TO:  Recipients of the Minutes of the October 12-16, 2011, Meeting of the Kiwanis International Board of Trustees

Attached are the proposed minutes of the October 12-16, 2011, 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, January 12-16, 2012, in New Orleans, Louisiana.

Sincerely,

[Signature]

Stan Soderstrom  
Executive Director

SDS/dap 

Enclosures
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KIWANIS INTERNATIONAL BOARD OF TRUSTEES

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MINUTES OF THE
MEETING OF THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

October 12-16, 2011

The meeting of the Board of Trustees of Kiwanis International was held at the Kiwanis International Office in Indianapolis, Indiana, October 12-16, 2011. 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, Oscar E. Knight, 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; Paul Palazzolo, Chair, 100th Anniversary Task Force; Randolph DeLay, Chair, The Eliminate Project Campaign Committee; Steven Spriggs, President, Circle K International; and Brinson Mitchell, Key Club International Representative.
The Committee of the Whole was called to order on Friday, October 14, 2011 at 2:30 p.m. in Indianapolis, Indiana. The Kiwanis International Board meeting was called to order by President Alan Penn on Saturday, October 15, 2011, at 2:00 p.m. in Indianapolis, Indiana. The following reports were received:

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

**REPORT OF THE IMMEDIATE PAST PRESIDENT**
The Report of the Immediate Past President, Sylvester Neal, is attached as Tab 02.

**REPORT OF THE PRESIDENT-ELECT**
The Report of the President-Elect Thomas E. DeJulio, is attached as Tab 03.

**REPORT OF THE VICE PRESIDENT**
The Report of the Vice President, Gunter Gasser, is attached as Tab 04.

**REPORT OF THE EXECUTIVE DIRECTOR**
The Report of the Executive Director, Stan D. Soderstrom, is attached as Tab 05.

**REPORT OF THE KIWANIS INTERNATIONAL FOUNDATION REPRESENTATIVE**
The Report of the Kiwanis International Foundation Representative, Peter Mancuso, is attached as Tab 06.

**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 07.

**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 08.

**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 09.
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 10.

REPORT OF THE KIWANIS INTERNATIONAL-EUROPEAN FEDERATION PRESIDENT
The Report of the Kiwanis International-European Federation President, Paul Inge Paulsen, is attached as Tab 11.

REPORT OF THE KIWANIS ASIA-PACIFIC CHAIR
The Report of the Kiwanis Asia-Pacific Chair, Adeline Chan Sui Lee, is attached as Tab 12.

APPROVAL OF JULY 6, 2011 MINUTES
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the minutes of the Board Meeting held July 6, 2011 in Geneva, Switzerland, as shown in Tab 13.

KIWANIS INTERNATIONAL SUBSIDIARY (CANADA), INC.

APPROVAL OF OFFICERS AND TRUSTEES OF KIWANIS INTERNATIONAL SUBSIDIARY (CANADA), INC.
Upon motion duly made, supported, and carried it was:

RESOLVED, That the 2011-12 Officers and Trustees of Kiwanis International shall be the 2011-12 Officers and Trustees of Kiwanis International Subsidiary (Canada), Inc.

RESOLVED, That the 2011-12 auditors for Kiwanis International shall be the same auditors as those for Kiwanis International Subsidiary (Canada), Inc.

RESOLVED, That 2011-12 Kiwanis International Trustee John R. Button be appointed as Agent for Kiwanis International Subsidiary (Canada), Inc.
APPROVAL OF THE UPDATED LIST OF 2011-12 INTERNATIONAL COMMITTEE APPOINTMENTS

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

RESOLVED, That the Kiwanis International Board approves the updated list of 2011-12 International Committee appointments, as shown in Tab 14.

REPORT OF THE PAST INTERNATIONAL PRESIDENTS COMMITTEE

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

RESOLVED, That the Kiwanis International Board receives the July 6, 2011 report of the Past International Presidents Committee, as shown in Tab 15.

REPORT OF THE 100TH ANNIVERSARY CELEBRATION TASK FORCE

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

RESOLVED, That the Kiwanis International Board accepts the 100th Anniversary Celebration Task Force Report presented by Chairman Paul Palazzolo, as shown in Tab 16.

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 17.

REPORT OF THE EXECUTIVE COMMITTEE

The Report of the 2011-12 Executive Committee, Alan Penn, Chairman, was presented. (Tab 18)
RESULTS FROM KIWANIS INTERNATIONAL OFFICERS LEADERSHIP RETREAT

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

RESOLVED, That the Kiwanis International Board creates a Strategic Planning Task Force to be appointed by the Kiwanis International President, President-Elect and Vice President. Members of the task force should include representatives from Kiwanis International, Kiwanis International Foundation, Kiwanis International-European Federation, Kiwanis Asia-Pacific, Circle K International, Key Club International and Staff and will exist through the 2013-14 year.

NEW TASK FORCES

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

RESOLVED, That the Kiwanis International Board creates the 25th Anniversary of Women Task Force for the administrative year 2011-12 and appoints Jane Erickson as the chair.

FURTHER RESOLVED, That the Kiwanis International Board creates the Business Partnerships Task Force through the administrative year 2013-14, reporting to the Kiwanis International Board through the appropriate committee. The members of this task force will be asked to serve a three-year term.

FURTHER RESOLVED, That the Kiwanis International Board creates the Kiwanis Institute of Volunteerism Task Force through the administrative year 2013-14, reporting to the Kiwanis International Board through the appropriate committee. The members of this task force will be asked to serve a three-year term.

SELECTION OF 2014 CONVENTION SITE

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

RESOLVED, That the Kiwanis International Board selects Macau as the site of the 2014 Kiwanis International Convention.
**SELECTION OF 2015 CONVENTION SITE**

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

**RESOLVED, That the Kiwanis International Board selects Indianapolis as the site of the 2015 Kiwanis International Convention.**

**BACKGROUND CHECK PLAN**

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

**RESOLVED, That the Kiwanis International Board implements an optional criminal history background check process, using an outside vendor, for clubs and districts desiring to conduct checks for members.**

**TRAVEL PROCEDURES**

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

**RESOLVED, That the Kiwanis International Board revises Procedures 178 – Travel Management and 179 – Travel Reimbursement by Kiwanis International, as shown in Action Report-Exhibit A.**

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. (Tab 19)

**REVIEW OF THE BOARD COMMITTEE RESPONSIBILITIES**

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

**RESOLVED, That the Kiwanis International Board approves the following revision to Procedure 102.4 – [Board Committee on] Education:**

6
102.4 – [Board Committee on] Education

The Board Committee on Education works to establish Kiwanis as a premier provider of education programs in order to develop competent, knowledgeable and ethical leaders. This Committee will concentrate on the education, training and leadership development programs offered by Kiwanis International including all offerings of Kiwanis University. This Committee’s focus is on educational and leadership development and programs. The International Committee on Leadership Education in the Americas, Asia-Pacific, and Europe, along with the International Committee on Technology Integration, all report to the Board Committee on Education.

ASIA-PACIFIC GROWTH AND EDUCATION FUNDING REQUESTS

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

RESOLVED, That the Kiwanis International Board approves funding for US$5,500 to conduct an “Asia-Pacific Nations Growth Summit” in conjunction with the Asia-Pacific Convention in March 2012, as shown in Action Report-Exhibit A. An evaluation of this effort will be provided to the Board after the meeting.

FURTHER RESOLVED, That the Kiwanis International Board approves US$7,300 funding to invite Area Coordinators for 2011-12 and 2012-13 and Master Instructors for 2011-12 from Sri Lanka and Indonesia to attend the Asia-Pacific Education Conference in May 2012, as shown in Action Report-Exhibit A. An evaluation of this effort will be provided to the Board after the meeting.

FURTHER RESOLVED, That the Kiwanis International Board approves subsidizing the attendance of club presidents and certified instructors for five nondistricted nations in the Asia-Pacific Region at the Malaysia District Club Leadership Education conference in July 2012 for a maximum expense of US$10,700, as shown in Action Report-Exhibit A. An evaluation of this effort will be provided to the Board after the meeting.

LATIN AMERICA EDUCATION CONFERENCE REQUEST

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

RESOLVED, That the Kiwanis International Board approves the 2012 Latin America Education Conference in approximately March or April and the required funding to support this meeting in the amount of US$9,535. An evaluation of this effort will be provided to the Board after the meeting.
RELATIONSHIP BETWEEN FACE-TO-FACE AND ONLINE CLUB LEADERSHIP EDUCATION

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

RESOLVED, That the Kiwanis International Board recognizes the online Club Leadership Education program as an equivalent alternative to the classroom/face-to-face delivery method.

CLUB LEADERSHIP EDUCATION ATTENDANCE EXPECTATIONS

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

RESOLVED, That, effective immediately, the Kiwanis International Board requires that the Club Leadership Education program be successfully completed by incoming club presidents and secretaries before assuming office. Completion will be verified by each district.

This completed the action of the Board Committee on Education 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. (Tab 20)

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 GRANTS

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

RESOLVED, That the Kiwanis International Board approves District Matching Grant requests from the districts of Korea, Taiwan and Australia. Grants for Taiwan and Australia are approved as submitted. The Grant Request from Korea titled “The 26th Club Officers Training” is approved as submitted.
FURTHER RESOLVED, That the Kiwanis International Board authorizes the Board Officers to approve the use of additional funds from the District Matching Grants budget, if they determine before the next Board meeting that additional resources would be beneficial to assist the districts of New Zealand-South Pacific and Australia in achieving their growth goals and retaining their current district status.

**KIWANIS MEMBERSHIP OPTIONS FOR SERVICE LEADERSHIP PROGRAMS PARENTS/GUARDIANS**

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

RESOLVED, That the Kiwanis International Board rescinds the following motion adopted at its meeting April 16, 2011:

RESOLVED, That the Kiwanis International Board agrees to pilot an at-large membership for Kiwanis parents/guardians group of Service Leadership Programs. The group would be affiliated through the Service Leadership Programs (SLP) club, rather than a Kiwanis club, and the SLP club will pay an annual fee of US$15 per sponsor US$5 to the district, US$10 to Kiwanis International.

**REVIEW OF DISTRICTS-IN-FORMATION**

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

RESOLVED, That the Kiwanis International Board reinstates Korea as a District.

**ALUMNI ASSOCIATION**

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

RESOLVED, That the Kiwanis International Board recognizes members of the Key Club International and Circle K International Alumni Associations as Kiwanis family members.

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. *(Tab 21)*
CONFLICT OF INTEREST GUIDELINES FOR DISTRICTS

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

RESOLVED, That the Kiwanis International Board approves the recommended policy on conflict of interest, as shown in Consent Report-Exhibit A, for use by districts.

FINANCIAL REPORTING DUTIES AMONG OFFICERS

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

RESOLVED, That the Kiwanis International Board presents the following amendment to Article XII, Sections 4 and 5, and Article XXIII, Section 8, to the House of Delegates at the 2012 International Convention in New Orleans, Louisiana:

ARTICLE XII. DUTIES OF OFFICERS

Section 4. Vice-President

The Vice-President shall regularly review and advise the Board of Trustees on the financial condition of Kiwanis International and make a report thereof at the annual International convention, and shall perform such duties as usually pertain to the office or as may be assigned from time to time by the President or the Board of Trustees. (7/2006)

Section 5. Executive Director

d. The Executive Director shall sign all documents issued by Kiwanis International when required; affix the corporate seal of the organization when required; keep the financial accounts and records; and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of Kiwanis International funds in the manner authorized and prescribed by the Board of Trustees. The Executive Director shall regularly review and advise the Board of Trustees on the financial condition of Kiwanis International. The financial accounts, records, and books of Kiwanis International shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. (6/2010)

e. The Executive Director shall make a report to Kiwanis International at the annual International convention and such other reports as directed by the President or the Board of Trustees. The financial accounts, records, and books of Kiwanis International shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. (6/2010)
ARTICLE XXIII. FINANCE AND ACCOUNTING

Section 8. The Board of Trustees shall provide for the annual audit of the books of accounts of Kiwanis International by certified public accountants, or in its discretion, an audit at more frequent periods. For audit purposes, the Executive Director and Vice-President shall submit all books, records, and vouchers.

CLARIFICATION REGARDING CHAIRMAN OF JOINT COMMITTEE OF KIWANIS INTERNATIONAL AND KIWANIS INTERNATIONAL FOUNDATION

RESOLVED, That the Kiwanis International Board adopts revisions to Policy C.5.g and Procedure 152.1 as shown below to provide greater clarity.

Policy C. General

6. Kiwanis International Foundation

   g. Joint Board Committee: As a means of maintaining mutual understanding and cooperation between the boards of trustees of Kiwanis International and the Kiwanis International Foundation, a Joint Committee shall be established and maintained, consisting of the Kiwanis International President, Immediate Past President, President-Elect, and Vice President and the Kiwanis International Foundation President, Immediate Past President, President-Elect, and Treasurer. Except when acting as the Performance Review Committee for the Executive Director, the Kiwanis International President shall be Chairman, with the same voting privileges as other members. (6/10)

The Joint Committee shall annually perform the appraisal of the Executive Director in accordance with Kiwanis International Procedure. The Joint Committee may consider other matters of mutual interest to both organizations and is authorized to make recommendations to either or both boards. (6/10)
PROCEDURE 152 - PERFORMANCE APPRAISAL AND OVERSIGHT OF THE EXECUTIVE DIRECTOR

152.1 - Performance Review Committee

There shall be a Performance Review Committee composed of The Joint Committee of Kiwanis International and the Kiwanis International Foundation Boards of Trustees, as defined in Policy, shall act as the Performance Review Committee for the Executive Director, shall be chaired by with the Immediate Past International President of Kiwanis International acting as Chairman. (10/90) (6/10)

FEDERATION BYLAWS COMPLIANCE WITH KIWANIS INTERNATIONAL BYLAWS

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

RESOLVED, That the Kiwanis International Board requests that the European Federation Board review and respond to the Federation Bylaw amendments shown in Action Report-Exhibit A. The goal is for a mutually-agreed version of these amendments to be presented to delegates at the 2012 European Federation Convention.

VARIATIONS OF DISTRICT DUES WAIVERS

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

RESOLVED, That Kiwanis International Board requests any districts that do not charge a charter member fee to cease or not implement dues waivers for charter members of new clubs the next administrative year, while the International Board evaluates the long-term impact of dues discounts.

TASK FORCE ON GOVERNING DOCUMENTS

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

RESOLVED, That the Kiwanis International Board accepts the Report of the Task Force on Governing Documents dated October 4, 2011, shown in Action Report-Exhibit B, and recommends that the proposed new Standard Form for Club Bylaws, new Club Policies, and “Concept Changes” be shared with the International Council meeting in January 2012 for discussion.
**TASK FORCE ON CONDUCT UNBECOMING**

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

RESOLVED, That the Kiwanis International Board accepts the Report of Task Force on Conduct Unbecoming dated September 26, 2011, as shown in Action Report-Exhibit C, and generally agrees with its conclusions and identified issues. The Board requests the Task Force to pursue these issues and report to the Board no later than April 2012.

**DISTRICT BYLAW AMENDMENTS**

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

RESOLVED, That the Kiwanis International Board declines approval of the amendment to Article XIV, Section 5, of the Ohio District bylaws waiving dues for charter members of a new club the next administrative year.

FURTHER RESOLVED, That the Kiwanis International Board declines approval of the amendment to Article II, Section 1, of the Michigan District bylaws, revising their Objects, because they do not conform to the Objects for districts established by Kiwanis International.

FURTHER RESOLVED, That the Kiwanis International Board declines approval of the amendment to Article XV, Section 4, of the Michigan District bylaws waiving dues for charter members of a new club the next administrative year. However, the Board approves deletion of the district charter member fee for new clubs, also formerly in Article XV, Section 4.

FURTHER RESOLVED, That the Kiwanis International Board approves the amendment to Article V, Section 2, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to clearly differentiate the Kiwanis International background check requirement from the district background check requirement:

> Section 2. Each Officer shall be an active or senior member in good standing in a club of the district, and shall have and maintain a clear criminal history background check conducted and verified by the Texas-Oklahoma District. The Governor and Governor-elect also shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International. Each Lieutenant Governor shall be an active or senior member in good standing in a club in the Division from which he/she is elected.
FURTHER RESOLVED, That Kiwanis International Board approves the amendment to Article IX, Section 1, of the Texas-Oklahoma District bylaws, provided the wording of the last sentence is adjusted as shown below to clearly differentiate the Kiwanis International background check requirement from the district background check requirement:

Each candidate for the offices of governor and governor-elect also shall have a clear criminal history background check conducted and verified by Kiwanis International as well as a background check conducted and verified by the Texas-Oklahoma District.

FURTHER RESOLVED, That the Kiwanis International Board declines approval of the amendment to Article VIII, new Section 16, of the Texas-Oklahoma District bylaws because authority over exhibitors at district conventions is the purview of the district board.

FURTHER RESOLVED, That the Kiwanis International Board approves the amendment to Article XIII, Section 1a, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to conform to the Standard Form and eliminate accidental discrepancies:

Section 1. Each member club shall pay to the district for each of its members, with the exception of these members identified at subsection (b) or honorary members, the sum of $23.00 per annum as dues and $3.50 per annum as the subscription price of the district bulletin. The total amount shall be due annually on October 1, payable not later than sixty (60) days thereafter, and is to be based upon the annual membership report of the respective clubs to Kiwanis International as of September 30. The total amount shall include all district charges other than the new member add fee and registration fees for district conventions or conferences. Subscriptions fees will be used primarily to produce the district bulletin; however, any surplus bulletin funds will be used to assist the district, clubs, and divisions in website or technology development and the use of this technology and other media to spread the word about Kiwanis activities in their communities.

FURTHER RESOLVED, That the Kiwanis International Board approves the amendment to Article XIII, Section 2, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to clarify operations:

Section 2. Each new club shall pay to the District a $20.00 enrollment fee for each charter member. A new club organized during the first quarter of the Kiwanis administrative year (October 1 – December 31) will pay full dues for its charter members the following administrative year. For new clubs organized during the last three quarters of the administrative year (January 1 – September 30), payment of charter member fees shall also be considered payment of dues for all charter members of the club for the following administrative year.
FURTHER RESOLVED, That the Kiwanis International Board approves the amendment to Article XIII, Section 3, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to clarify the fee:

   Section 3. A fee for each new member of no more than the amount of district dues (including bulletin subscription fee) shall be paid to the district on a graduated scale according to the following chart. [No changes to chart.]

FURTHER RESOLVED, That the Kiwanis International Board approves the amendment to Article XV, Section 1, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to clarify the language:

   Section 1. The Board of Trustees, in connection with the Governor and Secretary, shall see to the issuance of a District Newsletter, which will be available to all members on the district website, with printed copies available to members upon request to the District Office.

FURTHER RESOLVED, That the Kiwanis International Board declines approval of the amendment to Article IX, first paragraph through Section 9.22, of the Wisconsin-Upp Michigan District bylaws regarding the location of district conventions because such determination is the purview of the district board. The district board may instead adopt a policy stating the rotation process.

FURTHER RESOLVED, That the Kiwanis International Board approves the deletion of Article X, Section 6, and amendment to Article XI, Section 1, of the Pacific Northwest District bylaws; however, because it has accidentally deleted the following concept entirely, it must be added to Article VIII, Section 16, to complete the necessary adjustments and comply with the Standard Form:

   The preference will be to call a council meeting to be held during the period provided for district conventions. Such council shall be comprised of the Board and other persons having the status of delegates-at-large to all district conventions.

**Potential Kiwanis International Bylaws Amendments**

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

RESOLVED, That the Kiwanis International Board presents the International Bylaw amendments shown in Action Report-Exhibit D to the International Council meeting in January 2012 for possible adoption, and refers drafting of such amendments to the International Committee on Resolutions and Bylaws by no later than November 18, 2011.
FURTHER RESOLVED, That the Kiwanis International Board presents the International Bylaw amendments, also as shown in Action Report-Exhibit D, to the House of Delegates at the 2012 International Convention in New Orleans, Louisiana, and refers drafting of such amendments to the International Committee on Resolutions and Bylaws by no later than November 18, 2011, so they can be reviewed first by the International Council meeting in January 2012.

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. (Tab 22)

REVIEW OF CURRENT FINANCIAL SUMMARY AND YTD BUDGET VS. ACTUAL

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

RESOLVED, That the Kiwanis International Board receives and accepts the July 2011 Financial Summary, as shown in Consent Report-Exhibit A.

GENERAL LIABILITY INSURANCE RENEWAL

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

RESOLVED, That the Kiwanis International Board accepts the renewal option as proposed for general liability insurance for the US and Canadian clubs keeping the annual cost the same at $12.00 per member to maintain the insurance reserve fund.

