>
<td>COMMENTS-</td>
<td>BGT-MAY vs 11-12 BGT GOOD/(BAD)</td>
<td>FINAL BUDGET-APPR JUNE BD MTG</td>
<td>PRELIM BUDGET-TO APR FIN CMTE</td>
<td>FINAL BUDGET</td>
</tr>
<tr>
<td>22</td>
<td>EXPENSES</td>
<td>Increase is due to higher costs for salaries and benefits ($5,000), magazine photos and postage ($16,000), Board travel ($19,000), meeting expense-SLP Conference, training ($17,000), promotion-publicity ($10,000), member handbooks/manuals ($12,000), and other expense ($10,000) ... offset by lower costs for membership materials not allocated from other departments ($74,000).</td>
<td>(24,033)</td>
<td>(1,494,507)</td>
<td>(1,494,507)</td>
<td>(1,470,475)</td>
</tr>
<tr>
<td>23</td>
<td>MEMBERSHIP EXPENSE</td>
<td>Increase is due to higher costs for meals to attendees ($26,000), convention daily video ($5,000), entertainment ($3,000), and stage production ($3,000) ... offset by lower costs for speakers ($22,000), and printed programs ($5,000).</td>
<td>(7,816)</td>
<td>(269,432)</td>
<td>(269,432)</td>
<td>(261,617)</td>
</tr>
<tr>
<td>24</td>
<td>CONVENTION EXPENSE</td>
<td>Increase is due to higher costs for Key Leader events ($67,000) ... offset by lower costs for SLP Conference ($5,000), and training meetings ($5,000).</td>
<td>(52,402)</td>
<td>(896,713)</td>
<td>(896,713)</td>
<td>(844,312)</td>
</tr>
<tr>
<td>25</td>
<td>KEY LEADER EXPENSE</td>
<td>Decrease due to lower costs for membership materials allocation ($13,000), and office supplies ($3,000) ... offset by higher costs for SLP Conference ($4,000).</td>
<td>13,836</td>
<td>(251,580)</td>
<td>(251,580)</td>
<td>(265,416)</td>
</tr>
<tr>
<td>26</td>
<td>BUILDERS CLUB EXPENSE</td>
<td>Decrease due to lower costs for membership materials allocation ($13,000), and office supplies ($3,000) ... offset by higher costs for SLP Conference ($4,000), and literature ($2,000).</td>
<td>10,849</td>
<td>(257,760)</td>
<td>(257,760)</td>
<td>(268,609)</td>
</tr>
<tr>
<td>27</td>
<td>K-KIDS EXPENSE</td>
<td>Collections and expense moved to KI Foundation.</td>
<td>0</td>
<td>(127,677)</td>
<td>(127,677)</td>
<td>(127,677)</td>
</tr>
<tr>
<td>28</td>
<td>SUBSIDY EXPENSE</td>
<td>No change in allocations for 2012-13.</td>
<td>0</td>
<td>(700,000)</td>
<td>(700,000)</td>
<td>(700,000)</td>
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<tr>
<td>29</td>
<td>TOTAL EXPENSES-OPERATIONS</td>
<td></td>
<td>(15,359)</td>
<td>176,557</td>
<td>176,557</td>
<td>191,916</td>
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<td>30</td>
<td>SURPLUS (DEFICIT)-OPERATIONS</td>
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<td>(15,359)</td>
<td>176,557</td>
<td>176,557</td>
<td>191,916</td>
</tr>
<tr>
<td>31</td>
<td>INVESTMENT INCOME</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>32</td>
<td>SURPLUS (DEFICIT) - UNRESTRICTED TOTAL</td>
<td></td>
<td>(15,359)</td>
<td>176,557</td>
<td>176,557</td>
<td>191,916</td>
</tr>
<tr>
<td>33</td>
<td>TEMPORARILY RESTRICTED-KEY CLUB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>34</td>
<td>GRANT INCOME-TRICK OR TREAT</td>
<td>Collections and expense moved to KI Foundation.</td>
<td>(700,000)</td>
<td>0</td>
<td>0</td>
<td>700,000</td>
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<td>35</td>
<td>TRICK OR TREAT EXPENSE</td>
<td>Collections and expense moved to KI Foundation.</td>
<td>700,000</td>
<td>0</td>
<td>0</td>
<td>(700,000)</td>
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<td>36</td>
<td>SURPLUS (DEFICIT) - TEMPORARILY RESTRICTED TOTAL</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>37</td>
<td>ALL KEY CLUB FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>38</td>
<td>TOTAL INCOME</td>
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<td>(655,794)</td>
<td>3,474,227</td>
<td>3,474,227</td>
<td>4,130,021</td>
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<tr>
<td>39</td>
<td>TOTAL EXPENSES</td>
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<td>640,435</td>
<td>(3,297,670)</td>
<td>(3,297,670)</td>
<td>(3,938,105)</td>
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<tr>
<td>40</td>
<td>SURPLUS (DEFICIT) - ALL FUNDS</td>
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<td>(15,359)</td>
<td>176,557</td>
<td>176,557</td>
<td>191,916</td>
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</table>
TOTAL FUND