INTERNATIONAL COUNCIL REGISTRATION FEE

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

RESOLVED, That the Kiwanis International Board authorizes a registration fee of US$175 to members of Council, invited Kiwanis guests and all spouses. The registration fee will help defray the cost of meals for all registered participants and the cost of any background checks required to attend this meeting. The registration fee will not be charged to the Circle K International Board, Key Club International Board, Staff and a limited number of invited guests.
Upon motion duly made, supported, and carried it was:

**RESOLVED, That the Kiwanis International Board approves the registration fees for the 2012 Kiwanis International Convention to be US$195 for early registration, US$250 for regular registration, US$300 for late and on-site registration, and US$100 for Host Committee registration, providing estimated total registration income of US$1,194,000 to produce a balanced budget.**

**2010-11 AUDIT REPORT REVIEW AND APPROVAL**

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

**RESOLVED, That the Kiwanis International Board authorizes the Board Committee on Audit and Finance to consider and approve the Audit Report for fiscal year 2010-11 for receipt by the Board at its January 2012 meeting.**

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. *(Tab 23)*

**KIWANIS BRAND**

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

**RESOLVED, That the Kiwanis International Board, through the Board Committee on Communications and Marketing, continues to work with Portland, a branding consultant, to develop a clear, well articulated brand identity and strategy that would complement the Kiwanis strategic plan.**

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. (Tab 24)

KIF GRANT APPLICATION – AKTION CLUB TRAINING AND LEADERSHIP CONFERENCE

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

RESOLVED, That the Kiwanis International Board endorses the submission of the Aktion Club grant application to the Kiwanis International Foundation, as shown in Consent Report-Exhibit A.

KIF GRANT APPLICATION – CIRCLE K LEADERSHIP ACADEMY

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

RESOLVED, That the Kiwanis International Board endorses the submission of the Circle K International grant application to the Kiwanis International Foundation, as shown in Consent Report-Exhibit B.

KIF GRANT APPLICATION – KEY LEADER

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

RESOLVED, That the Kiwanis International Board endorses the submission of the Key Leader grant application to the Kiwanis International Foundation, as shown in Consent Report-Exhibit C.

APPROVAL OF AMENDMENTS TO THE CIRCLE K INTERNATIONAL BYLAWS

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

RESOLVED, That the Kiwanis International Board approves the amendments to the Circle K International Bylaws passed by the CKI House of Delegates at the 2011 Circle K International Convention, as shown in Consent Report-Exhibit D.
**Revisions to Circle K International Bylaws**

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

RESOLVED, That the Kiwanis International Board requests that the CKI Board and Staff review and revise the Circle K International bylaws for housekeeping and accuracy, with assistance from professional sources as needed.

**Approval of Amendments to the Key Club International Bylaws**

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

RESOLVED, That the Kiwanis International Board approves amendment #2 to the Key Club International Bylaws passed by the Key Club House of Delegates at the 2011 Key Club International Convention, as shown in Consent Report-Exhibit E, and does not approve amendments #1, #3, and #4, also shown in Exhibit E.

**CKI Board Vacancy/No Confidence Policy**

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

RESOLVED, That the Kiwanis International Board instructs the CKI Board to leave the Subregion A Representative position open until the 2012 Circle K International Convention when delegates will elect the 2012-13 Board of Representatives. The CKI Vice-President should continue to serve as the CKI Board representative to Subregion A districts.

FURTHER RESOLVED, That the Kiwanis International Board requests that the Executive Committee of the CKI Board work in conjunction with Staff and selected Kiwanis International Board members to address the issue of “no confidence” in CKI elections, as well as how to ensure quality candidates run for each CKI Board position. The group shall submit a report with its findings at the next Kiwanis International Board Meeting. It is suggested that Robert’s Rules of Order and recommendations from parliamentary experts be used to guide the discussions.

**Anti-Bullying Initiative**

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

RESOLVED, That the Kiwanis International Board requests that Service Leadership Programs Staff develop a consistent anti-bullying message for the Kiwanis family.
ensuring that host schools and sites are aware of Kiwanis’s commitment towards the issue. In addition, Staff should develop resources to help K-Kids, Builders Clubs, Key Leader, and Key Clubs initiate anti-bullying campaigns in their host schools.

**KIWANIS JUNIOR**

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

**RESOLVED, That the Kiwanis International Board requests the European Federation to research how to transition Kiwanis Junior members to Kiwanis club membership and to report back to the International Board, via the Programs Committee, at its April 2012 meeting.**

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

**APPROVAL OF CHIEF FINANCIAL OFFICER (CFO) POSITION**

**RESOLVED, That the Kiwanis International Board directs the Executive Director to establish the Staff position of Chief Financial Officer (CFO) reporting to the Executive Director who will initiate the appropriate search process as soon as possible. Input on qualifications, salary range, and job description will be secured from the joint committee of officers of the Kiwanis International and Kiwanis International Foundation Executive Officers and given to the Executive Director for consideration. The process is to be completed by the January 2012 Kiwanis International Board meeting.**

**NEXT BOARD MEETING – JANUARY 11-16, 2012**

The next meeting of the Board of Trustees will be January 11-16, 2012 in New Orleans, Louisiana.

The meeting adjourned sine die on Saturday, October 16, 2012, at 4:30 p.m.
A very busy but fruitful year. Enjoyed every minute of it because of the leadership and service provided by members, officers, and staff at the club, district, and international level.

**A very busy time after the Kiwanis International Convention in Geneva.**
- Jeri and I hosted a presidential tour of Switzerland for a group of 40 of our Kiwanis friends. We saw a number of sites of interest in the country. Most satisfying was the greeting we had in so many towns by a Kiwanis sign. The Swiss Kiwanians know how to market our brand.
- Jeri and I hosted a few dignitaries at the Ohio Kiwanis Golf Outing in Canton, Ohio July 18-21. Jack and Jackie Harten, Randy and Drue DeLay were fun guests at the event.
- We visited Youngstown on July 29th to celebrate the 95th anniversary of this Kiwanis club. Two interesting trivia items about this club. They have met in the same location for 95 years. They received their charter from George Hixson.
- August 2nd and 3rd with the help of our area directors we conducted our first conference call with the 2011-12 Governors. This was to help districts stay focused on growth as we end the year while jump starting our need for growth in the coming year. International Growth Chair Paul Palazzolo, and North American Growth Chair Patrick Ewing joined in the call. We will continue these calls the first Tuesday and Wednesday of each month. Future calls will be via Skype video.
- Our goal is to also have similar conference calls with our governors in Europe and Asia-Pacific beginning in October.
- Jeri and our family were surprised with a reception at the Ohio Kiwanis Convention in Toledo, Ohio. Over 300 Ohio Kiwanis friends gathered to celebrate another Kiwanis President from Ohio. My 87 year-old father drove up from Lakeland, Florida to attend. What a tribute.
- Club celebrations attended: West Toledo, Wooster, Akron, Fremont, Barberton, Medina Breakfast.
- Visited Washington DC to discuss our need to have a presence in the US congress. Also visited the White House office on community service. Preliminary plans in the works for an International Conference on Volunteerism hosted by Kiwanis in Spring of 2012.
- We attended the Texas-Oklahoma District convention. It was a cruise to Cozumel. Great convention. Lots of Zellers fellowship members honored. Maybe Kiwanis should consider a cruise for an International Convention in 2016 or 2017?

By the time you read this report we will have had our first ever Officer Retreat which included the KI, KIF, KIEF, and ASPAC officers. Our goal was to further refine our organization’s strategic plan and to address issues that will impact our organization over the next 3-5 years. A full report will be included in the Board minutes of the October meeting.

Respectfully submitted,

Alan Penn
President
It has been an honor to serve this organization as President for the 2010-2011 administrative year. My sincere thanks to the entire fire team and general membership for your support and contributions. The most challenging and most rewarding aspect of this past year has been my use of social media to help promote Kiwanis. It allowed me to be more accessible to our members and maintain contact/interactions in a way I never envisioned. I have been inspired by these unique communications. Thank you!

However, now is not the time to look backwards. We face challenges which will require bold and creative solutions. It is critical for this board to develop new strategic initiatives in leadership, training and growth. We must also recognize the impact of the global recession on the organization and on our individual members. Tough choices will have to be made to ensure an appropriate rate of return as we deal with our financial issues.

I look forward to continue working with the present leadership and on both boards to help make this organization more relevant to our members and our mission.

Respectfully submitted,

Sylvester Neal
Immediate Past President
During the past three months, more intense planning for the 2012-13 Kiwanis year began, including preparations for the Governors-Elect Education Conference in Indianapolis in early November. Recognizing the importance of developing a "team spirit", I have sent personal letters (in all languages) to newly elected Governors-Elect. As many as 30 officers have already become "Facebook Friends" on a special "group page" designed exclusively for those who will serve as 2012-13 District Governors.

Newly elected Vice President Dr. Gunter Gasser and I also met in New York City over two days to discuss a seamless transition and the work of the Audit and Finance Committee. We will have a meeting with the newly retained BKD Auditors during the October Board meeting.

I was pleased to have represented Kiwanis International and attend two meetings in Washington DC and in Boston during the summer with business leaders from the United States concerned over critical unmet needs in Early Childhood Development. The meetings with officials of the Pew Charitable Trust’s Partnership for America’s Economic Success (PAES) yielded contacts with high-impact business leaders who can help Kiwanis clubs in the United States brand their service projects more visibly and inform the general public about the Kiwanis Brand as leading "advocates" for Young Children, Priority One.

In September, I participated in an “Executive Officers Retreat” in Indianapolis that was conceived by 2011-12 KI President Alan Penn. Strategic meetings were held with the leaders of the Kiwanis International-European Federation and Kiwanis Asia-Pacific that were very productive and established stronger working relationships. We clarified our understanding of the meaning of “International” and “One Kiwanis”, and we pledged to improve communications.

With very short notice, I had the honor to present the Charter Zeller Fellowship Award to the President of the Republic of Philippines, Benigno S. Aquino III, whose General Consul in New York offered to work with our organization in its Global Campaign for Children. This is just one example how the ELIMINATE Project can open doors to those who can help us transform and develop Kiwanis as the world’s leading service organization.

Respectfully submitted,

Thomas E. DeJulio
President-Elect
KIWANIS INTERNATIONAL’S VICE PRESIDENT REPORT
TO THE BOARD OF TRUSTEES
OCTOBER 12-16, 2011

My predecessor was so kind to use his last report to focus on what has been in past years, and still is, the primary responsibility of the position of Vice President. He also met with me directly to give special information about financial issues.

Since the 2011 Geneva convention, I have been given the opportunity to participate in regularly scheduled telephone conferences with the current executive officers; a useful method to be well informed.

These are good examples to demonstrate how to pass the baton of leadership to a successor. I can echo the philosophy of ROC, ROI and ARS for non-profit organization in all budget planning and I am sure we will follow this path. ROC - no past expenditure or budget line items escapes renewed scrutiny to achieve reduction of costs. ROI -no expenditure is summarily dismissed if it delivers a measurable return on investment ARS -no opportunity is overlooked to offset the continuing dependence on dues dollars with alternative revenue sources.

Hearing at the last board meeting that the financial condition of Kiwanis International is basically sound and knowing that I will work together with very experienced and motivated KI staff and the board’s independent financial advisor makes me confident, that although we have great challenges through ELIMINATE and the worldwide present state of economy, we will have a successful start.

Since the 2011 Geneva convention, I attended the conventions of two assigned districts, Nebraska-Iowa and Taiwan. Both districts, although they are totally different cultures, are strong, well managed, strive for growth and work hard for ELIMINATE. In the Nebraska-Iowa District, change management in organization is planned by installing regional trustees. In the Taiwan district, charities are successfully used for branding of Kiwanis. These charities are well known in Taiwan and mentioned in many newspapers. I have taken my assigned seat at the Kiwanis International Foundation and I am looking forward to taking on this challenge. In my home district, I attended a district summer meeting for growth and ELIMINATE and attended a charter night of a new Kiwanis Club in Vienna.
After writing this report, my next action will be the leadership retreat in Indianapolis, a highlight, because the ability to plan long-term while maximizing performance in the short-term is a must for NGO officers. Before the October Board meeting, I will attend the board meeting of my home district, the KI-EF board meeting, the European growth summit and the KIF meeting with European district chair-persons in Prague. A meeting with the chairperson of the KI Audit & Finance committee and the Kiwanis auditors is organized by our financial advisor, Rick Arnold, in Indianapolis.

Respectfully submitted,

Gunter Gasser
Vice President
October 2011

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

We have now completed another Kiwanis administrative year.

It is appropriate that I begin this report with a note of sincere gratitude to Presidents Sylvester Neal and Jack Harten for their dedicated, passionate work for our organization. We moved the organization forward in many ways, and their abilities to lead, cooperate and discern have been tremendous assets during this past year.

2010-11 will be remembered as the year we accomplished the following:

 We launched The Eliminate Project, negotiating and signed a memorandum of understanding with UNICEF and US Fund for UNICEF.
 We launched The Eliminate Project fundraising campaign, raising almost US$6 million in cash and pledges.
 We provided our first maternal and neonatal tetanus grant of US$ 750,000.
 We held our first non-North American convention in ten years.
 We achieved all-time high membership marks for all of our Service Leadership Programs.
 We produced our first leadership conference for Aktion Club.
 We launched our CKI and Key Club alumni programs.
 We produced a combined Kiwanis annual report in the April issue of Kiwanis magazine.
 We held our first annual meeting of our Foundation at a session where every convention delegate could attend.

Highlights of 2010-11 Q4 Work

1. **Initiate The Eliminate Project and the associated fundraising campaign.**
   In Geneva, we officially kicked-off our fundraising campaign. Although fundraising had begun prior to the convention, by October 1, 2011 we exceeded US$ 6 million in cash and pledges. Our start-up expenses have been approximately US$ 1.7 million.

   The campaign team continues to be built, and 160 multi-division coordinators have been selected and are being trained during the months of September, October and November. A separate report from the campaign will be presented to both Boards at their respective meetings.
This month, we will finalize the US$ 3.0 million dollar loan (line-of-credit) agreement between Kiwanis International and the Kiwanis International Foundation. We are building our staff fundraising team at the present time, and will add five new Foundation employees. All of these steps are consistent with our campaign fundraising plan and the budgets approved by both Boards.

2. Create new revenue sources.
   We await the completion of the work and report of IEG, sponsorship/fundraising consultants we retained to undertake a 16 week project that began in August. The project should be completed in mid-November, and a plan will be formulated accordingly.

3. Launch a Key Club and Circle K alumni association.
   We have now located and enrolled almost 4,000 Key Club and Circle K alumni. This is slightly short of our goal of 5,000 by September 30. We have a week-long campaign planned for November, and still hope we can achieve 10,000 alumni members by the end of 2011.

4. Improved technology platforms.
   Now that our KiwanisOne online reporting is available to clubs in our core languages, clubs can provide reporting, roster updating, and other key functions online. We will spend much of the coming three months trying to resolve delayed membership reporting issues and central data challenges (especially with Europe districts). One central membership database with real-time reporting by clubs is the only solution to correct membership numbers. Chief Technology Officer Scott Smith has been assigned to work out of our Gent office through December to continue this work.

   Raisers Edge, our new fundraising software, has been implemented and staff training continues. This system became fully implemented October 3, 2011.

5. Foundation ratings.
   Charity Navigator has announced a change in how it will evaluate foundations in the future. There are now two “sub-rating areas,” Accountability and Transparency, and Financial. We now have 4 out of 5 stars in the Accountability and Transparency area (we need to correct our records retention policy deficiency). In the Financial area, we still are at an unacceptable level of percent of funds spent on programs (grants, education, etc), and this will not improve until we are granting funds though The Eliminate Project. We have raised our overall rating from zero to one star.

   As I prepare this report, we do not yet have the final 2010-11 membership totals. Whether we achieve a net gain or not, we have to realize that we must continue to improve our growth efforts, and that new club building, existing club recruitment, and member retention will always be the three essential ingredients to our organization growing. I plan to share a separate document on 2010-11 membership at the KI Board meeting.
7. **Conventions.**  
Work for New Orleans is underway, and we will be able to report on the convention to the Boards. Our most significant challenge regarding our conventions remains the funding base. At the present time, we are subject to the volatility of attendance, which is clearly impacted by economic conditions, geography, elections and proposed amendments at the convention, etc. I support the plan to reconsider the proposed convention fee for consideration and adoption.

8. **KI Council.**  
We have completed a plan for Kiwanis International Council in New Orleans, January 12-14, 2012. The Foundation Board meeting will take place on the days prior to the Council meeting. The Kiwanis International Board committee meetings will take place before the Council meeting, with the full Board meeting after Council adjourns. Past Presidents, governors, and district secretaries/executive directors meetings will also be facilitated before and during Council.

A separate document will be provided to the Boards.

9. **Organization Finances.**  
While we have been blessed with strong investment portfolios over the last several years, the volatility seen in world stock markets in the last quarter reminds us that we will continue to experience both periods of increase and decline. Our commitments to numerous costly projects in the first half of the 2011-12 budget will cause us to watch our cash flow very closely. It may be prudent to delay some expenditures (such as building renovation and updates) until later in the year. The KI Board Committee on Audit and Finance will be encouraged to review this throughout the year.

10. **Kiwanis Leadership Retreat.**  
In September 2011, key Kiwanis leaders from across the international organization came together over three days to discuss some key strategic issues for Kiwanis. A summary of retreat outcomes will be distributed to both Boards, and there are within that document, several recommendations that warrant further discussion, consideration and possible implementation.

**Kiwanis Family Store Transition**

We had several service shortfalls in our transition to outside merchandise vendors, and during August and September our performance level dropped below acceptable standards. There were three main issues:

1. The inventory counts on some items, especially those that would normally be purchased in quantity (i.e., pencils, buttons, stickers), contained errors, thus resulting in actual lower quantities of stock than we expected.
2. The lower inventory counts were in many key product lines that are typically ordered in August and September (i.e., Terrific Kids and BUG merchandise) thus causing us to be out of stock on important product lines.
3. Inventory SKU numbers were incorrect on several lines, thus some shipments to customers didn’t contain the right merchandise.

Our staff team spent numerous days on site at the vendor’s warehouse to resolve all inventory system issues, and new merchandise was ordered where depleted stock had been discovered. We have been generous in offers of free shipping and discounts of replacement merchandise to “do whatever it takes” to get our clubs supported. We believe most of these issues are now solved, but will closely monitor the situation.

Closing

At the meetings that lie ahead of us, our Committee agendas are quite full. I urge us all to realize we have an entire year before us, and that all of our work does not have to be accomplished in October. A good, well-thought Committee recommendation and Board decision based upon as much information as we can accumulate is always better than a hurried, hasty decision that lacks proper deliberation, collaboration and information gathering.

Thank you for the opportunity to work with you.

Respectfully submitted,

Stan D. Soderstrom  
Executive Director

October 5, 2011
Kiwanis International Foundation Report

October 12, 2011

Dashboard Update

Contributions are coming into the foundation. Below is the dashboard as of September 30th:

### Kiwanis International Foundation

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<td>New Donors (First Time Giving)</td>
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<td>Revenue Per New Donor</td>
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<td>2010 End of Year Appeal</td>
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<td>New Hixsons</td>
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<td>Walter Zellers</td>
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<td>Eliminate Global Campaign (as of 10/1/2011)</td>
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<td>Bequest gifts to Heritage Society Endowment</td>
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<td>Total YTD 2010-2011 Gifts</td>
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### Fundraising Assignments

Chief Operating Officer Ann Updegraff Spleth and Chief Fundraising Officer Matt Morris have developed assigned lists for each to pursue in major gift, planned gift and campaign fundraising.
**Planned Giving**

A renewed focus on securing and documenting planned gifts is underway via personal visits and a targeted mail marketing program.

**Eliminate Project**

Foundation staff members are heavily involved with the eliminate Project, supporting the campaign with detailed reports, processing gifts, sending out Zeller awards, and soliciting Lead and Major gifts.

The KIF Board Executive Committee has been working on campaign Giving Guidelines to be considered by KIF board on September 30, 2011. There were a large number of successful District Convention Zeller presentations. Foundation operational/grantmaking income is down as campaign gifts increase. Last year’s individual gifts at this point were $984,103…. $70,135 of which was for Eliminate. As of 9/30/2011 individual giving is $1,478,842.20…..$936,632.92 of which is for Eliminate. So, non-Eliminate individual giving to the Foundation is down $273,123.37 from last year. While this is not uncommon during a campaign, it is a trend we need to keep an eye on. This trend will impact our capacity for grantmaking.

Interviews are underway for new Foundation staff who will be assigned to the Eliminate Project team. This is a part of the campaign plan which was adopted by the KIF Board in our Geneva meeting.

**Annual Club Gift**

The Annual Club Gift is now running approximately $23,000 ahead of the last year, notwithstanding the emphasis on fundraising for the Eliminate Project.

**Founder’s Circle Eagle**

A Founder’s Circle Eagle was presented to Reid and Kathy Allen of Pasadena at the California-Nevada-Hawaii District Convention by Foundation COO Ann Updegraff Spleth.

**Raiser’s Edge Software**

The transition to Raiser’s Edge software for tracking donations is anticipated to be completed in early October.

**KI/KIF Audit Committee**

BKD, our new KI/KIF auditors, are on board, subject to the execution of their engagement letter, which was modified after review by the KI and KIF finance chairs and our attorney.

**Planning Retreat**

A planning retreat for KI, KIF, KIEF and Kiwanis Asia-Pacific officers was held last month, which introduced us to our European and Asian colleagues and provided valuable insights as to how KIF can better serve their needs.

Respectfully submitted,

Peter J. Mancuso
Kiwanis International Foundation President-Elect
CIRCLE K INTERNATIONAL BOARD COUNSELOR REPORT
TO THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES
OCTOBER 12-16, 2011

I was invited to attend the Governors and Administrators Training Conference (GATC) in April. This was held in Indianapolis and I was very excited to be with the Kiwanians that are leading these students in our districts and the governors that are leading our Circle K members. Staff did an outstanding job in laying out the framework in which our student leaders could show their ingenuity and leadership in setting up the weekends training.

Circle K International held its International Convention in Virginia Beach, Virginia this past June. Starting off the week was a Large Scale Service Project (LSSP) followed by the convention itself. The highlight of the convention was the election of the International Board.

Steven Spriggs  President  Texas A & M
Melanie Walter  Vice-president  Winona State University
Lisa Watson  Sub-region B Representative  San Diego State University
Daniel Tsang  Sub-region C Representative  Loyola University of Chicago
Laura Perkins  Sub-region D Representative  West Texas A & M University
Amelia Ahnert  Sub-region E Representative  Pennsylvania State University-University Park
Robert Acerra  Sub-region F Representative  Monmouth University
Lincois Ewers  Sub-region G Representative  University of West Indies at MONA

Sub-region A and B were not elected at the convention, but Lisa Watson was chosen as the representative for Sub-region B shortly after the convention. The Board was instructed to leave Sub-region A vacant until after the KI Board meeting and our pending discussion concerning the questions about the voting procedures.

The board attended the board trainer meeting in Indianapolis on July 14-17, 2011. This was the first time the board was able to meet and bond as the Circle K International Board. I was sorry that I was unable to attend (I was still in Europe) but I have heard from staff and board members that it was a great training.
Other highlights of the ICON was the attendance and address of President-elect Alan Penn. Also, Jason Barger, author of “Step Back from the Baggage Claim” was well received. I enjoyed being with fellow Trustees Alan Penn, Stewart Ross, and Sue Petrisin.

Another big plus to the convention was watching the excitement of the Circle K board as they learned how they can be involved in The Eliminate Project.

This board and its president, Steven Spriggs, is in the process of figuring out the best way to communicate with each other in order to best serve Circle K International and the members. They are trying new ideas and incorporating new technology when advisable. I am hoping that we might learn from their diligent planning with the use of different social mediums. I am in the process of learning DOODLE. I hope to be a “Doodler” by our meeting.

Circle K is growing at unprecedented numbers. Oct 1, 2010 Circle K started with an all-time high of 12,666 members. As of the beginning of this month they are at 13,332 members and will undoubtedly set a new record. We need to learn from our SLP’s.

I want to thank Stewart Ross, John Shertzer and Chris Martz for their help in bringing me into the intriguing world of Circle K.

It is an honor to be associated with the college students and watch them develop their leadership skills. They are a great representation of our future and we must do everything possible to make sure they remain in the Kiwanis Family.

Respectfully submitted,

John M. Johnson
Circle K International Board Counselor
In January 2011, I was appointed to serve as the board counselor to the Key Club International board. I have participated in the following service leadership programs activities:

- Service Leadership Program conference, Indianapolis, IN
- Strategic planning session, Key Club International, Indianapolis, IN
- District Convention, Indiana District of Key Club International, Indianapolis, IN
- Key Club Governors and Administrators training conference, Orlando, FL
- Circle K International International Convention, Virginia Beach, VA
- Key Club International Convention, Phoenix, AZ
- Key Club Leadership Conference and board meeting, Indianapolis, IN
- Aktion Club District Conference, Indianapolis, IN

2011 Key Club International Convention, Phoenix, Arizona

Over 2,000 young adults and leaders participated in the international convention in Phoenix. President XinLei “Tony” Wang and the 2010-2011 International Board did a fantastic job presiding over the activities. Workshops and sessions were well attended and covered a variety of leadership and service topics. The Eliminate Project was introduced and well-received. The participants raised over $15,000 in a walk and the selling of t-shirts for The Eliminate Project. Several bylaw amendments were considered by the House of Delegates and the 2011-2012 International Board was elected.

Ms. Annie Lewandowski from the Pacific Northwest District of Key Club International was elected president. Ms. Catt Lovins was elected as international vice president. Elected to serve as trustees and the respective districts they represent include:

- Nick DePorzio, New York, New Jersey, Ohio
- Jared Greene, Jamaica, Carolinas, Florida
- Somya Gupta, Indiana, West Virginia, Wisconsin-Upper Michigan
- Yoo Eun Kim, California-Nevada-Hawaii, Utah-Idaho, Michigan
- Kayla Lash, Montana, Capital, Eastern Canada
- Lucy McDermott, Minnesota-Dakotas, Alabama, New England
- Randolph McKinnie, Caribbean-Atlantic, Missouri-Arkansas, Pennsylvania
- Rebecca Riley, Kansas, Texas-Oklahoma, Georgia
- Alan Wang, Kentucky-Tennessee, Louisiana-Mississippi-West Tennessee, Bahamas
- Austin Wu, Rocky Mountains, Illinois-Eastern Iowa, Nebraska-Iowa
- Josiah Zitterkob, Pacific Northwest, Southwest, KIWIN’s
Membership Record!

For the first time in the history of Key Club International, August 2011 records showed that Key Club International broke through the 260,000 member mark! Congratulations! What will this year bring?

I encourage you to contact the Key Club board member who represents your counseled districts and introduce yourself. Use this opportunity to learn about who they are and what their goals are for the year.

I look forward to an exciting year as our leaders take Key Club to the next level!

Respectfully submitted,

Sue Petrisin

Sue Petrisin
Key Club International Counselor
President Alan, honored Board members and guests,

Thank you for allowing me to attend your meeting here in Indianapolis. It is a great honor for me to be here representing the officers and members of the Kiwanis International-European Federation (KIEF).

To my knowledge it is the first time that Kiwanis leaders in other regions are invited to attend a meeting of Kiwanis International Board of Trustees.

To us, we appreciate this as a token of the will to acknowledge the fact that Kiwanis is more than the North American continent. This signal that the Board now sends to the Kiwanis members in Europe and also in Asia-Pacific, will be welcomed with approving nods from our members in these regions.

BE PREPARED – ALWAYS PREPARED
My 25 years background from the Scouting movement has taught me that preparations are important. However, only one week after having taken the office as the President of KIEF, I am filled with awe and great expectations for the great task that is ahead of me. I am proud to say that the leadership of KIEF has done a great job in teaching and preparing me for the year to come.

I have also learned a lot from “my two Kiwanis-Bosses,” Past President Bo Shafer and President Alan Penn. In KIEF, the Vice President has the responsibility for Growth, while the President-elect leads the training and education. Therefore, I have obtained some vital knowledge of these two very important areas.

CHALLENGES ARE INSPIRING
The two years I have served on the KIEF Board have been both interesting and, some would maybe say, quite turbulent. It is my strong belief that through friendship and mutual respect, our Board shall manage to bring the Federation quickly back into good standing.

During last year, we managed to successfully complete the negotiations between KI and KIEF that ended in a very distinct and clear agreement that describes the relationship between the two parties. It will be a challenge for both Boards to make sure that the obligations are met in a satisfactory way.
WHERE IS KIWANIS IN EUROPE GOING?
As you have probably seen, Europe has been showing a steady annual growth for the last five years, both in number of clubs as well as members. The KIEF committees show that we intend to follow this path. As a result, we have created a new club building as well as a membership committee this year. To achieve this continuing growth we need well educated leaders both in districts and clubs. Education and training are therefore a high priority area.

SERVICE IS THE KEYWORD
For the 2011-12 International Team, SERVICE is the key word. The more service we can provide, the more of the other magic words we get, such as growth, publicity, interesting guests and attention to our great World Service Project. I am very pleased to report to you that the Eliminate Project has been received with great enthusiasm in all the European nations, and we have the best hopes that Europe will contribute very well with our great task in saving all the millions of mothers and babies.

WE WANT TO GROW
My motto for the year has been used in my home district Norden for many years and it states: “Vil vi, så kan vi!” (norwegian) and means : “We can if we want!” It is under this motto we shall do our utmost to maintain the growth rate we have in Europe. We all understand that it is imperative to take advantage of the goodwill we will have from the Eliminate Project and tell people that “the more hands – the more service.” Part of our growth shall come in the Kiwanis Nations of Eastern Europe. We need to make it easier for these nations to grow in the district-building way.

Europe will continue to grow by maintaining the recipe we have followed for decades: “Build your clubs by quality, not by quantity.”

Again, thank you for letting me address you.

I am looking forward to a fantastic year in service for the children of the world. I will also contribute to create and enjoy a good and fruitful relationship with the Kiwanis International Board of Trustees, Executive Director Stan Soderstrom, and the Staff of Kiwanis International.

Last, but not least, my goal is to have a creative and fun year full of service with President Alan and the Team of 2011-12.

I am looking forward to presenting you with our success stories in my future reports.

Respectfully submitted,

Paul Inge Paulsen
KIEF President
Kiwanis Asia-Pacific (AS PAC)  

Report  
To  
Kiwanis International Board  
October 2011  

Report Prepared by  
Adeline Chan  
Chairman  
KIWANIS ASIA-PACIFIC
Introduction

2011-12 Kiwanis Asia-Pacific Board

Chairman: Adeline Chan (Malaysia)
Chair-elect: Boy Valencia (Phil Luzon)
Vice-Chair: Tadao Oda (Japan)
Imm. Past Chair: Bette Eavestaff (NZ-SP)
Secretary/Treasurer: Teng Cheng Chong (Singapore)

8 District Governors
3 Nations Representatives (Indonesia, SL, Pakistan)
2 International Trustees (Taiwan, Malaysia)
Convention Org. Chair (Sri Lanka)

Growth: Boy Valencia
Nations: Tadao Oda
Education: Maria Chee
SLP: Dr. Wen-Pin Su
Key Leader: Andrew Heng
Bylaws: Lee Kuan Yong
Webmaster: Ken Archer

Kiwanis Asia-Pacific Staff Liaison: Christina Hale
Service Director: Teresa Chen
OUR THEME

BUILDING OUR LEGACY IN SERVICE
UNITED WE GROW

OUR KIWANIS ASIA-PACIFIC GOALS 2022-12

Kiwanis Asia-Pacific Goals are in line with the districts’ and nations’ goals and in line with Kiwanis International goals.

1. GROWTH
2. SERVICE LEADERSHIP PROGRAM
3. MATERNAL NEONATAL TETANUS
4. COMMUNICATION

GROWTH

8-10 percent growth

Buddy system to assist districts and nations in need
Constant update of progress
Ideas from districts

To achieve growth, we need
Leadership training
Regional training conference
Staff support and translation service

SERVICE LEADERSHIP PROGRAM

To encourage SLP in all districts and nations
To promote our Kiwanis branded program in Terrific Kids,
Bring Up Grades and Key Leader

MATERNAL NEONATAL TETANUS (MNT)

To achieve our Kiwanis Asia-Pacific pledge of saving the lives of 100,000 lives before September 30, 2012.

Based on the strong support we are receiving, we believe this can easily be achieved before the deadline.

Report Prepared by
Adeline Chan
Chairman
KIWANIS ASIA-PACIFIC
In order to help Kiwanis Asia-Pacific grow, the board has also set up base for the future.

- Establish of a three year rolling plan – to be updated by the Chair annually.
- We have assigned the Vice-Chair to oversee all matters relating to the nations.
- Monthly Skype conference for the nations (started in May 2011) – Tadao.
- Chairman-Elect to focus on districts’ growth.
- Similar Skype conference for the district growth chairs (to be conducted by Boy Valencia.
- Sharing of training materials and experiences.
- Similar Skype conference for the district training chairs (to be conducted by Maria Chee).
- Availability of training material sent to districts/nations when requested.

A new term is around the corner, happy to inform the board that the incoming Kiwanis Asia-Pacific team has already started their ground work right after the Kiwanis Asia-Pacific Convention in March. They are all committed to give their best to help Kiwanis grow.
REPORT OF THE REPRESENTATIVE TO
SERVICE LEADERSHIP PROGRAMS-EUROPE
TO THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES
OCTOBER 12-16, 2011

2011-12 Kiwanis International-European Federation President Paul-Inge Paulsen has assigned a committee for Kiwanis Junior.

Members are:
- Jan Radon (Czech Republic/Slovakia)
- Anna Maldzis (Poland)
- Sergio Giummo (Italy)
- Olivier Laufer (France)
- Henk Oostdam (The Netherlands)

During the Kiwanis International-European Federation Board meeting, this committee will begin its activities and I hope to be invited during its meeting in Prague in October.

In Europe, there are a couple of districts with Kiwanis Junior clubs and some Key club initiatives.

As my assignment as Representative to Service Leadership Programs-Europe is for the 2011-12 administrative year, there is currently nothing else to report at this time.

Respectfully submitted,

Sjoerd R.J. Timmermans
Service Leadership Programs-Europe Representative
Generally speaking, SLP programs have been stably developed and progressed in Asia-Pacific.

- Malaysia and Australia have established the entire family of SLP programs.
- Circle K and Key Clubs have entered Taiwan, Philippines, Korea and New Zealand. 36 Key Clubs were chartered last year in Taiwan.
- The Key Leader program has been developed into an Asia-Pacific version and was organized in Malaysia and Singapore. Indonesia and Sri Lanka also have expressed interest.
- The SLP program in Asia-Pacific is a model different from North American programs.

Points of Interests:
1. The Key Leader Program has been organized in Malaysia for several years and has developed a complete model. Malaysia has trained seed trainers who can help other interested countries. Singapore has just completed the first Key Leader camp, which is well received by both students and parents. So far, Singapore is planning to develop seed trainers so the program could take root in Singapore. Additionally, Indonesia and Sri Lanka are interested in the Key Leader program and are learning from Malaysia.
2. Key Club, Builders Club and K-Kids can be developed in international schools in Asia. Many schools use English or even American curriculum that emphasizes students’ leadership development. Parents and teachers have shown interest in Kiwanis, Circle K or Key Clubs. This all makes it easier to promote SLP.
3. Periodically, Key Club and Circle K publications are mailed to international school libraries to introduce SLP.
4. All Asia-Pacific districts that have Key Clubs and/or Circle K Clubs have expressed interest in an annual meeting. However, this is only an idea for now because of the lack of organizers.
5. SLP in Japan focuses on Circle K clubs. However, due to convenient store chains such as OK or Circle K in Asia, Japan’s SLP is not organized as student associations, but satellite groups of Kiwanis. Kiwanians invite their children to join the satellite groups. Currently, this type of organization has been quite successful and the district will continue its efforts.
6. The public sector in Asia-Pacific often has different resources to assist SLP’s development. For example, the Malaysia District works with the education sector to introduce the entire family of SLP programs. The Taiwan District is promoting volunteerism in schools. The Youth Affairs Commission also assists students’ participation in international conferences or volunteer activities with resources. Similar resources that are available in many countries can help global expansion of SLP.
Questions and Challenges

1. Many sponsoring Kiwanis clubs are not familiar with SLP, and encounter many difficulties when sponsoring SLP. Some of them eventually give up, especially in non-English speaking countries. Currently, the Asia-Pacific Education Conference that is held in the spring is the only opportunity to train district SLP leaders. We need more education to help sponsor clubs work with young people.

2. SLP has great potential in Taiwan, Korea and Japan. However, most students are not familiar with English. Currently, most SLP materials are in English and translation is largely dependent on each district. Limited by resources, districts are unable to produce good-quality materials. Therefore, it’s important that KI provide funding for standard SLP materials in different languages to assist SLP development in non-English speaking countries. We also should provide sponsoring clubs training materials in different languages.

3. Currently, Korea has three to four international schools where students desire to have Key Clubs. However, the lack of local sponsoring clubs slows the process. Korea DIF wants the SLP members to be included as part of the Kiwanis membership base. Because KI does not agree, Korea has lost interest in developing SLP.

4. Currently, only Malaysia has Key Leader seed trainers in Asia-Pacific. Singapore plans to develop seed trainers. KI is lacking Korean, Chinese and French-speaking seed trainers. Therefore, SLP in non-English speaking countries is not growing as well as in North America. However, Asia-Pacific is a good market for Key Leaders. KI needs to invest in development opportunities.

5. Because of high exam pressure, Taiwan has no Builders club and K-Kids. This may change after the mandatory education extends to 12 years.

Below is a chart showing the current membership data and the district SLP contact information.

### Kiwanis SLP in Asia Pacific Region

**Updated October 2011**

Note: Numbers in parentheses represent clubs that are suspended or inactive.

<table>
<thead>
<tr>
<th>Country</th>
<th>Circle K</th>
<th>Key Club</th>
<th>Aktion</th>
<th>Builders</th>
<th>K-Kids</th>
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<td>3</td>
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<td>0</td>
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<td>13 (1)</td>
<td>3</td>
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<td>3 (9)</td>
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<td>Country</td>
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<td>Skype</td>
<td>Email</td>
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<td>----------------</td>
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<td>------------------------------</td>
</tr>
<tr>
<td>Australia</td>
<td>Tania Allen</td>
<td>61882516526</td>
<td>610417808204</td>
<td>tania.allen71</td>
<td><a href="mailto:tanian@senet.com.au">tanian@senet.com.au</a></td>
</tr>
<tr>
<td>Japan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:japandist@japankiwanis.org.jp">japandist@japankiwanis.org.jp</a></td>
</tr>
<tr>
<td>Korea DIF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:kiwaniskorea@kiwanis.or.kr">kiwaniskorea@kiwanis.or.kr</a></td>
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<tr>
<td>Malaysia</td>
<td>Gary Wong</td>
<td>60122033083</td>
<td></td>
<td>Gazza88</td>
<td><a href="mailto:garyklwong@gmail.com">garyklwong@gmail.com</a></td>
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<tr>
<td>NZ-SP</td>
<td>Mark Franken</td>
<td>0211506593</td>
<td></td>
<td></td>
<td><a href="mailto:mark-franken@clear.net.nz">mark-franken@clear.net.nz</a></td>
</tr>
<tr>
<td>Phil Luzon</td>
<td>Verona Sacdalan</td>
<td>09209479502</td>
<td></td>
<td></td>
<td><a href="mailto:ronasacdalan@yahoo.com">ronasacdalan@yahoo.com</a></td>
</tr>
<tr>
<td>Phil South</td>
<td>Gilbert Ardivilla</td>
<td>0365229219</td>
<td></td>
<td></td>
<td><a href="mailto:ardivillia.visioncare@gmail.com">ardivillia.visioncare@gmail.com</a></td>
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<td>Taiwan</td>
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<td></td>
<td></td>
<td><a href="mailto:kiwanis@kiwanis.org.tw">kiwanis@kiwanis.org.tw</a></td>
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</tbody>
</table>
| ND ASPAC    |                |              |                  |                | Singapore: tquek@qindustries.com
|             |                |              |                  |                | Sri Lanka: dayarat@dialogsl.net |

Respectfully submitted,

Wen-Pin Su, Representative
Service Leadership Programs – Asia-Pacific
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KIWANIS INTERNATIONAL BOARD OF TRUSTEES

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The meeting of the Board of Trustees of Kiwanis International was held at the Starling Hotel, Geneva, Switzerland, July 6, 2011. Those present were: Sylvester Neal, President; Paul G. Palazzolo, Immediate Past President; Alan Penn, President-Elect; Thomas E. DeJulio, Vice President; Stan D. Soderstrom, Executive Director; John R. Button, M.D., Pam Fleming, Pietro Grasso, William E. Hutchinson, James S. Jennings, John M. Johnson, Oscar E. Knight, Tadao Oda, Susan A. Petrisin, Jerome E. Peuler, Jr., Stewart Ross, Ph.D., Wen-Pin Su, Sjoerd R.J. Timmermans, and Robert Vande Rieviere. Guest: D. Hugh Siggins, President-Elect, Kiwanis International Foundation. Absent: Bascom L. Allen, Sr.
The meeting was called to order by President Sylvester Neal on Wednesday, July 6, at 8:00 a.m. in Geneva, Switzerland. Invocation was given by Trustee Pam Fleming.

The following reports were received:

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

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

**REPORT OF THE VICE PRESIDENT**
The Report of the Vice President, Thomas E. DeJulio, 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, D. Hugh Siggins, is attached as Tab 05.

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

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

**APPROVAL OF APRIL 13-16, 2011 MINUTES**

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

RESOLVED, That the Minutes of the Board Meeting held April 13-16, 2011, in Indianapolis, Indiana, USA, be approved, as shown in Tab 08.
APPROVAL OF 2011-12 INTERNATIONAL COMMITTEE CHAIRS AND MEMBERS

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

RESOLVED, That the Kiwanis International Board approves the list of 2011-12 International Committee Chairs and Members as shown in Tab 09.

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 Tab 10.

APPROVAL OF 2011-12 BOARD COMMITTEES

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

RESOLVED, That the Kiwanis International Board approves the 2011-12 Board Committees as shown in Tab 11.

APPROVAL OF 2011-12 BOARD COUNSELOR ASSIGNMENTS

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

RESOLVED, That the Kiwanis International Board approves the 2011-12 Board Counselor assignments as shown in Tab 12.

APPROVAL OF NEW TASK FORCE DELTA

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

RESOLVED, That the Kiwanis International Board approves the creation of a new Task Force DELTA with potential members (pending invitation and acceptance) and duties as shown in Tab 13.
THE ELIMINATE PROJECT UPDATE

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

RESOLVED, That the Kiwanis International Board receives and accepts The Eliminate Update report provided by The Eliminate Project Campaign Committee Chair, Randy DeLay, as shown in Tab 14.

REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE

The Report of the 2010-11 Board Committee on Audit and Finance, Thomas E. DeJulio, Chairman, was presented. (Tab 15)

APRIL 2011 FINANCIAL SUMMARY REPORT AND THE MAY 2011 YTD BUDGET VS. ACTUAL REPORT

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

RESOLVED, That the Kiwanis International Board receives and accepts the April 2011 Financial Summary, as shown below in Consent Report-Exhibit A.