INVESTMENT PRODUCTS: NOT FDIC INSURED · NO BANK GUARANTEE · MAY LOSE VALUE

PORTFOLIO PERFORMANCE (%)

Investment Returns (%)

Asset Allocation ($000)

Asset Allocation By Manager

Asset Growth ($000)

Allocation Over Time

Please refer to the attached Disclosures for important information.
ACCOUNT - EXECUTIVE SUMMARY

KIWANIS INTERNATIONAL #337-123922  Seix Investment Advisors - Core Bond

AS OF 05/31/2012

Asset Allocation ($000)

<table>
<thead>
<tr>
<th>Corporate</th>
<th>Accruals</th>
<th>Cash</th>
<th>Total</th>
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<tbody>
<tr>
<td>2,167</td>
<td>11</td>
<td>27</td>
<td>2,206</td>
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</table>

Portfolio Characteristics

- Current Yield: 2.42%
- Avg. Maturity: 7.75 yrs
- Yield to Mat.: 1.37%
- Avg. Maturity: 7.79 yrs
- Avg. Coupon: 2.67%
- Avg. Yrs. to Call: 7.74 yrs
- # of Bonds: 38

Risk / Return Analysis Since 07/31/2009

- Annualized Return%: 6.21
- Std. Dev.: 3.55

Please refer to the attached Disclosures for important information.
ACCOUNT - EXECUTIVE SUMMARY

KIWANIS INTERNATIONAL #337-124636 Madison - Intermediate Govt-Corp FS

AS OF 05/31/2012

Asset Allocation ($000)

<table>
<thead>
<tr>
<th>Govt</th>
<th>Corporate</th>
<th>Accruals</th>
<th>Cash</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>318</td>
<td>1,932</td>
<td>16</td>
<td>174</td>
<td>2,440</td>
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</tbody>
</table>

Portfolio Characteristics

- Current Yield: 3.30%
- Avg. Maturity: 3.10 yrs
- Yield to Mat.: 0.91%
- Duration: 2.84 yrs
- Avg. Coupon: 3.83%
- Avg. Yrs. to Call: 3.10 yrs
- # of Bonds: 27

Risk / Return Analysis Since 02/28/2011

- Annualized Return: 3.69%
- Annualized Standard Deviation: 1.41%
- Reports:
  - Madison - Intermediate Govt-Corp FS
  - BC Int Gov't/Credit Bond
  - BC Gov't/Credit Index
  - 90-Day T-Bills
  - CPI

Bond Quality

- Coupon Grade: Aaa 55% Aa2 3% A3 3%
- Under 1 Year: Aaa 9% Aa2 9% A2 16% A1 17%
- 1-5 Years: Aaa 16% Aa2 9% A3 3%
- 5-10 Years: Aaa 9% Aa2 9% A3 3%
- 10-20 Years: Aaa 9% Aa2 9% A3 3%
- Over 20 Years: Aaa 9% Aa2 9% A3 3%

Bond Maturity Distribution

- Under 11-5 Years: 11.5%
- 5-10 Years: 0%
- 10-20 Years: 24.4%
- Over 20 Years: 0%

INVESTMENT PRODUCTS: NOT FDIC INSURED · NO BANK GUARANTEE · MAY LOSE VALUE

Please refer to the attached Disclosures for important information.

Page 3 of 4
Kiwanis International Long-Term Investment Portfolio

<table>
<thead>
<tr>
<th>MANAGER</th>
<th>Consumer Discretionary</th>
<th>Consumer Staples</th>
<th>Energy</th>
<th>Financials</th>
<th>Healthcare</th>
<th>Industrials</th>
<th>Information Technology</th>
<th>Materials</th>
<th>Telecom Services</th>
<th>Utilities</th>
<th>Cash / Other</th>
<th>Total</th>
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<tr>
<td>Neuberger</td>
<td>$ 452,196</td>
<td>$ 366,876</td>
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<td>$ 870,264</td>
<td>$ 127,980</td>
<td>$ -</td>
<td>$ 91,008</td>
<td>$ -</td>
<td>$ 284,400</td>
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<td>AIP</td>
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<td>$ 93,760</td>
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<td>$ 134,780</td>
<td>$ 143,570</td>
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<td>$ 242,099</td>
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<td>$ 74,762</td>
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<td>$ 123,744</td>
<td>$ 324,828</td>
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<td>TCW</td>
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<td>$ 90,937</td>
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<td>$ 93,299</td>
<td>$ 283,440</td>
<td>$ 51,964</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 102,747</td>
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<tr>
<td>Lazard</td>
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<td>$ 33,640</td>
<td>$ 35,322</td>
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<td>$ -</td>
<td>$ 84,100</td>
<td>$ 37,004</td>
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<td>$ 19,343</td>
<td>$ 359,107</td>
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<td>$ 841,000</td>
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<tr>
<td>Total</td>
<td>$ 1,700,778</td>
<td>$ 1,257,552</td>
<td>$ 1,103,555</td>
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<td>$ 502,103</td>
<td>$ 198,141</td>
<td>$ 998,929</td>
<td>$ 13,565,000</td>
</tr>
<tr>
<td>% Invested</td>
<td>12.5%</td>
<td>9.3%</td>
<td>8.1%</td>
<td>10.5%</td>
<td>11.4%</td>
<td>11.8%</td>
<td>20.1%</td>
<td>3.7%</td>
<td>3.7%</td>
<td>1.5%</td>
<td>7.4%</td>
<td></td>
</tr>
</tbody>
</table>
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

COMMUNICATION AND MARKETING COMMITTEE

Wednesday, June 28, 2012
Hilton Riverside Hotel
10:00 a.m. - 12:00 p.m. CDT
New Orleans, Louisiana USA

Committee Members

Pam Fleming, Chairperson
Jane Erickson
Clinton Green
Stephen Hill
Warren Mitchell
Lee Kuan Yong
Erin Bakemeyer, Staff Liaison
Stan D. Soderstrom, Staff Liaison

1. Call to Order

2. Consent Report

3. Action Report

4. Information Report
   a. Day at the White House, Washington DC
   b. KI Store at District Conventions
   c. KI Store Financials
   d. Rose Bowl Float
   e. Women in Kiwanis
Consent Report

None

Action Report

None

Information Report

a. Day at the White House, Washington DC

The Committee discussed the event to be hosted at The White House in September 2012. The Committee supports the Executive Committee’s decision to allocate funds and supports the staff to leverage this public relations opportunity.

b. KI Store at District Conventions

Previously, store materials were sent out and the shipping was paid both ways. Waiting for stores to return items that didn’t sell with credit card slips caused a long delay in processing income and restocking.

Now, the districts are given three packages for the districts to request having materials shipped to their district conventions which is providing a huge costs savings.

c. KI Store Financials

There is a $122,000 surplus in the store. Complaints are down substantially.

d. Rose Bowl Float

The Kiwanis International Board supports the California-Nevada-Hawaii District and Rose Float committee in its efforts to provide a float for Kiwanis International in the annual Rose Parade. Upon completion of the strategic plan, the Committee believes staff, in conjunction with the California-Nevada-Hawaii District and the Rose Float committee, should continue strategic discussions to develop a plan for financial support and marketing opportunities that provide by Kiwanis International’s participation in the Rose Parade.

e. Women in Kiwanis

Thanks to Trustee Jane Erickson and her subcommittee for their incredible work in such a short time period.
Tuesday, June 12, 2012
Conference Call
7:30 – 8:30 a.m. EST

Committee Members

____ John M. Johnson, Chairman
____ Sue Petrisin, ABSENT
____ Wen-Pin Su
____ Sjoerd R.J. Timmermans
____ John Shertzer, Staff Liaison
____ Michael W. Downs, Staff Liaison
____ Chris Martz, Staff Liaison
____ Elizabeth Warren, Staff Liaison

1. Call to Order

2. Consent Report

   a. None

3. Action Report

   a. None

4. Information Report

   a. SLP Growth and Support in the Asia-Pacific Region
   b. Anti-Bullying Initiatives
   c. Key Club and Circle K International Convention Updates
   d. Yell and Tell Program

5. Future Business

   a. Strengthening and Growing the Key Leader Program
KIWANIS INTERNATIONAL BOARD OF TRUSTEES