2011-12 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 2011-12 budgets for Kiwanis International for the Operating Fund (deficit US$359,060), The Eliminate Project (surplus US$0), Magazine Fund (surplus US$45,440), Convention Fund (surplus US$95,680), Liability Insurance Fund (surplus US$194,857), and Property Fund (surplus US$0) for a total deficit for all funds for Kiwanis International of US$23,083.

FURTHER RESOLVED, That the Kiwanis International Board approves the 2011-12 budgets for Circle K International Membership (surplus US$45,652), Circle K Convention (surplus US$11,082) and Circle K Subsidized (surplus US$0) for a total surplus of US$56,734.

FURTHER RESOLVED, That the Kiwanis International Board approves the 2011-12 budgets for Key Club International Membership (surplus US$183,382), Key Club Convention (surplus US$10,683), Key Leader (deficit US$2,149), Builders Club (surplus US$0), K-Kids (surplus US$0) and Key Club Subsidized (surplus US$0) for a total surplus of US$191,916, as shown in Action Report-Exhibit A.
FURTHER RESOLVED, That the Kiwanis International Board approves the funding for the listing of new initiatives proposed by Staff in the amount of US$95,450 to be included in the 2011-12 budget for Kiwanis International, as shown in Action Report-Exhibit A.

FURTHER RESOLVED, That the Kiwanis International Board approves the funding for a Kiwanis-Family Board Officer Retreat in September 2011 in the amount of US$30,050 to be included in the 2010-11 budget for Kiwanis International.

FURTHER RESOLVED, That the Kiwanis International Board approves the funding for an International Council Meeting in New Orleans in January 2012 in the amount of US$242,056, as shown in Action Report-Exhibit A (US$262,792 less US$20,736 for Governor Regional Conferences not held) to be included in the 2011-12 budget for Kiwanis International. The Kiwanis budget will pay for the expenses of members of Council only. Invitees that are not members of Council will be responsible for their own travel expenses. All attendees will be responsible for paying a registration fee to offset meal and other costs of Council. The Kiwanis International Board will determine the registration fee amount at the October 2011 meeting.

ELIMINATE PROJECT MASTER FINANCIAL PLAN AND BUDGETS FOR 2010-11 AND 2011-12

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

RESOLVED, That the Kiwanis International Board endorses the budgets for The Eliminate Project for approval by the Kiwanis International Foundation Board for 2010-11 year (surplus US$2,927,762), 2011-12 year (surplus US$14,163,246), and for all five years (2010-2015) (surplus US$94,280,155), as shown in Action Report-Exhibit B.

FURTHER RESOLVED, That the Kiwanis International Board endorses that all revenues and expenses of The Eliminate Project, beginning October 1, 2010, be recorded in the financial records (books) of the Kiwanis International Foundation as approved by the KIF Board and recommended by the recently-hired auditing company of BKD, LLP.

FURTHER RESOLVED, That the Kiwanis International Board approves a grant to Kiwanis International Foundation in the sum of US$1 million for The Eliminate Project for 2010-11.

FURTHER RESOLVED, That the Kiwanis International Board approves an unsecured line of credit to the Kiwanis International Foundation in the amount of $3 million for The Eliminate Project campaign. Such lending agreement shall be in writing and subject to the conditions associated with an arms’ length transaction including interest, as executed by the Executive Officers of Kiwanis International and the Kiwanis International Foundation.
**IEG SPONSORSHIP AUDIT**

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

**RESOLVED, That the Kiwanis International Board endorses the approval of the IEG contract that would provide a possible means for Key Club to develop a methodology for obtaining additional funding for its programs. The contract amount, totaling US$135,000, shall be funded by Key Club reserves or unspent funds from 2010-11.**

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

**SELECTION OF 2014 CONVENTION SITE**

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

**RESOLVED, That the Kiwanis International Board will select the site for the 2014 Kiwanis International convention when a financially viable site in the Asia-Pacific Region is identified and selected by the Board.**

**CALIFORNIA-NEVADA-HAWAII KIWIN’S DISTRICT OF KEY CLUB INTERNATIONAL**

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

**RESOLVED, That the Kiwanis International Board rescinds the action taken in April 2011 requesting the California-Nevada-Hawaii District to develop a plan to eliminate the KIWIN’S name and merge into the California-Nevada-Hawaii Key Club District.**

**FURTHER RESOLVED, That the Kiwanis International Board requests the California-Nevada-Hawaii District to prepare and present a plan by September 30, 2013 for the Board’s evaluation of the District’s recommendations to handle the KIWIN’S organization.**

Opposed: Jerome E. Peuler, Jr.

**CIRCLE K INTERNATIONAL ELECTIONS ISSUE**

Following action of the Board at its April 2011 meeting, which removed the “no confidence” option in Circle K elections from the Circle K International Bylaws, no candidate was elected to the Circle K International Board from Sub Region A. The Board seeks clarification on several issues related to the Circle K election.

Upon motion duly made, supported, and carried it was:
RESOLVED, That the Kiwanis International Board asks the Executive Director to inform the Circle K International Board to take no action to elect a representative from Sub Region A.

NEXT BOARD MEETING – OCTOBER 12-16, 2011

The next meeting of the Board of Trustees will be October 12-16, 2011, in Indianapolis, Indiana.

The meeting adjourned sine die on Wednesday, July 6, 2011, at 2:30 p.m.
# International Committees and Presidential Appointments

By Alan Penn  
As of October 12, 2011
(Shading indicates changes since June 15)

## International Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Member</th>
<th>Member</th>
<th>Member</th>
<th>Board Cmte.</th>
<th>Staff Liaison</th>
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<tbody>
<tr>
<td>Growth: Kiwanis Worldwide</td>
<td>Paul Palazzolo</td>
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<td>Membership</td>
<td>Jill Madinger</td>
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<td>Illinois-E.Iowa</td>
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<tr>
<td>Growth: Americas &amp; Caribbean</td>
<td>Patrick Ewing</td>
<td>Shannon Stowe</td>
<td>Tom Crawford</td>
<td>Sheron Cameron-Dunn</td>
<td>Dennis Oliver</td>
<td>Roy Talley</td>
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<td>Pacific NW</td>
<td>Rocky Mountain (Central West)</td>
<td>Ohio (Midwest)</td>
<td>EC&amp;C (The Caribbean)</td>
<td>La-Ms-W.Tn. (Southeast)</td>
<td>Cal-Nev-Ha (West)</td>
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<td></td>
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<td>Maria DeLourdes Valarezo (Ecuador-Latin America)</td>
<td>Teresa Tanner (Indiana-North Central)</td>
<td>Mike Kirchner (New England-Northeast)</td>
<td>Jan Radon (Czech Rep/Slovakia)</td>
<td>Karol Balog (Poland)</td>
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<tr>
<td>Growth: Europe</td>
<td>Marie-Jeanne Boutroy</td>
<td>Paul Sharman</td>
<td>Hedi Merillat</td>
<td>Jan Radon</td>
<td>Karol Balog</td>
<td>Jill Madinger</td>
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<td>France-Monaco</td>
<td>United Kingdom</td>
<td>Switz-Liech.</td>
<td>Czech Rep/Slovakia</td>
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<tr>
<td>Growth: Asia-Pacific</td>
<td>Boy Valencia</td>
<td>Rae Pidgeon</td>
<td>Takeshi Kusakabe</td>
<td>Choi Young-Min</td>
<td>Tony Goh</td>
<td>Mike McIvor</td>
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<td>Inclusion</td>
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<td>Carole Ferrel-Coley</td>
<td>Randy Johnson</td>
<td>Oscar Domingo</td>
<td>Kari Rasmussen</td>
<td>Linwood &quot;Nat&quot;</td>
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<td>Marc Litwack</td>
<td>Carrie Johnson</td>
<td>Jeff Eble</td>
<td>Bill Yarborough</td>
<td>Chad Lehman</td>
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<td>John Jordan</td>
<td>(non-Kiwanian)</td>
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Page 1
### 2011-12 INTERNATIONAL COMMITTEES and PRESIDENTIAL APPOINTMENTS

By Alan Penn * As of October 12, 2011

(Shading indicates changes since June 15)

<table>
<thead>
<tr>
<th>Committee</th>
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<th>Board Cmte.</th>
<th>Staff Liaison</th>
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<tbody>
<tr>
<td><strong>Women's Advisory Committee</strong></td>
<td>Kelly Steck-James Rocky Mt.</td>
<td>Elke McCumber EC&amp;C</td>
<td>Ellen Arnold Pennsylvania</td>
<td>Jeri Penn Ohio</td>
<td>Barb Patrick Ky-Tn.</td>
<td>Doris Choo Malaysia</td>
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<td>Yvonne Holley Capital</td>
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<td>Valeria Gringeri Italy-San Marino</td>
<td>Dee Talley Cal-Nev-Ha</td>
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*(Female partners of KI Board & KIF Board who are Kiwanis members are also ex-officio members)*

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<tr>
<td>Aktion Club</td>
<td>Jack Hilborn</td>
<td>Dave Koohy New England</td>
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<td>Howard Jackson Cal-Nev-Ha</td>
<td>Floyd Hutzell Neb-Iowa</td>
<td>Fred Lah Ah Chai Malaysia</td>
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<td>Katie Griffin</td>
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<td>Stuart McCormack EC&amp;C</td>
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<td>Builders Club</td>
<td>Jack Zierdt</td>
<td>Suzanne Lemak Ohio</td>
<td>George DeLisle New England</td>
<td>Kevin Yates Alabama</td>
<td>Oskar Gudjonsson Iceland-Faroes</td>
<td>Stephanie Carrasco Southwest</td>
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<td>Kiwanis Kids</td>
<td>Don Sanker</td>
<td>Sharon O'Neal Ohio</td>
<td>Dewey Smith Georgia</td>
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<tr>
<td>Kiwanis Key Leader Advisory Committee</td>
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<td>Glen Bagnell EC&amp;C (Volunteer)</td>
<td>Robby Chaney Mo-Ark (Key Club)</td>
<td>Jim Core Capital (Key Club Alum)</td>
<td>Carolyn Hansen Ill-E.Iowa (Resource K'n)</td>
<td>Bob Hillhouse Ky-Tn. (Volunteer)</td>
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<td>John Hiscock Capital (Key Club Alum)</td>
<td>Kent Keith Indiana (Non-mbr Resource)</td>
<td>Oscar Knight Cal-Nev-Ha (K.I. Board Rep)</td>
<td>Nicole McDermott Capital (Volunteer)</td>
<td>Aimee Meissner New Jersey (Key Club)</td>
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# 2011-12 INTERNATIONAL COMMITTEES and PRESIDENTIAL APPOINTMENTS

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<tr>
<td>Young Children: Priority One</td>
<td>Ron Jackson</td>
<td>Penny Ecarius</td>
<td>Neil Simmons</td>
<td>Romy Mariano</td>
<td>Grete Hvardal</td>
<td>Ann Raymond</td>
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<td>Beth Kindschi</td>
<td>Avanti Kollaram</td>
<td>Mary Ann</td>
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<td>Kiwanis One Day</td>
<td>Ken Archer</td>
<td>John DeVilbiss</td>
<td>Nelson Tucker</td>
<td>Don Dudey</td>
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<td>Leadership Education: Americas &amp; Caribbean</td>
<td>Preston Forbes</td>
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<td>Leadership Education: Europe</td>
<td>Vincent Salembier</td>
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<td>Maria Chee</td>
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<td>Seiichi Akiyama</td>
<td>Son Sung Gon</td>
<td>Michel Fongue</td>
<td>Andy Mojica</td>
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### Resolutions & Bylaws

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<th>Board Cmte.</th>
<th>Staff Liaison</th>
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<tr>
<td></td>
<td>Paul Palazzolo</td>
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<td>Randy DeLat</td>
<td>Bob McCurley</td>
<td>Paul Inge Paulsen</td>
<td>Adeline Chan</td>
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<td>Diana O'Brien</td>
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### Past Intl. Presidents

- Don Canaday
- Indiana
- (All Past International Presidents are automatically members)
- Executive
- Jeff Oatess

### Past Intl. Trustees

- Bascom Allen
- La-Ms-W.Tn.
- Webster James
- Carolinas
- Lenny Simmons
- La-Ms-W.Tn.
- Stan Storey
- Florida
- Mark Rabaut
- Michigan
- Peter Wullenweber
- Germany
- Executive
- Jeff Oatess

### District Secretaries

- Frank Murphy
- Neb-Iowa
- (1 yr term)
- Leah Moretz
- Carolinas
- (1 yr term)
- Pam Bilby
- Rocky Mt.
- (2 yr term)
- Kevin Thomas
- Pennsylvania
- (3 yr term)
- Jim Steele
- EC&C
- (3 yr term)
- Pete Horton
- Cal-Nev-Ha
- (2 yr term)
- Executive
- Joan Wilson & Jeff Oatess

### Background Check Appeals Committee

- Louise Regelin
- Pacific NW
- (1 year left)
- Fred Bishop
- New England
- (2 years left)
- Don Goodfellow
- W. Canada
- (3 yr term)
- (No others to be appointed)
- Executive
- Lisa Heindricks

### 100th Anniversary Celebration

- Paul Palazzolo
- Illinois-E.Iowa
- Troy Dibley
- Capital
- Glen Bagnell
- EC&C
- Jea Nae Remala
- Illinois-E.Iowa
- Herb Hayde
- Southwest
- Gunter Gasser
- Austria
- Executive
- Jeff Oatess

### SPECIAL TASK FORCES

- (Some of these have three-year assignments, as noted)

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<tr>
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<td>Governing Documents</td>
<td>Nettles Brown</td>
<td>Ralph Wilson</td>
<td>Pat Cooney</td>
<td>Elizabeth Tezza</td>
<td>Ulrich Märki</td>
<td>Governance</td>
<td>Diana O'Brien</td>
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<td>100th Anniversary Celebration</td>
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<td>Joe Corace</td>
<td>Chris Zock</td>
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By Alan Penn * As of October 12, 2011

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<td>Kevin Dean</td>
<td>Jim Core (Non-Mbr)</td>
<td>William Sims (Non-Mbr)</td>
<td>Kyle LeCroy (Non-Mbr)</td>
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<td>Diana O’Brien</td>
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<td>Johanna Einarsdóttir</td>
<td>Merit Remond</td>
<td>Falleta Allen</td>
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### 2011-12 INTERNATIONAL COMMITTEES and PRESIDENTIAL APPOINTMENTS

By Alan Penn * As of October 12, 2011
(Shading indicates changes since June 15)

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Member</th>
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**INTERNATIONAL CONVENTION CHAIRS: 2012 - New Orleans**

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<tr>
<td>Host Chair</td>
<td>Joe Pratt</td>
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<td>(Executive, if needed)</td>
<td>Sarah Hayden</td>
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<td>Joe Pratt</td>
<td>La-Ms-W.Tn.</td>
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<td>(Host Vice-Chair, if any)</td>
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<td>Frank McDonald</td>
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<td>Lenny Simmons</td>
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<td>Elections Chair</td>
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<td>Christina Hale?</td>
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<td>Joe Eppolito</td>
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<td>Jeff Oatess</td>
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<td>Elaine Cummings-Bullard, Indiana</td>
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***** The Host Chair and host district will make the following chair and members appointments, shown for reference only *****

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<tr>
<th>Liaisons</th>
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<td>2011-12 INTERNATIONAL COMMITTEES and PRESIDENTIAL APPOINTMENTS</td>
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<td>Liaisons to Groups Outside Kiwanis</td>
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Page 6
2011-12 INTERNATIONAL COMMITTEES and PRESIDENTIAL APPOINTMENTS
By Alan Penn * As of October 12, 2011
(Shading indicates changes since June 15)

<table>
<thead>
<tr>
<th>BOARD COUNSELORS/LIAISONS TO SERVICE LEADERSHIP PROGRAMS</th>
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<tr>
<td><strong>Key Club Intl.</strong> Board Counselor</td>
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<td>Sue Petrisin</td>
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<th>BOARD LIAISONS TO LEADERSHIP EDUCATION COMMITTEES</th>
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<td>Sylvester Neal</td>
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<tr>
<th>NEW TRUSTEE ORIENTATION TEAM <em>(Each President appoints two 2-year terms)</em></th>
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<tr>
<td>Sue Petrisin <em>(2-yr term)</em></td>
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<td>Denise Parker</td>
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REPORT OF THE COMMITTEE
OF
PAST INTERNATIONAL PRESIDENTS
TO
THE MEETING OF THE BOARD OF TRUSTEES

Date of Committee Meeting: July 6, 2011

Place of Committee Meeting: Starling Hotel - Geneva, Switzerland

Members Present: Wil Blechman, M.D.; Nettles Brown; Donald R. Canaday; Gerald P. Christiano; Anton J. Kaiser; William L. Lieber; Robert L. Moore; Ian Perdriau AM; Stephen K. Siemens; Nelson Tucker; Case Van Kleef

Members Absent: Glen M. Bagnell, C.M.; Wes H. Bartlett; Brian G. Cunat; Frank J. DiNoto; Merald T. Enstad; Raymond W. Lansford; Noris A. Lusche; Ted R. Osborn; Gene R. Overholt; Bo Shafer; Eyjofur Sigurdsson; Arthur D. Swanberg; Juan F. Torres, M.D.; Donald E. Williams

Chairman: David A. Curry

Others: Paul G. Palazzolo, Immediate Past President
        Alan Penn, President-elect
        Randy DeLay, Eliminate Campaign Chairman
        Stan Soderstrom, Executive Director
        Tifany Lake, Eliminate Campaign
        Lindsay Marciniak, Eliminate Campaign
        Jill Madinger, Kiwanis Staff

Staff Liaisons: Jeff Oatess, Kiwanis Staff

Chairman Curry called the official meeting of the Committee of Past International Presidents to order.
ELIMINATE CAMPAIGN –
Campaign chairman Randy DeLay addressed the Committee and updated them on the status of the campaign to date. Highlights included -

- District coordinators have been assigned and three orientations/training sessions occurred in May; one in Europe, one in Asia and one in the USA.
- A “Zeller”, named after Walter Zeller, the Kiwanian that produced the seed money for the Foundation, is an award that recognizes gifts to the campaign of $1,250 and to date 200 people have given.
- Several different levels of donor recognition have been identified/created.
  - Lead gift – Donor promises to give $100,000 over five years
  - Major gift – Donor pledges $25,000 over five years
  - Model club - $750 per member average. To date there are 16 clubs at this level. (Zellers count towards this)
- $2 million pledged to date with much more coming the week of convention
- The MOU with the US Fund for UNICEF has been signed.
- The Cape Coral, Florida, USA club has pledged $100,000
- This year is the, “year of leadership” in which we build the foundational leadership to marshal the campaign going forward, next year is, “the year of inspiration”.

As designated campaign ambassadors, the Committee requested that the Kiwanis communications team supply them with talking points regarding the Kiwanis Foundation’s Charity Navigator rating.

MEETING OF PAST KIWANIS GOVERNORS –
Staff member Jill Madinger provided information regarding the past governor’s meeting occurring on Thursday, July 7th, at the Starling Hotel.

The past presidents had declined to participate in the meeting since the Kiwanis International Board had rejected the request of the past governors to be a formal committee.

The Past President’s Committee further discussed the request and agreed with the Kiwanis Board that the past governors can best serve Kiwanis by growing and strengthening the organization from within their home districts and that a formal committee is unnecessary to accomplish these tasks.

KIWANIS 100TH ANNIVERSARY CELEBRATION –
Immediate Past President, Paul Palazzolo chairs a committee tasked with planning/recommending initiatives and events related to the organization’s 100th anniversary in 2015. The committee consists of eight Kiwanians from around the world.

Meeting very regularly, the committee began monthly conference calls in January of 2011 and has discussed a number of items that will probably be recommended to the Board for funding and approval in the coming year.
Events being considered are a 50th anniversary celebration of Kiwanis in Europe in Vienna, Austria in 2013, this would be followed with a similar celebration for the 50th anniversary of Kiwanis in Asia in 2014.

For the 2015 year the organization will probably have multiple celebrations including the #1 Detroit Club as well as the international convention. Sites being considered for the 2015 convention include Philadelphia, Boston, Toronto, Indianapolis and Detroit.

Finally, the committee has been discussing a 100th anniversary in a box concept in which all clubs would receive a tool kit to help them plan club events and celebrations, as well as engage the local populace and news media in the anniversary. The club planning would be centered on a major service project that would benefit the community.

FUTURE OF KIWANIS –
As the main part of the agenda, Chairman Curry asked that the Committee have a general discussion on the current state of the organization and future of Kiwanis.

In a thorough discussion that was, at times, both passionate and pointed, common concerns and themes began to develop –

Leadership
This is probably the primary issue currently facing the organization. The organization is in a perpetual mode of survival. As such, we are unable to get members to take on organizational leadership roles because leaders are not motivated by survival. The fact that at the 2011 convention we have three people running for three available North American trustee spots is a symptom of an unhealthy organization.

In the absence of strategic direction the “your year, my year” mentality is epidemic. The organizational leadership currently in place at both the international and district level spend too much time sniping at each other, looking backwards, and are unwilling to take on big organizational paradigm shifts. The Board needs to make the hard decisions that are in the best interest of the relevance and survival of the organization. Often, a small minority in the field gets negative on certain issues, creating a sense of discomfort, and so the Board changes course.

The organization needs a “leadership boot camp”, in which all would be required to participate at their own expense if they wished to run for office at the district office or higher. In addition, leadership cultivation, finding rising superstars, needs to become a priority. Does it make more sense to have an international committee on inclusion or an international committee whose sole charter is to identify leaders and plan strategies to adequately train and prepare them to lead the organization in the future? The organization needs to have an active program to identify, mentor and motivate up and coming leaders.

Are we too afraid to discuss what needs to be changed? We are competing with more organizations than ever before and don’t have the luxury of wasting time on window dressing
issues that provide no tangible increase in organizational relevance in the minds of the members.

It’s time to stop, roll up our sleeves, and deal with big organizational changing issues head on.

The Club Experience
The truth is, regardless of what we would like to think, the average member has little concern or awareness of the larger organization. What happens for each person at the club level ultimately plays into the decision as to whether or not they remain a member of the club. The financial burden on the member is becoming a tremendous issue. Many districts dues are now more than those of Kiwanis International and when you add in club dues and other add-ons the club member begins to ask themselves, “Is my club experience worth the money I’m paying?” Unfortunately, the answer is often, “no”.

How are we touching the individual member in a way to help them help themselves and their club? We can’t depend on the districts to do this. Is there a strategic direction related to providing value at the club level?

Would it make sense for this committee to put together a program on how to improve the club experience, and go lead it in the field?

Three Things
Of the many things that the organization is grappling with there are three things that need to happen right now.

1. Reinvent Ourselves – We need to create a culturally relevant organization.
2. Be Flexible – Towards ideas and solutions that differ from our own.
3. Communicate Mission – Find some way so that every member in Kiwanis understands our mission.

2011-12 PLANS –
President-elect Alan Penn and Executive Director Stan Soderstrom discussed with the committee plans for the coming administrative year.

A leadership retreat facilitated by President-elect Penn, will kick off the year. Invitees to the retreat include the KI and KIF Board officers, KIEF and ASPAC President, President-elect and immediate past, CKI and KCI Presidents as well as appropriate staff.

Council will occur for the first time since 2006 late in the second week of January, sometime between the 12th and 15th.

The Past International President’s Committee strongly encouraged a Council meeting that is simply the members of Council, as stated in the Bylaws, getting together and grappling with one or two big picture issues. They suggested that in the spirit of a “no nonsense” work
atmosphere, it best to leave anyone not a member, including spouses, at home. The only work of Council should be, what are we going to do to make this organization relevant and thrive in the future?

A request was made for President-elect Penn to send the Committee his strategy for the meeting as well as desired outcomes so the Committee could have time to adequately consider the issues and hit the ground running at the meeting.

The President-elect also shared with the Committee that the way the Board works will change a little this year so that committee work is vetted more thoroughly and better reviewed and understood. In addition several new international committees were created as well as sub-board committees.

The Committee suggested that there should be few task forces and committees as the Board rarely does anything with the recommendations. Task forces and committees are often created in the absence of leadership because the Board doesn’t want to deal with an issue so they create a committee and ignore the recommendations at a later date.

At the conclusion of discussion, President-elect Penn stated he truly appreciates the Committee’s guidance and opinions and hopes that if they have concerns during the year they will bring them directly to him.

SUMMARY –

Updates were received on the Eliminate Project, plans for the 2011-12 administrative year, the past Governors meeting and the 100th anniversary of Kiwanis.

Committee discussions mainly centered around the current state of the organization and planning for the future, specifically –

- A leadership void currently exists within Kiwanis that needs to be dealt with.
- Strategic direction needs to be established.
- The organization needs to change to make itself relevant again.
- Flexibility to others ideas and communication of mission are key.

In addition there was much discussion regarding the plans for Council in the coming year –

- In order to focus, the attendees should just be members of Council.
- The attendees should just concentrate on solving one or two major issues.
- The major issues should be about reinventing Kiwanis for the next 100 years.

Although the Past Presidents made no formal recommendations at this meeting, the Committee is concerned about the current state of the organization and plan to hold conference calls over the coming months to solidify recommendations to the Board, and potentially, the House of Delegates at the 2012 Kiwanis International Convention.
From 2011 to 2015, Kiwanis leaders have three elements of equal importance on their agenda:

- Strength of clubs exemplified by the successful delivery of five fundamentals: local impact, fellowship, publicity, leadership development and Kiwanis Family sponsorship
- Eliminate maternal/neonatal tetanus
- Anniversary of the founding of Kiwanis.

We must work on membership strength to be fully capable of tackling the challenges of eliminating maternal/neonatal tetanus and of proudly celebrating our centennial anniversary.

This Anniversary Celebration will not focus solely on the past. **Together, if we lead correctly and keep in mind the element of strength noted above, the celebration will regenerate us, prepare us and fortify us for the next century.**

The 100th Anniversary Celebration will be comprised of the following events:

- **2013:** Half-century of Kiwanis in Europe with the 50th Anniversary of the Kiwanis Club of Vienna, Austria. The Club is planning a special celebration on Saturday, March 16, 2013 to which Kiwanians around the world will be invited and encouraged to attend. Weekend plans for attendees could include a welcome social on Friday, tours on Saturday and a farewell brunch on Sunday.

- **2014:** Half-century of Kiwanis in Asia-Pacific with the 50th Anniversary of the Kiwanis Club of Tokyo, Japan. The celebration will be commemorated at the Kiwanis International convention in 2014. This effectively serves as a kick-off for the commemorations ahead.

- **2015:** Century of **One Kiwanis around the world** with the 100th Anniversary of the Kiwanis Club of Detroit, Michigan, club celebrations around the world, the International Convention and district conventions.

The 100th Anniversary will be celebrated locally and globally.

**LOCAL CELEBRATIONS – Century Celebration in a Box**

The Task Force and team at 3636 is designing a “kit” that will be sent to all clubs providing a menu of ideas and hints to commemorate the Kiwanis century. Currently, it’s intended that The Century Celebration in a Box would be distributed (either electronically, postally or both) to all clubs and arrive in January 2013.

Some ideas that have the potential to be included in such a kit would be:

- Ways to develop a new, hands-on service project that meets a researched local need. This would be the **Kiwanis Club’s Birthday Gift to the Community!**

- Suggestions to publicly highlight local Kiwanis Family accomplishments through the years.
• Tools to leverage the local media and spotlight the club’s positive impact.

• A video (perhaps featuring a world celebrity) that highlights and instructs the potential opportunities and box contents.

GLOBAL CELEBRATIONS AND HIGHLIGHTS

• January 2015 will highlight the specific commemoration of the 100th Anniversary of the Kiwanis Club of Detroit, Michigan. Ideally, Kiwanis Family leaders from around the world will gather in Detroit for the International Council, the Kiwanis International Foundation Board Meeting, the Key Club International Board Meeting, and the Circle K International Board Meeting which will complement the traditional annual event that the Detroit club has hosted. Naturally, this will be the most celebrated of the events that have been staged in the past.

• June 2015 will highlight the Kiwanis International Convention, the premier event of every Kiwanis year, with special features during the organization’s century celebration.

• All Kiwanis countries will be encouraged to seek official permission to develop and implement a commemorative postage stamp.

• Kiwanis Magazine would spotlight the history in issues during 2013-14 and 2014-15. Kiwanis decades would be highlighted beginning in February 2014. (There would be a different start-date if the Magazine becomes a monthly publication prior to that date.) A compilation of all the articles would be available on a DVD.

• A special Anniversary Website would be developed where highlights and suggestions for clubs would be available. Additionally on the website, clubs can post/share what projects/highlights they are using so other clubs can use the ideas in their own areas.

• Articles and profiles of Kiwanis will be generated in major media outlets.

• An updated 100th anniversary story of the history published electronically. Still need to investigate the value of printing in a similar manner as the 90th anniversary book.

• There will be special commemorative pins for new members in 2014-15.

• Staff is already developing a 100th Anniversary logo.

THE ELIMINATE PROJECT

With the completion of the Eliminate Project in 2015, in effect, this becomes Kiwanis International’s collective Birthday Gift to the World!

During a time-frame yet to be established in concert with the Eliminate Committee, a fund raising component that could help achieve the goal would be the opportunity to gift US$1,250 and be recognized as a Centennial Honorary Member of the Kiwanis Club of Detroit # 1.
To: Executive Committee of The Eliminate Project’s fundraising campaign  
Kiwanis International Board of Trustees  
Kiwanis International Foundation Board of Trustees  
Executive staff of Kiwanis International and Kiwanis International Foundation

From: The Eliminate Project’s fundraising campaign staff

CC: Robert Kissane  
    Bernadette Lane  
    Daniel Nisbet

Date: October 1, 2011

Re: CAMPAIGN PROGRESS REPORT #8

The eighth campaign progress report provides an overview of the campaign’s recent accomplishments, a snapshot on funds raised to date, updates on major components of the campaign plan, an update on the multi-division coordinator orientations and the status as we enter into a new Kiwanis year known as the Year of Inspiration.

Within the last month, The Eliminate Project’s fundraising campaign goal was to excite participation in the charter giving opportunities before the end of the fiscal year, to educate new members of the campaign team and to continue to drive momentum. The recruitment timeline remains aggressive but achievable. District coordinators nearly finalized the recruitment of the multi-division coordinators and orientations have begun ahead of schedule. The Lead and Major Gifts Committee was oriented on time and SLP Committee orientation is scheduled.

Additionally, a sense of urgency has been created through charter giving opportunities. The Charter Zeller Fellowship produced results indicating an eagerness to join a society of early supporters. This support will define future campaign strategy. Moving forward, we will consider ways in which we can continue this level of interest in special edition philanthropic opportunities.

RECENT ACCOMPLISHMENTS
- Raised $692,293 since the last report totaling $5,911,753 for The Eliminate Project
- Recruited 93% of the multi-division coordinators
- Began orientations online and in Taiwan
- Raised nearly $1 million from a total of 30 Model Clubs
- Solicited nearly $2 million new dollars among 9 prospective donors
- Remained $159,938 under budget YTD
- KIF granted $750,000 to UNICEF for The Eliminate Project
- Secured approximately 935 Charter Walter Zeller Fellows
- Established agreements with UNICEF National Committees in Belgium, the Netherlands and Norway
- Met with US Fund for UNICEF and UNICEF partners to discuss campaign communication plans and activity
- Furthered the development of the “Progress” page of The Eliminate Project website
**STATISTICAL SNAPSHOT**

*As of September 27, 2011*

### Funds Raised

<table>
<thead>
<tr>
<th>Funds Raised</th>
<th>Total</th>
<th>Increase Since September 1</th>
<th># Commitments (Documented and Verbal)</th>
<th>Avg. Gift Amount</th>
<th>% of Goal Attained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Raised (Pledged or Paid)</td>
<td>$5,911,753</td>
<td>$692,293</td>
<td>2,007</td>
<td>$2,946</td>
<td>5.4%</td>
</tr>
<tr>
<td>KI Documented</td>
<td>$4,535,653</td>
<td>$957,193</td>
<td>1,961</td>
<td>$2,313</td>
<td>4.1%</td>
</tr>
<tr>
<td>KI Verbal</td>
<td>$376,100</td>
<td>N/A</td>
<td>45</td>
<td>$8,357</td>
<td>0.3%</td>
</tr>
<tr>
<td>US Fund for UNICEF</td>
<td>$1,000,000</td>
<td>0</td>
<td>1</td>
<td>$1,000,000</td>
<td>1.0%</td>
</tr>
<tr>
<td>Cash Paid</td>
<td>$2,481,694</td>
<td>$1,196,212</td>
<td>1,961</td>
<td>$1,266</td>
<td>2.3%</td>
</tr>
</tbody>
</table>

### Club Progress

<table>
<thead>
<tr>
<th>Club Progress</th>
<th>Total</th>
<th>Increase Since September 1</th>
<th># Commitments (Documented and Verbal)</th>
<th>Avg. Gift Amount</th>
<th>New Commitments since September 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Clubs</td>
<td>$988,750</td>
<td>$121,000</td>
<td>30</td>
<td>$32,958</td>
<td>3</td>
</tr>
<tr>
<td>100K Clubs</td>
<td>$400,000</td>
<td>$100,000</td>
<td>4</td>
<td>$100,000</td>
<td>1</td>
</tr>
<tr>
<td>Year of Leadership Clubs</td>
<td>N/A</td>
<td>N/A</td>
<td>251</td>
<td>N/A</td>
<td>69</td>
</tr>
</tbody>
</table>

### Individual Progress

<table>
<thead>
<tr>
<th>Individual Progress</th>
<th>Total</th>
<th>Increase Since September 1</th>
<th># Commitments (Documented and Verbal)</th>
<th>Avg. Gift Amount</th>
<th>New Commitments since September 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Gift Donors</td>
<td>$550,000</td>
<td>$100,000</td>
<td>4</td>
<td>$137,500</td>
<td>1</td>
</tr>
<tr>
<td>Major Gift Donors</td>
<td>$425,000</td>
<td>0</td>
<td>14</td>
<td>$30,357</td>
<td>0</td>
</tr>
<tr>
<td>Charter Zellers ($1,250+)*</td>
<td>$1,170,000</td>
<td>$551,143</td>
<td>936</td>
<td>$1,250</td>
<td>266</td>
</tr>
</tbody>
</table>

*Charter Zellers listed here are not Lead or Major Gift Donors*
VOLUNTEER LEADERSHIP UPDATE

Overview
Volunteer recruitment remains steady and positive. Currently the campaign is amidst one of two of its busiest times of the year. Trainings are occurring virtually and in person throughout the world in order to orient 162 multi-division coordinators within the campaign team.

Multi-division coordinators: recruitment
- Recruited 150 of 162 multi-division coordinators, which is 93% of the recruitment goal
- Continue to work individually with district coordinators facing special or unique circumstances to identify and recruit the final multi-division coordinators

Multi-division coordinators: orientations and trainings
- Stage one: webinar orientation
  - Conducted 12 webinar orientations in four languages, with more than 160 individuals participating in the series of three webinars
  - Secured an average of 68 participants for each of the English webinars
- Stage two: district calls
  - Prepared an agenda for district coordinators to direct team calls
  - Distributed material and call instructions to district coordinators
  - Ten (10) district coordinators have held their district calls and 12 more are scheduled
- Stage three: In-person orientations
  - Held a two-day orientation for Asia Pacific 2 and 3 in Taiwan for 10 out of 12 leaders in these regions
  - Held a one-day orientation for the Taiwan district
  - Prepared for the remaining four in-person meetings in October and November

CAMPAIGN ACCELERATION

Overview
- Model Clubs continue to evoke support and generate additional funds raised. Currently, the campaign has secured 30 Model Clubs and has one 200% Model Club (Platinum Club) and 1 Diamond Club ($2,500 per member average)
- The campaign gained one new Lead Gift donor as a result of a donor increasing their support from a Major Gift level and there are an additional 9 pending requests
- Individual giving continues to gather momentum. This will be critical to the success of the campaign and the growth experienced this month provides a positive indication that individual giving will continue to increase.
- Charter giving opportunities have demonstrated two strategic insights:
  - The campaign is generating a high level of personal giving
  - There remains an opportunity to increase club participation

Charter giving opportunities
- The September 30 deadline created a necessary sense of urgency in order to stimulate momentum and generate enthusiasm
The new Charter Zeller pilot program successfully raised awareness of the Walter Zeller Fellowship opportunity and generated significant funds for the campaign. The weeks leading up to September 30, KIF experienced a heightened volume of gifts. Donors were motivated to seize the limited opportunity and become a Charter Zeller. The campaign did not witness a significant increase in Year of Leadership clubs which are defined as clubs that have contribute an initial gift of US$2,000.

100K Clubs and Model Clubs
- The Utica-Shelby Township Club (Michigan District) verbally committed as a 100K Club. This commitment also makes them a Model Club.
- Three (3) new Model Clubs bring the total to 30 Model Clubs, accounting for nearly $1 million in funds raised.

<table>
<thead>
<tr>
<th>LEAD AND MAJOR GIFTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ Total L/M Gifts Committed (Documented)</td>
<td>$625,000</td>
</tr>
<tr>
<td># L/M Gifts Committed (Documented)</td>
<td>12</td>
</tr>
<tr>
<td>$ Total L/M Gifts Committed (Verbal)</td>
<td>$350,000</td>
</tr>
<tr>
<td># L/M Gifts Committed (Verbal)</td>
<td>7</td>
</tr>
<tr>
<td>$ Total L/M Gifts Committed (Documented and Verbal)</td>
<td>$975,000</td>
</tr>
<tr>
<td># L/M Gifts Committed (Documented and Verbal)</td>
<td>18</td>
</tr>
<tr>
<td>$ Pending in Gift Decisions</td>
<td>$2,000,000</td>
</tr>
<tr>
<td># Pending Gift Decisions</td>
<td>12</td>
</tr>
<tr>
<td>$ Represented in Requests Scheduled</td>
<td>$125,000</td>
</tr>
<tr>
<td># L/M Gift Requests Scheduled</td>
<td>2</td>
</tr>
</tbody>
</table>

Nine gift requests were made since the last progress report, with proposals totaling $1,950,000.
- Solicited the campaign’s first $1 million potential donor
- One Lead Gift donor elected to submit the entirety of his Lead Gift pledge this month.

Lead and Major Gifts Committee
- Conducted an orientation webinar on September 22, with seven of the nine committee members participating.
- Provided individual orientations for participants who missed the orientation.

Donor field visit
- Six donors/pending donors will join The Eliminate Project on an upcoming field visit in Sierra Leone to witness UNICEF immunization efforts and meet those affected by MNT.
- The site visit presents a possible media opportunity with the ABC network, which is looking to do a special on their “Million Moms Challenge.”
Those invited on the site visit are John Mayfield, Jerry & Linda Christiano, their granddaughter Sophia Bird, Marie-Jeanne Boutroy and Alice Savage (request to attend in progress)

- In preparation for the spring site visit, an early list of potential travelers has been prepared with two invitations already extended

BUDGET AND FUNDING FLOWS

<table>
<thead>
<tr>
<th>Fundraising Operational Budget*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YTD Budget</strong></td>
<td><strong>YTD Actual</strong></td>
</tr>
<tr>
<td>$617,500</td>
<td>$457,562</td>
</tr>
</tbody>
</table>

- Currently, the campaign is under budget in the amount of US$159,938
- Based upon the current outlook, The Eliminate Project fundraising budget fully anticipates arriving under budget during the 2010-2011 fiscal year
- Established agreements with UNICEF National Committees in Belgium, the Netherlands and Norway

*The Eliminate Project fundraising operational budget is the total budget, not including CCS fees.
**Currently the financial are under review for potential modifications.

SERVICE LEADERS IN PHILANTHROPY (SLP) UPDATE

- Avanti Kollaram represented The Eliminate Project in New York for the UNICEF Campus Summit
- Aktion Club Leadership and Training conference was very successful. Nearly $1,000 was donated on behalf of Aktion Clubs and Aktion Club members proved very excited to support The Eliminate Project
- Sub-committee invitations have been extended and accepted. The orientation is scheduled for October 18 at 8:00 p.m. ET.

COMMUNICATIONS UPDATE

All activity was accomplished in partnership with the Communications Team

- Participated in a two-day meeting on September 21-22 with the U.S. Fund for UNICEF to determine a communications strategy for The Eliminate Project
- Prepared orientation materials:
  - Produced the division coordinator training video in four languages
  - Printed a set of three guides in four languages for the in-person trainings
  - Finalized the webinar orientation PowerPoint presentations
- Released the new one-page advertorial for the October edition of the KI Magazine
- Communicated campaign messages and updates through existing channels:
  - Weekly update newsletter to region coordinators
Monthly Progress Report #8

October 1, 2011

- Campaign Chairman Update in Dateline
- The Eliminate Project newsletter
- Continued to update and refine website in partnership with the IT team
  - Created new donor profiles for the “Recognition” page
  - Continued to refine and develop the “Progress” page
  - Built out the multi-division coordinator pages on the Campaign Resource Center

IMMEDIATE NEXT STEPS

- Complete the suite of materials and videos for the multi-division coordinator orientations
- Support region coordinators and district coordinators to meet 100% recruitment of multi-division coordinators
- Complete the multi-division coordinator webinar orientations in October and the three US based in-person trainings
- Finalize the chair training materials for division coordinator trainings
- Prepare multi-division coordinators to recruit and orient division coordinator
- Launch the “Progress” page of The Eliminate Project website
- Orient the SLP Sub-committee
- Finalize the donor field visit itinerary
- Advance plans for council and International Convention 2012
- Prepare for the district governor elect orientation
- Provide KIF with a cultivation and solicitation orientation
- Initiate joint campaign working groups with US Fund for UNICEF and UNICEF staff
- Orient and train five new campaign staff members
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

EXECUTIVE COMMITTEE

October 11, 2011
International Office, Indianapolis, Indiana USA
1:00 - 5:00 p.m. EST
Seminar Room West

Committee Members

___ Alan Penn, Chairman
___ Thomas E. DeJulio
___ John R. Button
___ Pam Fleming – absent
___ Sylvester Neal
___ Pietro Grasso
___ Gunter Gasser
___ Jerome E. Peuler, Jr.
___ Stewart Ross
___ Stan D. Soderstrom, Staff Liaison
___ Christina Hale, Staff Liaison
___ Lisa Heindricks, Staff Liaison
___ Ann Updegraff Spleth, Staff Liaison
___ Peter Mancuso, KIF Representative, Invited
___ Adeline Chan Sui Lee, ASPAC Representative, Invited – absent
___ Paul Inge Paulsen, KI-EF Representative, Invited – absent

1. Call to Order

2. Consent Report

   a. Results from Kiwanis International Officers Leadership Retreat – Outcomes from the
      Kiwanis International officers retreat in September 2011
      Partnerships Task Force and Kiwanis Institute of Volunteerism Task Force

3. Action Report

   a. Selection of 2014 Convention Site – Recommendation to select Macau/Hong Kong
   b. Selection of 2015 Convention Site – Recommendation to selection Indianapolis
   c. Background Check Plan – Recommendation to initiate a business plan for providing
      background checks for other organizations
   d. Travel Policy - Recommendation to amend Board Procedures on Travel
4. Information Report
   a. Performance Review Committee – Review of the performance appraisal for the executive director

5. Future Business
Consent Report

a. Results from Kiwanis International Officers Leadership Retreat

A leadership retreat of officers of Kiwanis International, Kiwanis International Foundation, Kiwanis International-European Federation, Kiwanis Asia-Pacific and key Staff was held September 15-17, 2011. That meeting provided nine items for consideration by the Kiwanis International Board. (Consent Report-Exhibit A)

Recommendation #1: That the Kiwanis International Board creates a Strategic Planning Task Force to be appointed by the Kiwanis International President, President-Elect and Vice President. Members of the task force should include representatives from Kiwanis International, Kiwanis International Foundation, Kiwanis International-European Federation, Kiwanis Asia-Pacific, Circle K International, Key Club International and Staff and will exist through the 2013-14 year.