REPORT OF THE BOARD COMMITTEE ON PROGRAMS

Consent Report

None

Action Report

None

Information Report

a. SLP Growth in the Asia-Pacific Region

The committee discussed the development of Service Leadership Programs in the Asia-Pacific Region. Staff shared information and ideas from the recent Asia Pacific Education Conference, at which each ASPAC District’s SLP Chair was present. The following points/issues were presented to the committee by staff:

- According to the SLP Chairs, schools and education systems are harder to develop relationships with than in North America. Community-based SLPs (those hosted within non-school settings) may be a solution. KI staff will work to develop resources on how to build and sustain community-based SLPs.
- Japan has no SLPs. They would like to have KI consider the club satellites they have built for individuals aged 18-30 as potential SLPs. KI Staff will discuss how CKI might be an option for them. The Programs Committee members also commented on how if these are truly club satellites, an SLP designation is not really necessary.
- Taiwan is the leader in growing SLPs. They have the most Key Clubs and have set a goal of 60 K-Kids clubs for this coming year.
- Retention is an issue in all nations. Many SLPs are inactive.
- Key Club and CKI seem to be the SLPs to focus on.

Staff will continue to support the efforts of the SLP Chairs in ASPAC districts, including having quarterly conference calls and more continued education.

b. Anti-Bullying Initiatives

Staff shared updates on anti-bullying initiatives or actions coming from SLP:

- A forum at Kiwanis International Convention will focus on the bullying issue, and be presented by Lisa Pyron and a bullying expert from the University of New Orleans, Dr. Kimberly Mason.
• Staff will research the capability of creating downloadable anti-bullying posters that SLP clubs can use within their own schools. These would be developed in time for the start of the next academic year.

c. Key Club and Circle K International Convention Updates

Staff provided updates on the upcoming Circle K International and Key Club International conventions. As of 06/12/12, CKI has 182 registered for the Large Scale Service Project and 377 registered for convention. Key Club has 1700 registered for convention, which is significantly higher than last year.

d. Yell and Tell Program

Staff updated the committee on the potential of a new program offering – Yell and Tell. This is a program of the Davidson Foundation, led by Jean Davidson, who is the granddaughter of the founder of Harley-Davidson. It is a youth safety program that is already being implemented by some Kiwanis clubs. Further updates will be forthcoming as discussions continue.

Future Business

a. Strengthening and Growing the Key Leader Program

Further discussions will be held on how the Key Leader program could be strengthened by empowering the districts to handle more of the operational aspects.
<table>
<thead>
<tr>
<th>District</th>
<th>Circle K</th>
<th>Key Club</th>
<th>Aktion Club</th>
<th>Builders Club</th>
<th>Kkids</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>Active clubs</td>
<td>Inactive clubs</td>
<td>Active clubs</td>
<td>Inactive clubs</td>
<td>Active clubs</td>
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<tr>
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<td>4</td>
<td>6</td>
<td>2</td>
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</tbody>
</table>
Findings:

1. There seems to be a retention and sponsorship issue in Australia, Philippine Luzon, Philippine South, and Taiwan where certain SLP programs presented more inactive clubs than active ones.
2. Key clubs seem to be the most popular SLP program in ASPAC with a total of 97 clubs in the region including the inactive ones.

Other issues:

1. Korea expressed an interest in growing SLP programs but sought financial assistance from KI to hire an English-speaking staff and other necessary resources.
2. Philippine Luzon would like to see SLP growth numbers be accounted for Kiwanis growth scores.
3. Japan does not have SLP programs per se but has many youth groups attached to existing Kiwanis clubs as their club satellite. Japan expressed a cultural concern why adopting SLP program names might inhibit SLP movements in Japan. However, the sponsoring Kiwanis district is now seeking KI’s consideration to accept their youth satellite groups to be recognized as part of the SLP programs such as Circle K or Key Club so that the youth members can also enjoy the fellowship of their student counterparts in Circle K or Key Club.

Recommended actions:

1. SLP advisors in Australia, Philippine Luzon, Philippine South, and Taiwan districts to be contacted to work on the inactive clubs.
2. Thoughts and consideration to be given to Key Clubs in ASPAC region to bring together the students on an annual basis and encourage the growth of Key Club through substantial activities.
3. Forward issue #1 and #2 to the board for further discussion.
4. Further discussion on Japan’s request. This will help engage the students with the greater Circle K organization and foster growth in Japan.