(ADOPTED)

Strategic Intent: To develop an organization-wide strategic plan
Financial and Human Resource Impact: not determined

b. New Task Forces

In order to best accomplish the business of Kiwanis, three additional task forces need to be created.
- 25th Anniversary of Women in Kiwanis Task Force reporting to the Board Committee on Membership. This Committee would focus solely on the development of suggestions to mark and celebrate this proud moment in Kiwanis history.
- Business Partnerships Task Force reporting to the Executive Committee (Subcommittee on Partnerships). This task force will focus on the global aspects of partnership opportunities.
- Kiwanis Institute of Volunteerism Task Force reporting to the Board Committee on Education. This task force will study the viability of developing an institute focused on continuing education opportunities involving volunteerism intended for members of Kiwanis and members of the public.
REPORT OF THE
EXECUTIVE COMMITTEE

Recommendation #2: That the Kiwanis International Board creates the 25th Anniversary of Women in Kiwanis Task Force for the administrative year 2011-12, with duties as shown in Consent Report-Exhibit B, reporting to the Kiwanis International Board through the Board Committee on Membership, and appoints Jane Erickson as the chair.

(ADOPTED)

Strategic Intent: Celebration of the 25th anniversary of women in Kiwanis
Financial and Human Resource Impact: no financial impact

Recommendation #3: That the Kiwanis International Board creates the Business Partnerships Task Force through the administrative year 2013-14, with duties as shown in Consent Report-Exhibit B, reporting to the Kiwanis International Board through the Executive Committee. The members of this task force will be asked to serve a three-year term.

(ADOPTED)

Strategic Intent: To focus on global aspects of the partnerships
Financial and Human Resource Impact: no financial impact

Recommendation #4: That the Kiwanis International Board creates the Kiwanis Institute of Volunteerism Task Force through the administrative year 2013-14, with duties as shown in Consent Report-Exhibit B, reporting to the Kiwanis International Board through the Board Committee on Education. The members of this task force will be asked to serve a three-year term.

(ADOPTED)

Strategic Intent: Provide educational options including CEU’s for members and nonmembers.
Financial and Human Resource Impact: no financial impact

Action Report

a. Selection of 2014 Convention Site

The Committee conducted a review of site selection information on Melbourne and Macau/Hong Kong for the 2014 Kiwanis International Convention. The Committee, after exhaustive
examination, decided Macau offers the best opportunity for financial success and highest attendance.

**Recommendation #1:** That the Kiwanis International Board selects Macau as the site of the 2014 Kiwanis International Convention.

(ADOPTED)

**Strategic Intent:** Continued rotation of an every third year convention outside North America as established by the Kiwanis International Board in January 2010.

**Financial and Human Resource Impact:** to be determined

b. **Selection of 2015 Convention Site**

In accordance with the convention rotation as established by the Kiwanis International Board, the 2015 and 2016 conventions are to occur in North America. In addition, the 2015 International Convention will occur in the 100th anniversary year of the founding of Kiwanis.

A site inspection team consisting of 2011-12 President Alan Penn and Staff, identified attractive locations, reviewed bids, and rated potential host cities based on site visits and RFP responses. The Committee reviewed proposals from five cities: Toronto, Detroit, Philadelphia, Boston and Indianapolis.

**Recommendation #2:** That the Kiwanis International Board selects Indianapolis as the site of the 2015 Kiwanis International Convention.

(ADOPTED)

**Strategic Intent:** A site that can successfully produce conventions for Kiwanis, Key Club, Circle K and Aktion Club.

**Financial and Human Resource Impact:** to be determined

c. **Background Check Plan**

The Committee reviewed the two options for a potential alternative source of revenue through a clearing house approach to background checks. A process will be created where Kiwanis International would establish a preferred provider scenario with the clubs and districts going directly to the preferred provider. The initial cost for this option is minimal and relates to creating club guidelines, communicating and promoting the process.

The Committee has requested that Staff provide quarterly reports over the next year on development and success of the program.
Recommendation #3: That the Kiwanis International Board implements an optional criminal history background check process, using an outside vendor, for clubs and districts desiring to conduct checks for members.

(ADOPTED)

**Strategic Intent:** Liability protection for the organization.  
**Financial and Human Resource Impact:** Potential alternative source of revenue

d. **Travel Procedures**

A revised set of travel Procedures have been developed to create greater flexibility for travel management and address recent changes in air travel. The proposed travel changes are provided as Exhibit A.

**Recommendation #4:** That the Kiwanis International Board revises Procedures 178 – Travel Management and 179 – Travel Reimbursement by Kiwanis International, as shown in Action Report-Exhibit A.

(ADOPTED)

**Strategic Intent:** Update the organization's travel procedure.  
**Financial and Human Resource Impact:** unknown

**Information Report**

a. **Performance Review Committee Report**

The Executive Director Performance Review Committee will plan to complete its work by the end of the Kiwanis International Foundation Board meeting in October 2011.

**Future Business (for January 2012)**

1. Proposed Bylaws amendments  
2. Report from Subcommittee on Partnerships  
4. Background check quarterly report
OUTCOME STATEMENTS

Kiwanis International Leadership Retreat
September 15-17, 2011
Indianapolis, Indiana USA

Attendees:

Kiwanis International
2011-12 President Alan Penn
2011-12 President-elect Tom DeJulio
2011-12 Vice President Gunter Gasser
2011-12 Immediate Past President Sylvester Neal

Kiwanis International Foundation
2011-12 President Hugh Siggins
2011-12 President-elect Peter Mancuso
2011-12 Treasurer Lance Incitti

Kiwanis International – European Federation
2011-12 President Paul Inge Paulsen
2011-12 President-elect Ernst von der Weppen
2011-12 Vice President Marie-Jean Boutroy
2011-12 Immediate Past President Jérôme Hennekens

Kiwanis Asia-Pacific
2011-12 Chair Adeline Chan
2011-12 Vice-Chair Tadao Oda
2011-12 Immediate Past Chair Bette Eavestaff

Staff
Executive Director Stan Soderstrom
KI Chief Operating Officer Jeff Oatess
KIF Chief Operating Officer Ann Updegraff-Spleth

The group discussed a wide range of strategic topics and issues facing the organization. The group presents the following items for consideration.

1. The concept of a club fee, similar to the one that has been implemented by CKI, should be considered as a discussion topic at the January 2012 KI Council meeting, by the Kiwanis
International Board of Trustees. Asia-Pacific, KI-EF, district boards and all Kiwanis clubs are encouraged to discuss this topic as well.

2. The concept of once a Kiwanis member always a Kiwanis member be explored and systems be put into place to allow transitioning from one level of service to another without repeating and without additional fee payment for membership, but still respecting the club’s authority to admit new members.

3. All non-districted clubs should be linked to the Kiwanis International structure, by one of several options including: 1) assignment of the non-districted club to an existing district; 2) attachment of the non-districted club to an existing district; and 3) sponsorship of the non-districted clubs in Kiwanis nations by Kiwanis districts.

4. The concept of changing the term of office for members of the Kiwanis International Board of Trustees to begin the day following election should be considered as a discussion topic at the January 2012 KI Council meeting and by the Kiwanis International Board of Trustees.

5. The concept of a club-based fee for the Kiwanis International convention should be proposed by the Kiwanis International Board of Trustees for consideration at the 2012 Kiwanis International Convention in New Orleans.

6. The Campaign Committee for the Eliminate Project leadership should include members from Europe and Asia-Pacific.

7. The organization’s strategic planning next steps should include consideration of changes to the official mission statement and vision statement, and that this work-in-progress continue to include all entities represented at the retreat, and that feedback be solicited at the 2012 KI Council meeting.

8. The organization establishes one strategic plan for all entities of the organization, that can be customized to respect the local customs, needs, ideas, and tools, of all levels of the current Kiwanis structure.

9. That Kiwanis International Foundation considers hosting a meeting of all club and district foundations at the 2012 Kiwanis International convention.
Task Force on the 25th Anniversary of Women in Kiwanis

Chair: Jane Erickson, International Trustee, Nebraska-Iowa District, bewelljane@cox.net
Vice-Chair: Cindy Champer, Past Governor, Ohio District, cindychamper@aol.com
Staff Liaison: Marcela Llinas, Area Director of North America/Latin America– mllinas@kiwanis.org, 800-549-2647 (317-875-8755), ext. 121
Report to: Executive Board Committee

FOCUS:
This committee will work with our Staff, Kiwanis International Board, Kiwanis International Foundation Board, and the Women’s Advisory Committee to develop opportunities for our organization to recognize and celebrate the achievement of admitting women into Kiwanis. This momentous decision was made on July 7, 1987, by the House of Delegates at the Kiwanis International Convention in Washington, D.C. and became effective immediately. Kiwanis will hold a variety of activities at the 2012 International convention to officially kick off the 25th year and will encourage clubs to continue recognition events throughout the 2012-13 year.

DUTIES/GOALS
To provide ideas and recommendations to the Kiwanis International Board on:
- How to create excitement and engage members from all areas of the world and all Kiwanis family groups.
- Ways to maximize opportunities for marketing, publicity, and branding.
- Ways to maximize opportunities for Kiwanis and Kiwanis-family growth, especially in relation to our new global campaign for children.
- Ways to honor our history and convey the impact of this decision on service worldwide.
- Ways to create forward-looking and family-friendly celebration activities.

MEETINGS
Due to cost constraints, this task force will conduct most or all of its business via electronic means such as audio- and video-conference calls, e-mail, etc. Staff may assist in making arrangements, as needed.

REPORTS
The Chair, assisted by Staff, should report regularly to the K.I. Board on the status of the group’s work. For reference, the Kiwanis International Board traditionally meets at the beginning of October; in mid-January; in mid-April; and at the K.I. Convention in late June/early July.

EXPENSES
Conference calls or other electronic meeting methods will be paid by Kiwanis International (direct-billed, when possible).
Task Force on Kiwanis Business Partnerships

Chair: Roy Bird, Past International Trustee, Western Canada District, rsbird@shaw.ca
Staff Liaison: To be determined, pending results from IEG in November
Report to: Board Subcommittee on Partnerships (under the Executive Committee)

FOCUS
This committee will work with Staff and the Kiwanis International Board Subcommittee on Partnerships to improve and enhance Kiwanis’ relationship with the business community. It will help develop a policy of how individuals, organizations, companies, governmental agencies, businesses, and NGOs can attain and sustain partnerships with Kiwanis International. It will also assist in identifying potential partners in the areas of:

- Fundraising
- Service
- Corporate club opportunities
- Network development for our service leadership programs
- Non-dues revenue opportunities
- District and club support
- Areas of mutual benefit

DUTIES
• Working with your Staff liaisons, develop an action plan to accomplish task force work, including an electronic meeting schedule.
• Meet regularly, per the action plan.
• The Chair should report to the Kiwanis International Board Committee on the schedule listed under Reports.
• If invited and as your schedule permits, members are encouraged to attend relevant Kiwanis family functions and/or district functions. (However, there is no budget for travel reimbursement.)

MEETINGS
Due to cost constraints, this task force will conduct most or all of its business via electronic means such as audio- and video-conference calls, e-mail, etc. Staff may assist in making arrangements, as needed.

REPORTS
The Chair should report regularly via your Staff liaisons, to the K.I. Board Subcommittees on Partnerships regarding the status of the group’s progress, findings, and recommendations:

- January 1 (for mid-January K.I. Board Meeting)
- April 1 (for mid-April K.I. Board Meeting)
- Sept. 1 (for early-October K.I. Board Meeting)

EXPENSES
Be aware there are no funds budgeted for task force operations, meetings, or travel, so members must bear expenses (if any). Free electronic meeting formats are encouraged. If a meeting format incurs charges, costs will be paid by Kiwanis International, as specified with meeting arrangements.
Task Force: Kiwanis Institute on Volunteerism

Chair: Steve Siemens, Past International President, Nebraska-Iowa District, steve@thepeoplebuilder.com

Staff Liaison: Michelle Morrison, Education and Club Excellence Manager—mmorrison@kiwanis.org, 800-549-2647 (317-875-8755), ext. 139

Report to: Board Committee on Education

FOCUS
This task force will work with Staff and the Kiwanis International Board Committee on Education to develop Kiwanis’ own accreditation and certification program for those involved in nonprofit or volunteer organizations. The group will assist in developing recommended policies and plans regarding all Kiwanis International educational programs so that participants can receive certificates of achievement or continuing education units. It also will coordinate the development of a university-level credit program, which will be offered to Kiwanis members as well as members and employees of other nonprofit and volunteer organizations. The task force will assist in the development of curriculum, a fee structure, and faculty criteria for the university credit program. The Kiwanis Institute will be coordinated by the International office, with branch options in each Kiwanis region.

DUTIES
- Working with your Staff liaisons, develop an action plan to accomplish task force work, including an electronic meeting schedule.
- Meet regularly, per the action plan.
- The Chair should report to the Kiwanis International Board Committee on the schedule listed under Reports.
- If invited and as your schedule permits, members are encouraged to attend relevant Kiwanis family functions and/or district functions. (However, there is no budget for travel reimbursement.)

MEETINGS
Due to cost constraints, this task force will conduct most or all of its business via electronic means such as audio- and video-conference calls, e-mail, etc. Staff may assist in making arrangements, as needed.

REPORTS
The Chair should report regularly via your Staff liaisons, to the K.I. Board Subcommittees on Partnerships regarding the status of the group’s progress, findings, and recommendations:
  - January 1 (for mid-January K.I. Board Meeting)
  - April 1 (for mid-April K.I. Board Meeting)
  - Sept. 1 (for early-October K.I. Board Meeting)

EXPENSES
Be aware there are no funds budgeted for task force operations, meetings, or travel, so members must bear expenses (if any). Free electronic meeting formats are encouraged. If a meeting format incurs charges, costs will be paid by Kiwanis International, as specified with meeting arrangements.
EXECUTIVE COMMITTEE REPORT
ACTION REPORT - EXHIBIT A

TRAVEL MANAGEMENT
With Proposed Revisions

178 - TRAVEL MANAGEMENT

178.1 - Philosophy

A. **Responsibility**: Travel is a necessary part of doing business, but it should be undertaken with careful consideration. Effective and sensible control of expenses is a very important part of business and significantly contributes to sound fiscal policies. It is the responsibility of Kiwanis International, both members, volunteers, and staff, to control expenses where possible. (10/89)

Kiwanis International also recognizes the comfort and convenience of its leaders, who donate their time and talents to the organization, should be respected as a cost efficient travel policy is deployed.

B. **Reasonable Costs**: When travel and other business expenses are necessary, it is the responsibility of each person to incur expenses that are reasonable and justifiable in relation to the business being conducted. (10/89) (10/05)

C. **Board Members Traveling Together**: In keeping with the best interest of Kiwanis International, no more than three Kiwanis International Board members should travel together on the same flight. (10/89)

178.2 - Exceptions

All exceptions to travel management procedures must have prior approval by the Executive Director or designee. (4/03) (4/06)

178.3 - Applicability

These procedures apply to persons traveling at the expense of Kiwanis International on travel pre-approved by the Executive Director or designee or President and within the approved budget of the organization. Travel guidelines for employees should be stated in employee travel policies and should follow these same rules except as stipulated by law or other government regulation and as provided for in Procedure 150.3 - Travel Supervision. (10/89) (4/06)

178.4 - Airline Reservations

A. **Designated Travel Provider Agent**: All air travel paid for by Kiwanis International must be arranged through the Kiwanis International designated travel provider, agent, as determined by the International Board. Kiwanis International shall not reimburse air travel expenses incurred through any other agency without prior approval of the Executive Director or designee. (See Procedure 178.2- Exceptions) (10/89) (4/06)

B. **Flight Parameters**: Flight transportation to assigned meetings shall be limited to the lowest applicable round trip costs at the time of purchase including ancillary fees (i.e., baggage fees), via the most direct route. Any cost increase in expense incurred outside of these policies to purchase an upgradeable fare or to obtain frequent flyer miles shall
be reported monthly to the Executive Director by the designated travel provider agent and billed to the traveler or deducted from the expense report. (See also Procedures 178.5 - Air Fare Costs, Payment, and Reimbursement and 178.6 - Class of Service for Air Flights, regarding restrictions and exceptions.) (10/95) (4/06)

C. Cancellations: If a traveler finds it necessary to cancel a scheduled flight, or if a scheduled flight is canceled by the airline, it is the responsibility of the traveler to notify the designated travel provider agent immediately. (10/89) (4/06)

D. Lost, Missing, or Unused Tickets: Airline tickets are to be treated as cash. Lost, missing, or Unused tickets must be reported and returned to the designated travel provider agent immediately for reuse. Travelers who do not use requested airline tickets because they choose to use an alternative method of transportation will not receive travel reimbursement. (10/89) (4/06)

E. Confirmation: Without exception, it is the traveler’s responsibility to check for errors after receiving his/her ticket and immediately inform the travel provider agent if problems exist. (10/89) (4/06)

F. Frequent Flyer Programs: All travelers are encouraged to register for and participate in frequent flyer programs that may reduce the cost of travel for Kiwanis International and increase the convenience and comfort for the traveler.

178.5 - Air Fare and Associated Travel Costs, Payment, and Reimbursement

A. Payment and Reimbursement: Airline transportation will be billed by the designated travel provider agency directly to the Kiwanis International corporate credit card. All other costs (lodging, car rental, etc.) must be paid by the traveler. Kiwanis International will reimburse all eligible costs directly to the traveler upon submission of receipts and invoices utilizing the correct reimbursement process (See Procedure 179). (10/89) (4/06)

B. Monitoring: Kiwanis International Travel Management procedures are on file with the designated travel agent and will be monitored by both the agency and Kiwanis International. As noted in 178.4.B, a monthly report will be provided by the travel agency to Kiwanis International on airline tickets issued at any fare other than the lowest available. (10/89) (4/06)

C. Extension of Business Travel for Personal Reasons: The extension of a Kiwanis International business trip for personal reasons is permissible so long as the airfare charges to Kiwanis International are no more expensive than from the original return location, and when all auto, hotel, meal, and additional airfare attributable to the personal trip are paid by the individual. (See also Procedure 178.6.G - Extension of Travel to Obtain Cost Savings.) (10/89) (5/93)

D. Tickets for Partners and Family Members: Airline tickets for partners whose air travel is paid for by Kiwanis International must be booked through the designated travel agent and billed to the Kiwanis International corporate card. Partners are not eligible for any other travel reimbursement. All other tickets requested for partners or other family members must be charged to the individual's personal account.
E. **Other Fees:** Kiwanis International will reimburse other qualified expenses including but not limited to fees for luggage and booking. The organization will not provide reimbursement for additional insurance, in-flight food or drink, or lost luggage.

178.6 - **Class of Service for Air Flights**

A. **Authorized Class of Service:** The authorized class of service for Kiwanis International business is any class that meets the fare parameters set forth in Procedure 178.4.B. For any flight segment that is scheduled to be longer than seven (7) hours non-stop flying time, an upgradeable coach class may be authorized, with the traveler using his/her own other resources, including frequent flyer miles or officer’s contingency, to pay for the upgrade to business class, normally the lowest available fare, unless otherwise provided. (10/89) (6/08)

B. **Personal Preferences:** Should a traveler refuse the lowest available fare for health reasons or personal preference, to earn frequent flyer miles, obtain an upgradeable fare, travel on a specific carrier, or secure specific non-business related layovers or routing, the difference in price between the lowest available fare and the traveler’s preference shall be billed to the traveler at the time of booking or deducted from the traveler’s expense report. If the cost is the same, the traveler’s preference will be honored. (10/89) (4/06)

C. **Acceptable Reasons for Refusal:** Travelers should request and accept the lowest available fare offered at the time requested. From time to time, a traveler may be required to refuse the lowest available fares due to business conflicts. The following acceptable reasons for refusal may include: (10/89) (4/06)
- Scheduled times of meetings/events do not coincide with flight times. (1980)
- Layover time exceeds three hours or is less than one hour. (1980) (4/03)
- Type of aircraft. (1980)
- Personal health reasons (requiring prior approval).

See 178.5B and 178.7B regarding expenses that may be billed back to the traveler.

D. **Day of Rest:** For intercontinental travel via the lowest available fare, Kiwanis International Board members are permitted one (1) day of rest upon arrival in the destination city. Lodging and per diem for the day of rest shall be paid by Kiwanis International. (1/08) (6/08)

E. **Extension of Travel to Obtain Cost Savings:** A trip must not be extended to take advantage of a lower fare unless the savings would total more than the cost of added hotel and meal expenses. (10/89) (4/06)

F. **Business Class Service:**

1. **President’s Travel:** The Kiwanis International President is encouraged, at his/her discretion, to book airline seats in the coach class for any business class qualifying flight. If the President chooses to travel in coach class, they are permitted to have
the days of rest at Kiwanis International expense as defined in Board procedure 178.6 D, as long as the expenses for those days do not exceed the difference in airline ticket price. (1/08)

The Kiwanis International President and spouse traveling on authorized Board travel shall be permitted to use business class (or the equivalent class of service) for intercontinental flights of: (a) ten (10) or more hours of nonstop flying; or (b) 15 hours of total flight itinerary from point of origin to destination (known in the airline industry as "continuous flight"). (4/95) (1/08)

This provision shall apply only when no other route of travel fewer than ten (10) air hours is available. Alternate routing (i.e., additional segments or selecting more distant connections) may not be used to attain ten (10) hours air travel. (4/95)

2. Board Meetings: International Board Members traveling from outside of North America to Indianapolis to attend International Board meetings are permitted, if needed, to use business-class or the equivalent class of service for intercontinental flights. If business-class or equivalent travel is used, Kiwanis International does not pay for a day of rest upon arrival. (Note: Kiwanis International does not pay transportation expenses for spouses to attend International Board meetings, when invited.) (6/08)

178.7 - Hotel Accommodations

A. Selection of Hotel: Selection of hotels should be based upon cost and convenience. Travelers are encouraged to contact the designated travel agent for rates and reservations. Hotel reservations made with the travel agent must be guaranteed with the traveler’s credit card. (10/89) (4/06)

B. Cancellations: A reserved room which will not be used must be canceled. A cancellation number must be requested and recorded as proof of cancellation. Travelers failing to cancel a reservation or failing to advise the designated travel agent to do so could be held personally responsible for any no-show charges incurred. (10/89) (10/96)

C. Reimbursement for Lodging: Kiwanis International will reimburse actual room costs supported by the hotel bill for each day that lodging away from home is required for Kiwanis business reasons. The daily cost of lodging includes only the single occupancy room rate and applicable taxes, except when the accompanying partner is an authorized traveler. Standard and/or moderately priced accommodations are considered the norm. (10/89) (4/06)

D. Rate Differences for Accompanying Partner/Family: If accommodations are to be shared with a partner or other person(s) who are not on Kiwanis business, the traveler is responsible for payment of any rate differences between single and double/twin rate. This amount is due upon receipt of the expense report. (10/89) (4/06)
178.8 - Auto Travel

A. **Arrangements:** Rental car arrangements may be made through the designated travel agent. \(10/89\) \(4/06\)

B. **Reimbursement Qualifications:** The cost of rental cars is reimbursable when the nature of the trip is such that the use of public transportation (trains, buses, subways, and taxis) is not practical or is more expensive. \(10/89\) \(4/06\)

C. **Insurance Coverage:** The International Board expects that each traveler who drives his or her own automobile or other non-rented travel vehicle will be protected by adequate insurance, including public liability, property damage, and other types of losses. Therefore, Kiwanis International will not be responsible for or reimburse auto insurance premiums paid or for losses sustained. \(10/90\) \(4/06\)

Securing insurance coverage for rental cars is not necessary when traveling on Kiwanis International business; therefore, the purchase of optional insurance will not be reimbursed. \(10/89\) \(10/96\)

178.9 - Railroad Travel

Train travel should be considered for short distances. \(10/89\) \(4/06\)

179 - TRAVEL REIMBURSEMENT BY KIWANIS INTERNATIONAL

179.1 - General Information Pertaining to All Travelers

A. **Reimbursable Expense:** A reimbursable expense is an actual cost that requires an itemized statement or receipt that is reimbursable up to the lesser of actual cost or the amount permitted in the budget. \(10/90\)

B. **Air Travel:** Transportation reimbursement to assigned meetings shall be limited to the actual fare paid, but no more than the lowest round trip fare by the most direct route, as quoted by Kiwanis’ designated travel agent, plus portal-to-portal expenses such as taxi, tips, etc. \(1980\) \(4/99\)

C. **Auto Travel Reimbursement:** When official travel is authorized by automobile, a mileage allowance shall be reimbursed. Automobile mileage reimbursement is made at a per mile rate equal to that allowed by the United States Internal Revenue Service (IRS), not to exceed the equivalent cost of the lowest round-trip airfare, plus transportation to and from the airport, or travel by train if appropriate. \(1/98\) \(4/06\)

D. **Incidental Costs:** Kiwanis International will also reimburse travelers for reasonable incidental travel costs, such as laundry, telephone, tips, valet service, internet access, meals, and passport/visas. Such costs must be itemized on the expense report form and receipts must be attached when applicable or when the cost is greater than US$25. \(10/89\) \(4/06\)

E. **Per Diem Meal Allowance:** A per diem meal allowance is an amount given for attendance at a meeting or conference, for which no itemized statement is required for reimbursement. \(4/95\) \(4/06\)
When programmed meals are provided by Kiwanis International, the per diem paid shall be reduced by the individual meal allowance, which is, for travel within the United States and Canada (US dollars): breakfast $7, lunch $13, and dinner $20; and for travel outside the United States and Canada (US dollars): breakfast $10, lunch $20, and dinner $30. (4/95) (1/99)

Persons traveling on official Kiwanis business are permitted to a per diem meal allowance, including travel days, when away from home on official Board business (see the above paragraph regarding deductions for programmed meals). (1/87) (4/06)

Per diem meal allowances shall be as follows:

- **US$40 45-60 per day for persons traveling on official Kiwanis business for travel within the United States or Canada, the amount being determined by the Executive Director based upon annual review of surveyed meals costs in the various cities and submitted to the Board as annual budget planning assumptions, except US$65 per day for the International President when traveling within the United States or Canada accompanied by his/her spouse; (1/99) (4/06)

- **US$60 45-90 per day for persons traveling on official Kiwanis business for travel outside the United States or Canada, the amount being determined by the Executive Director based upon annual review of surveyed meals costs in the various cities and submitted to the Board as annual budget planning assumptions, except US$80 per day for the International President when traveling outside the United States or Canada accompanied by his/her spouse. (1/90) (4/06)

F. Costs Paid When Incurred: Unless direct-billing is prearranged, travel costs, except air travel, will be paid for by travelers at the time the costs are incurred and submitted with receipts on the official expense report for reimbursement. (10/89)

G. Cash Advances: All monies paid for future travel or other expenses for official Kiwanis business shall be recorded as an advance. Within 30 days after completion of travel, the individual shall either repay the advance or report the amount on an approved expense report. (1980) (4/06)

H. Expense Report Required: All travelers shall submit an expense report for travel and/or all events for which they are allowed expense reimbursement. All costs must be itemized on the expense report form and receipts must be attached when applicable. The expense report shall be submitted no later than thirty (30) days following the conclusion of the travel or event to be eligible for said reimbursement. (6/86) (4/06)

I. Partners: When the Board approves travel expenses for volunteer’s legal partners to attend Kiwanis International meetings, travel expenses are limited to airfare and airport transfers, shared accommodation with the volunteer and any programmed meals. (1/01) (4/06)
179.2 - **International Board Members and Spouses**

Members of the International Board are reimbursed for their expenses in attending Board meetings, Special Committee meetings, the Kiwanis International Convention, Council meetings (if any), assigned district conventions, and other assigned Board responsibilities. (10/90) (10/94)

The cost of travel by International Board members or designated representatives to Europe, Asia-Pacific, or Latin America for meetings, conferences, or conventions shall be charged to international travel expense. (10/90) (4/97)

**A. Presidential Assignment of Past and Present Officers:** The International President may assign present and past International Officers to travel for the promotion and implementation of Kiwanis programs or objectives, and the cost of such travel shall be charged to presidential travel. (10/90)

**B. International President:**

1. **Presidential Visits:** Transportation expenses for the International President and spouse are paid by Kiwanis International; local transportation, including to and from the airport, should be provided by the district or governor. The district should assume the lodging and other official visit costs for the International President and spouse during their presidential visit. (4/04)

2. **Club or District Activities:** Within Kiwanis International presidential travel expense, the International President is permitted to schedule district or club activities. The district or club hosting the activity must assume the cost of transportation and lodging. (5/93) (10/08)

3. **Special Events:** The International President shall normally attend the annual Rose Parade activities, primarily for the purpose of a joint meeting with the leaders of other civic organizations, and such trip shall be included in the President’s annual travel budget. (10/08)

4. **Presidential Travel Approval Process:** As part of the budget approval process, at the April/May Board Meeting, the President-Elect shall present to the Executive Committee a list of all proposed Presidential visits/trips for the coming administrative year, as well as anticipated Presidential travel assignments. (10/02)

   a. Each planned visit shall be listed by:
      1. location;
      2. purpose/objective and;
      3. estimated travel cost involved. (10/02)

      This list shall comprise the Presidential Travel Budget for the forthcoming year. Anticipated related costs (such as visas) shall be included in financial projections. (10/02)

   b. No Presidential Travel, except to meetings of the International Board of Trustees, shall be charged to any accounts other than those specified for
Presidential Travel. (10/02)

c. The Presidential Travel Budget shall be given to Kiwanis’ official travel provider. (10/02)

d. Presidential trips, other than those previously approved by the Executive Committee, must be approved in advance by the Executive Committee, except for those of an emergency nature (visit to the US White House, for example). Should the Executive Director deem a meeting of the Executive Committee to be impractical due to timing or logistics, the Executive Director may approve the requested travel and give written notification to the Executive Committee. The Board Committee on Finance should review the Presidential travel expenditures each quarter. (10/02)

C. International Board Members to Governors-elect Meeting(s): See Procedure 187.1 - Leadership Education – Governors-elect, for reimbursement information for International Board members to attend Governors-elect meeting(s) required by Kiwanis International. (10/95) (1/00)

D. KI-EF Convention and Kiwanis ASPAC Convention: The International President and President-Elect and spouses may attend the Kiwanis International-European Federation Convention and/or (separately) the Kiwanis Asia-Pacific Convention at the expense of Kiwanis International. (10/96) (10/03)

E. International Counselors to District Visits: See Procedure 107 – District Counseling, for expense reimbursement information when International Board Counselors make visits to assigned districts. (5/93) (7/07)

F. International Board Members to Key Club International and Circle K International Conventions: See Procedure 527 - Attendance of Kiwanis International Officers at the Circle K International Convention and Procedure 628 - Attendance of Kiwanis International Officers at Key Club Convention regarding the Kiwanis International President-designate and the Kiwanis International Board Counselors to Circle K and Key Club attending the respective sponsored programs International Conventions at the expense of Kiwanis International. (10/95)

G. Executive Director: When traveling, the expenses of the Executive Director shall not exceed the cost of air economy transportation between the points involved plus the actual expense incurred for food (per diem), lodging, and ground transportation, except that first- or business-class transportation is as authorized under Procedure 178. when accompanying the International President, using first- or business-class transportation. (10/90) (7/98)

Travel expenses, housing, and programmed meals shall be paid for the Executive Director attending the Kiwanis International Convention and International Council meetings (if any). (10/90)

H. Spouse Reimbursement

1. Spouses of International-President and President-Elect: Kiwanis International
will pay the expenses for transportation of the spouse of the International President and/or President-Elect when accompanying the President/President-Elect on official travel. (1980) (1/00)

2. **Spouses of Other International Board Members:** Travel expenses, housing, and programmed meals shall be paid for spouses of International Board members attending the Kiwanis International Convention and the first meeting of Council (if any) according to the parameters set forth in sections 178.4, 178.5, and 178.6 of this Procedure. In addition, lowest-cost available airfare shall be paid for spouses attending district counseling assignments and Key Club or Circle K International counseling assignments (limit of one trip per assigned district). (5/85) (6/08)

179.3 - Past International Presidents

A. **Past International Presidents and Spouses:** Travel expenses, housing, and meals (per diem and/or programmed meals) shall be paid for Past International Presidents and spouses to attend the Kiwanis International Convention and the first meeting of Council (if any). Additionally, the cost of programmed meal functions for Past International Presidents shall be paid by Kiwanis International at assigned meetings. (5/85) (1/08)

B. **Widows or Widowers of Past International Presidents:** When appropriate, widows or widowers of Past International Presidents shall be invited to the first meeting of Council and the International Convention. Programmed meals shall be paid for them (and for their partners, if they remarry). Transportation and room accommodations will be at their own expense. (10/90)

179.4 - International Committees

For Committee meetings authorized by the International Board, unless otherwise determined, expense reimbursement for the Chairman and Members shall be limited to the lowest round-trip airfare by the most direct route, ground transportation, lodging, and meals during the meeting. (5/85) (1/08)

179.5 - International Convention Chairmen

A. **Host Chairman:** To attend the preceding year's convention, the expenses of the Host Convention Chairman will be paid for travel, housing, and programmed meals. The Chairman's spouse will be invited to attend at the Chairman's expense. (10/82) (4/99)

B. **Other Convention Chairmen:** The International President shall determine the reimbursement offered to the International Convention Chairmen of Resolutions, Elections, Credentials, Sergeants-at-Arms, and up to three (3) Vice-Sergeants-at-Arms, for duties performed at the Kiwanis International Convention, based upon the location of the convention, the duties assigned to the chairmen, and the anticipated hours to be worked by the chairmen at the International Convention. Reimbursement of expenses shall be limited to travel, five nights lodging, and the same per diem established for International Trustees. Total reimbursement for each Chairman shall not exceed the amount allocated in the International Convention budget for reimbursement of expenses for said Chairmen. (10/90) (10/01)
The travel, lodging, and programmed meals shall be paid for the Chairman of Convention and Council Music to attend the first meeting of Council, when the Chairman has a major role in the program as assigned by the International President. (10/90) (4/99)

**179.6 - Circle K and Key Club International Presidents**
Circle K and Key Club International Presidents will be paid transportation, housing, and the same per diem as established for International Trustees Board members, and for the meal function costs that they are required to attend at the Kiwanis International Convention and the first meeting of Council. (5/85) (10/90)

**179.7 - European Federation President and Asia-Pacific Conference Chairman**
For the first Council meeting, transportation, housing and programmed meals costs shall be paid by Kiwanis International for the President of the Kiwanis International-European Federation and the Kiwanis Asia-Pacific Chairman. At the Kiwanis International Convention, the European Federation President and the Kiwanis Asia-Pacific Chairman shall receive, at the expense of Kiwanis International, the same or comparable lodging accommodations as those provided to the governors for the four (4) nights corresponding with the official convention dates. (10/90) (10/04)

**179.8 - Widows of Individuals Granted Emeritus Status**
Widows of individuals who have been granted emeritus status by the Kiwanis International Board or the Kiwanis International Foundation Board shall be invited to the first meeting of Council. Programmed meals shall be paid. Transportation and room accommodations will be at their own expense. (10/90)

**179.9 - Governors**

**A. To Attend the First Meeting of Council:**
- **Transportation** - If by automobile, direct mileage is reimbursed as defined in Procedure 179.1.C - Auto Travel Reimbursement. If by air, lowest available airfare between the place of residence and Indianapolis is paid, provided the designated Kiwanis travel agent makes the airline arrangements, in accordance with Procedure 178 - Travel Management. (5/93)
- **Lodging** - Lodging is provided for the governor and spouse for three (3) nights for governors of North American districts and for four (4) nights for governors of European, Asia-Pacific, and Latin American districts. (5/93)
- **Meals** - Programmed meals for the governor and spouse are provided. (5/93)
- **Spouses** - Although expenses paid by Kiwanis International for spouses are limited to housing and programmed meals, they are urged to attend and participate in this educational event. (5/93)

**B. To Attend the Kiwanis International Convention**
- **Transportation** - No transportation costs are paid by Kiwanis International. The governor's costs should be paid by the district. (5/93)
- **Lodging** - Lodging will be provided by Kiwanis for the governor and spouse sharing the same room at the district’s assigned hotel, for the four (4) nights corresponding with the official convention dates (from the International Convention budget). (5/93) (2/04)
EXECUTIVE COMMITTEE REPORT
ACTION REPORT - EXHIBIT A

- Meals - Programmed meals planned specifically for governors and/or spouses are provided. This does not include "team dinners." (5/93)
- Spouses - Although expenses paid by Kiwanis International are limited, spouses of governors are urged to attend and participate in these educational events. (5/93)

C. To Attend Regional Conferences for Governors:
- Transportation - No transportation costs are paid by Kiwanis International. The governor's costs should be paid by the district. (5/93)
- Lodging - Lodging costs for governors are reimbursed if the conference lasts more than one (1) day. (5/93)
- Meals - Programmed meals are provided. (5/93)
- Spouses - When spouses are invited to attend, expenses paid by Kiwanis International are limited. (10/95)

D. Governors of Districts in Formation, Provisional Districts, and Designated Districts:
Governors of districts in formation, provisional districts, and designated districts, when expected to attend specific Kiwanis International functions, will be reimbursed by Kiwanis International for travel expenses on the same basis as governors of full districts. (1/00)

179.10 - District Governors-elect

A. To Attend Governors-elect Meeting(s) Required by Kiwanis International:
- Transportation - If by automobile, direct mileage is reimbursed as defined in Procedure 179.1.C - Auto Travel Reimbursement. If by air, lowest available airfare between the place of residence and Indianapolis are paid, provided the designated Kiwanis travel agent makes the airline arrangements, in accordance with Procedure 178 - Travel Management. (5/93)
- Lodging - Lodging costs are provided for the period of the meeting(s) for governors of North American districts, and for one additional night for governors of European, Asia-Pacific, and Latin American districts. (5/93)
- Meals - Programmed meals are provided. (5/93)

B. To Attend the Kiwanis International Convention:
- The governors-elect and spouses are encouraged to attend the Kiwanis International Convention and follow-up education conferences. However, Kiwanis International does not pay for transportation, lodging, meals, or other expenses for either governors-elect or their spouses. (9/99) (9/00)

C. Governors-elect of Districts in Formation, Provisional Districts, and Designated Districts:
Governors-elect of districts in formation, provisional districts, and designated districts, when expected to attend specific Kiwanis International functions, will be reimbursed by Kiwanis International for travel expenses on the same basis as governors-elect of full districts. (1/00)

179.11 - District Secretaries

A. To Attend the First Meeting of Council:
- Transportation and Lodging - No transportation or lodging expenses are paid by
Kiwanis International. (5/93)
- Meals - Programmed meals are provided. (10/95)
- Spouses are invited to attend, though no spouse expenses except programmed meals are paid by Kiwanis International. (5/93)

B. To Attend the Kiwanis International Convention: No transportation, lodging, or other expenses are paid by Kiwanis International for District Secretaries or their spouses to attend the Kiwanis International Convention. (5/93)

C. To Attend the District Secretaries' Conference:
- Transportation - No transportation expense is paid by Kiwanis International. (5/93)
- Lodging - Lodging costs are provided for three (3) nights. (5/93)
- Meals - Programmed meals are provided. (5/93)
- Spouses - Spouses are not invited to, and should not attend, this meeting. (5/93)

179.12 - Kiwanis International Accredited Representative (KIAR)
See Procedure 311.3 - Expense Reimbursement, for complete information on expense reimbursement for persons authorized to organize new clubs. (1980) (10/96)

179.13 - Kiwanis International Staff
Staff members must adhere to Procedure 178 - Travel Management. See Employee Policies regarding reimbursement for automobile usage, business entertaining, meals, and participation in trade and professional associations. (10/95) (1/99)
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
EDUCATION

October 12, 2011 Indianapolis, Indiana USA
9:00 a.m. - 5:00 p.m. EST Kiwanis Family Room

Committee Members

___ Stewart Ross, Chairman
___ Pietro Grasso
___ Stephen T. Hill
___ Sylvester Neal
___ Susan A. Petrisin
___ Lee Kuan Yong
___ Jill Madinger, Staff Liaison
___ Michelle Morrison, Staff Liaison
___ Marcela Llinás, Staff Liaison

1. Call to Order

2. Consent Report

None

3. Action Report

a. Review of the Board Committee Responsibilities – update Procedure 102.4 to reflect current committee expectations
b. Asia-Pacific Growth and Education Funding Requests – 3 recommendations for education efforts in Asia Pacific
c. Latin America Education Conference Request – a request for funding to host a Latin America education conference
d. Relationship Between Face to Face and Online Club Leadership Education – a request to consider online education as a viable, equal program as the classroom program
e. Club Leadership Education Attendance Expectations – a request to consider mandatory CLE attendance
4. Information Report

   a. Role of the Board Committee and the Kiwanis International Committees
   b. Education Programs Update – Americas, Asia-Pacific and Europe
   c. Online Education Update
   d. Education Resources on KiwanisOne.org
   e. Initial Data from the 2011 Education Season
   f. International Convention Education in New Orleans
   g. New Member Orientation
   h. 2011 Governors-Elect Education Conference
   i. Achieving Club Excellence Program Expansion
   j. International Committee on Leadership Education: Americas
   k. International Committee on Leadership Education: Asia-Pacific
   l. International Committee on Leadership Education: Europe
   m. International Committee on Technology Integration

5. Future Business

   a. Overall Club Leadership Education Evaluation
   b. Club Leadership Education Attendance Expectations
   c. Comprehensive District Education Plan
   d. An Adult Leadership Program
   e. Continuing Education Units for Kiwanis Education
   f. Data from the 2011 Education Season
   g. District Education Committees Progress
KIWANIS INTERNATIONAL BOARD OF TRUSTEES

REPORT OF THE BOARD COMMITTEE ON EDUCATION

Consent Report

None

Action Report

a. Review of the Board Committee Responsibilities

The Committee reviewed policy 102.4 which outlines the responsibilities of the Board Committee on Education. The Committee believes that this procedure should be updated to reflect current practices. While this policy was written at least seven years ago and is included in the 2004 strategic plan document, it would be best if this policy was revised through a comprehensive process to develop an updated strategic plan. For the time being, The Committee will consider a revision to Procedure 102.4.

Original text of Procedure 102.4:
The Board Committee on Education will work to establish Kiwanis as a premier provider of educational programs that develop competent, knowledgeable, and ethical leaders. This Committee will concentrate on the education, training and leadership development programs offered by Kiwanis International including all offerings of Kiwanis University.

Recommendation#1: That the Kiwanis International Board approves the following revision to Procedure 102.4 – [Board Committee on] Education:

102.4 – [Board Committee on] Education

The Board Committee on Education works to establish Kiwanis as a premier provider of education programs in order to develop competent, knowledgeable and ethical leaders. This Committee will concentrate on the education, training and leadership development programs offered by Kiwanis International including all offerings of Kiwanis University. This Committee’s focus is on educational and leadership development and programs. The International Committee on Leadership Education in the Americas, Asia-Pacific, and Europe, along with the International Committee on Technology Integration, all report to the Board Committee on Education.

(ADOPTED)
Strategic Intent: To update outdated policies and procedures
Financial and Human Resource Impact: none

b. Asia-Pacific Growth and Education Funding Requests

With the revisions of the Club Leadership Education curriculum for the Spring 2011 education season, it is now time to consider making this a global curriculum. The Asia-Pacific region is interested in designing a core curriculum that would be appropriate for all districts within the region based on the existing Club Leadership Education program in North America.

To help them accomplish this goal, the master instructor equivalents in these districts have requested the necessary financial support to schedule an in-person meeting. This proposal was initially presented to the board in July 2011 and was referred to Committee for review.

The original request was for a separate meeting for the Master Instructors to customize the curriculum for the Asia-Pacific districts. Upon further consideration, the Committee believes that including the Master Instructors in the 2012 Asia-Pacific Education Conference and completing this task at that meeting is most cost efficient and will still meet the expectation of the request.

The Committee chooses to recommend a variation of Option 1 of the original request “to bring Asia-Pacific Master Instructors to an already existing meeting in Asia-Pacific and have a Staff member travel to Asia-Pacific to lead the session.” This expense is already included in the 2011-12 budget.

In addition, the Committee considered expanding current education offerings in the Asia-Pacific region to contribute to the momentum for growth that exists in this region. Trustee Lee Kuan Yong presented a proposal for consideration that the Committee agrees will provide the necessary educational resources to support their commitment to growth (Exhibits A and B). The outcomes of these efforts will be measured by the increase of new clubs and membership and will be monitored throughout the year. The Committee will work closely with Staff to develop an agenda that meets the expectations. The recommendations indicated below are one-time requests to occur during the 2011-12 year.

Recommendation #2: That the Kiwanis International Board approves funding for US$5,500 to conduct an “Asia-Pacific Nations Growth Summit” in conjunction with the Asia-Pacific Convention in March 2012, as shown in Action Report-Exhibit A. An evaluation of this effort will be provided to the Board after the meeting.

(ADOPTED)
Strategic Intent: To inspire growth and provide the necessary tools in Asia-Pacific Kiwanis nations

Financial and Human Resource Impact: US$5,500. This includes onsite expenses (i.e. meals and room rental) for approximately 50 people

Recommendation #3: That the Kiwanis International Board approves US$7,300 funding to invite Area Coordinators for 2011-12 and 2012-13 and Master Instructors for 2011-12 from Sri Lanka and Indonesia to attend the Asia-Pacific Education Conference in May 2012, as shown in Action Report-Exhibit A. An evaluation of this effort will be provided to the Board after the meeting.

(ADOPTED)

Strategic Intent: To see, learn and create a plan to increase membership through education

Financial and Human Resource Impact: approximately US $7,300 for 6 additional attendees

Recommendation #4: That the Kiwanis International Board approves subsidizing the attendance of club presidents and certified instructors for five nondistricted nations in the Asia-Pacific Region at the Malaysia District Club Leadership Education conference in July 2012 for a maximum expense of US$10,700, as shown in Action Report-Exhibit A. An evaluation of this effort will be provided to the Board after the meeting.

(ADOPTED)

Strategic Intent: To provide club leadership education to non-districted nations and interact with a full district to share ideas and information

Financial and Human Resource Impact: US$10,700 for 12 people to participate in the education meeting

c. Latin America Education Conference Request

This new initiative request was referred to Committee at the July 2011 Board meeting. The intent is to bring together the leaders in Latin America to focus on Education, Growth and The Eliminate Project, and establish strategic guidelines in these areas for the Region.

Below are the estimated budget and the participants to such planning and education meeting in Panama:
It is important to clarify that although the initial request indicates these kinds of meetings are already happening in the region, this is a new initiative request. Staff conducts Growth Summits every spring in the Andean and Central American District (DACA) and in Ecuador DIF, but such meetings are intended to bring Kiwanis Education to the member. They are not specifically for planning purposes of the leaders.

The outcomes of these efforts will be measured by the increase of new clubs and membership and will be monitored throughout the year.

Recommendation #5: That the Kiwanis International Board approves the 2012 Latin America Education Conference in approximately March or April and the required funding to support this meeting in the amount of US$9,535. An evaluation of this effort will be provided to the Board after the meeting.

(ADOPTED)

Strategic Intent: To bring together the leaders in Latin America to focus on Education, Growth and The Eliminate Project, and establish strategic guidelines in these areas for the Region.

Financial and Human Resource Impact: not to exceed US$9,535 for 9 participants.
d. **Relationship Between Face-to-Face and Online Club Leadership Education**

Online education was introduced in Spring 2009 with modules for the club secretary, president, treasurer, and the lt. governor. In Spring 2010, two additional modules were completed for the club board member and the club membership chair. Districts are incorporating the online education into their curriculum offerings in different ways. Some are using it as pre-work to the classroom sessions. Others are suggesting it as a make-up opportunity for those who missed the classroom session. Both online and classroom education have their strengths and weaknesses, and each appeal to a different audience. It’s important to note that both are serving a unique purpose and encouraging to see how districts are integrating the online education into their instruction.

Up to this point, online education has been marketed as a great solution for make-up CLE training. The Committee reviewed the overall attendance for CLE over the past three years and sees much opportunity to improve the level of participation from where it currently is. As a result, the Committee suggests that it is appropriate and necessary to take the significant step of considering the online CLE program to be equal to that of the classroom CLE program and to market the online method to all clubs. While the interaction of face to face is still considered to be of great value, the Committee believes that the online education is as viable as the classroom education program.

**Recommendation #6:** That the Kiwanis International Board recognizes the online Club Leadership Education program as an equivalent alternative to classroom/face-to-face delivery method.

*(ADOPTED)*

**Strategic Intent:** To embrace online education and market it as a viable method of learning

**Financial and Human Resource Impact:** none

e. **Club Leadership Education Attendance Expectations**

The Committee believes it has the opportunity to influence many of the areas presented in the plan “Prioritization on Growth: Focus on Clubs and Districts.”

The Committee agrees with the proposal that attendance at Club Leadership Education should be considered a mandatory action by the incoming club president and secretary. The Committee would like to discuss the idea of bringing club leadership education into congruence with the expectations of lt. governor education and governors. There are certainly elements to consider such as what consequences are in place if the club leaders do not attend, how the consequences
will be implemented, and how we can transition the message from a punitive negative behavior to inspiring positive behaviors.

The Committee agreed that the club president is a crucial leader in Kiwanis. The Committee would also agree that this requirement would be able to be completed through either a classroom CLE program or the online CLE program.

While the request is to explore the idea of mandatory CLE, the Committee expects to discuss this concept at the International council meeting and for Staff to develop a plan for consideration and discussion at the January 2012 board meeting.

Because of this change, the Committee strongly recommends that the board becomes familiar with the online education modules and reviews available materials on the KiwanisOne.org website.

**Recommendation #7:** That, effective immediately, the Kiwanis International Board requires that the Club Leadership Education program be successfully completed by incoming club presidents and secretaries before assuming office. Completion will be verified by each district.

(ADOPTED)

**Strategic Intent:** To ensure that our club leaders are equipped to lead their clubs  
**Financial and Human Resource Impact:** none at this time

**Information Report**

a. **Role of the Board Committee and the Kiwanis International Committees**

During the 2011-12 administrative year, the Board Committee is going to work very closely on agenda items with the international committees.

The International Committees on Leadership Education in the Americas, Asia-Pacific and Europe each have a liaison from the Board Committee to help keep the Board Committee well informed of their work, intentions and requests. The liaisons are as follows: Americas – Stewart Ross, Asia-Pacific – Lee Kuan Yong, Europe – Pietro Grasso.

The international committees officially begin their work on October 1, although some started before this date.
b. Education Programs Update – Americas, Asia-Pacific and Europe

_Historical information_

At the January 2010 Board meeting, a series of recommendations were approved to set into motion a number of things intended to improve the Club Leadership Education program as well as the instructor selection process (attached as _Information Report - Exhibit A_). These nineteen recommendations for Club Leadership Education have been the guiding document for the education team over the past year and are now complete.

_Americas_

The 2010-11 year was full of new curriculum for club leaders and lieutenant governors, as well as the growth program, Achieving Club Excellence.

_Club Leadership Education_ was redesigned through the work of the 2009-10 and the 2010-11 International Committees on Leadership Education. Through this collaborative effort, past and current instructors contributed to the final program which has been well received in the districts. There continues to be varying thoughts of how much the curriculum should focus on soft rather than hard skills as well as the balance of providing information versus how to use the information.

_Lieutenant Governor Education_ was also redesigned into two different formats – a traditional classroom experience and a blended (hybrid) curriculum experience. Most districts chose to use the blended curriculum which included a pre-assessment, online education to meet needs identified in the pre-assessment, a pre and post classroom experience assessment, an eight hour classroom curriculum, and continuing education through webinars throughout their year as lieutenant governor. Because most districts schedule full weekends for this program, district specific content was intertwined with the Kiwanis International curriculum.

_Achieving Club Excellence_ is a three hour classroom program focused on improving the existing clubs. This walks participants through a seven step process to evaluate their club and community, create a plan to accomplish the club’s goals, and how to implement the goals.

_Asia-Pacific_

In conjunction with the Asia Pacific Education Conference in May 2011, the Master Instructor equivalent had the opportunity to meet with each other and discuss education needs in their region and districts. Currently, the instructor positions are appointed by the governor and commonly have newly appointed members every year. This is not providing the consistency or continuity from year to year for the Club Leadership Education program that would be more
ideal. These individuals expressed a strong desire to implement a similar program as the Americas for master instructors and certified instructors in their districts including the three-year appointment for both positions.

The region is very pleased that they are making progress with education efforts. They have not had a regional focus on education in recent years and are looking forward to working together through the International Committee on Leadership Education: Asia-Pacific. This Committee is comprised of the master instructor from each district.

Europe

Europe has traditionally self monitored their education programs and instructors and will continue to do so based on the agreement between Kiwanis International and the European Federation. The Kiwanis International-European Federation has established a position within their leadership structure that is focused on education. They have adapted the core curriculum for Club Leadership Education to meet their needs and expectations. The master instructor equivalent for each district meets annually to review updates to the curriculum and new information available.

This region is represented through the International Committee on Leadership Education: Europe.

c. Online Education Update

Kiwanis implemented online education three years ago with the development of modules for the club president, secretary, treasurer, and lieutenant governor. A year later, the club board member and club membership chair modules were added. This year, the newest addition is New Member Orientation which is scheduled to be complete by October 2011. To access these modules, members log into KiwanisOne.org. The login requirement is necessary to track attendance and participation. As the classroom curriculum was revised, the online modules also were revised.

d. Education Resources on KiwanisOne.org

A significant number of materials are currently available on KiwanisOne.org to support club member education and growth education. The most recent addition to these materials is the updated Education Spots (also known as the Education Minutes). Many clubs use fun Kiwanis trivia in their club meetings and newsletters. This document is available in English in both a North America and a Global version and is currently being translated into the core languages.
Providing resources through the website to the clubs is the most efficient and cost-effective manner in distributing information. Utilizing the website or other electronic channels as the primary method of distributing materials is the future of most organizations as they try to do more or even the same amount of work with fewer resources.

e. Initial Data from the 2011 Education Season

The 2011 education season has been the first strong attempt at least in recent years to gather statistical feedback from the participants about their education experience. In years past, immediate feedback was given to the instructor, but that information was rarely shared with the district or with Kiwanis International.

For the Club Leadership Education program, instructors took attendance electronically through a special feature on the KiwanisOne.org website. After the attendees were entered, the instructor sent an email that is stored within the special feature to the attendees with a link to take the survey. In addition, the instructor had the opportunity to take a survey as well that was specific to their role. This information was then submitted electronically. Phase I of the project was to get the attendance and email functionality running. Phase II was to complete the initial report function. Phase III is to put the finishing touches on the process that will truly make it useful to the certified instructors and the districts including more advanced report features. The ultimate goal would be to rely on the attendance from this process and from the online education modules to determine an actual participation measure rather than the self reported numbers from the annual club report. That will likely take years to accomplish because of the implementation process, the development process, and the gradual process for the organization worldwide to use the same system.

While this attendance/evaluation tool was initially designed for Club Leadership Education, it was designed with the intent that it will expand and include all of the education programs offered. Once the tool is considered complete, it will have the ability to track attendance and feedback for any and all education courses by Kiwanis International. This is extremely exciting as Kiwanis International will have direct information from participants on programs and will be able to make adjustments based on a significant amount of data rather than anecdotal comments.

The blended format of Lieutenant Governor Education also had a significant amount of data collected through a temporary process. Next year, it will be integrated into the process mentioned previously.
f. International Convention Education in New Orleans

The education plans for the International Convention in New Orleans are well underway. Included beginning in February will be a list of the forums available on the convention website so that members may indicate which of the forums they would be most likely to attend. It seems that there is always an opportunity at convention where the room is too small for one session and too large for another. By requesting this information, topics will be assigned based on levels of interest while balancing the topics delivering significant messaging.

In addition, an education survey was created in May 2011 to give members the opportunity to share what topics they would like to see offered in New Orleans. Questions ranged from attending a pre-convention workshop and willingness to pay for a special pre-convention offering to the topics they would suggest for common interest areas such as leadership, service leadership programs, foundation, and membership. This survey was distributed through social media, the Kiwanis International Update, district publications, and also in a paper format at the International Convention in Geneva. These results are being incorporated into the scheduled forums.

The Committee reviewed the initial forum schedule and was pleased with the implementation of tracks and daily themes.

g. New Member Orientation

At the January 2011 Board meeting, the Committee reviewed the newly revised New Member Orientation program and agreed that an online format of the program was necessary. Through the annual club report, clubs have indicated that only 40% complete a new member orientation. While it is still recommended and most effective for a club to facilitate new member orientation, all new members need the same basic information about the organization. An online solution will help those new members not receiving orientation from their club and will guide them to ask the appropriate questions to the club to complete their orientation.

This program will be included in the new member e-kit and will be promoted through the different communications from Kiwanis International. It is available in English only at this time. A link to the new member e-kit is emailed to new members and exists on the KiwanisOne.org website.

This online version of the program is scheduled for completion in November 2011 and will be sent to the Committee at that time.
h. 2011 Governors-Elect Education Conference

Plans for the 2011 Governors-Elect Education Conference are nearing completion. This year, there are a few changes to note:

- The conference will be a two day conference rather than a three day conference.
- With the addition of the council meeting in January, district secretaries have been invited to the council meeting rather than the governors elect conference.

President-elect Tom DeJulio shared the agenda of the upcoming meeting with the Committee.

i. Achieving Club Excellence Program Expansion

As mentioned, the Achieving Club Excellence program is the central program to improving the club experience in existing clubs. This seven step program takes place in a three hour, interactive classroom experience. This program has been very highly received. It is still early to determine if it causes a call to action to improve the club and grow.

Because improving the club experience is critical to the sustainability and growth of the organization, a goal has been set to reach all clubs in North America with the Achieving Club Excellence program within three years. To accomplish this goal, different formats of delivering the content have to be considered.

The first method is through video. Currently, the program is being divided into small pieces that would fit within a club meeting. This would allow a club to dedicate 6-8 club meetings to experience the program together without expecting them to attend an education event outside of their club meeting. A club member would act as the facilitator when the video prompts for a discussion or an activity. The goal for delivering this video program is July 2012.

Secondly, Staff is facilitating “growth summits” in districts across North America, and this program is the basis of the growth summit experience. Districts coordinate all of the details and logistics as well as the promotions. This effort just started in 2009.

Lastly, the program is delivered as the three hour classroom experience at existing events such as district conventions, mid-years, and at International Convention.

While the originally designed program is a three hour program, an “Introduction to Achieving Club Excellence” is also available as a 60 minute workshop program. It is rare to find a large group of people who have the time to attend a three hour program. By providing this as a high level introduction, the content discusses the basic steps and uses one or two activities from the program to involve the attendees into the curriculum. This
program does not replace the full three hour program, but it is better to share some information with the members in hopes that they will look online for the full list of resources to help them evaluate and improve their club experience.

j. International Committee on Leadership Education - Americas

The report from the International Committee on Leadership Education- Americas is attached as Information Report-Exhibit B.

k. International Committee on Leadership Education – Asia-Pacific

The International Committee on Leadership Education – Asia-Pacific has just recently begun working together and will submit a report for review for the January 2012 Committee meeting.

l. International Committee on Leadership Education - Europe

The report from the International Committee on Leadership Education- Europe is attached as Information Report-Exhibit C.

m. International Committee on Technology Integration

The International Committee on Technology Integration has just recently begun working together and will submit a report for review for the January 2012 Committee meeting.

**Future Business**

a. Overall Club Leadership Education evaluation
b. Club Leadership Education attendance expectations
c. Comprehensive district education plan
d. An adult leadership program
e. Continuing education units for Kiwanis education
f. Data from the 2011 education season
g. District education committees progress
ASPAC Nations Education and Growth Program

A. Background Information

1. Currently there are 8 Kiwanis Nations in Asia-Pacific as follows:

<table>
<thead>
<tr>
<th>Nation</th>
<th># of Clubs</th>
<th># of Members</th>
<th>Remarks</th>
<th>Population (millions)</th>
<th>Population per Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>India</td>
<td>5</td>
<td>150</td>
<td>Includes Calcutta 22, and Shillong 20</td>
<td>1,200</td>
<td>8.0 million</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>4</td>
<td>86</td>
<td>New Club Ampara with 103 members in Oct. 2011</td>
<td>20</td>
<td>230,000</td>
</tr>
<tr>
<td>Indonesia</td>
<td>4</td>
<td>71</td>
<td>Includes Jakarta Muda 20</td>
<td>238</td>
<td>3.3 million</td>
</tr>
<tr>
<td>Pakistan</td>
<td>2</td>
<td>43</td>
<td></td>
<td>177</td>
<td>4.0 million</td>
</tr>
<tr>
<td>Nepal</td>
<td>1</td>
<td>43</td>
<td></td>
<td>15</td>
<td>350,000</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>1</td>
<td>19</td>
<td></td>
<td>7</td>
<td>360,000</td>
</tr>
<tr>
<td>Singapore</td>
<td>1</td>
<td>13</td>
<td></td>
<td>5</td>
<td>380,000</td>
</tr>
<tr>
<td>Guam</td>
<td>1</td>
<td>14</td>
<td></td>
<td>0.2</td>
<td>14,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>19</td>
<td>439</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The 8 Kiwanis Nations have great potential to grow.

As a comparison, there are 1,500 members in Malaysia with a population of 28 million people (or 18,000 population per member). In the Ohio District, there are 8,800 members serving a population of 12 million people (or 1,400 population per member). In the Netherlands, there are 2,500 members serving a population of 17 million (or 6,800 population per member).

3. Leadership Structure in Sri Lanka and Indonesia:

   a. Sri Lanka appointed their 1st Area Coordinator in 2010-11 (Daya Ratnayake), and their 2011-12 Area Coordinator is Arjuna Yatawara. An “Area Committee” has also been appointed to lead the Kiwanis Nation with 4 clubs and 86 members. The 1st Club (Colombo City) was chartered in Sept. 1982. A fifth club (Ampara Club) will be organised in October 2011 with 103 members. More new clubs are targeted to be built in the coming year.

   b. Indonesia 2010-11 Area Coordinator Ms. Vanny Shinta Cendra will be succeeded by 2011-12 Area Coordinator Ms. Prita Baso. There are 4 clubs with 71 members, with plans for 2 more new clubs in 2011-12. Their Education Coordinator is Irwin Senjaya. The 1st Club (Jakarta) was chartered in March 1992.

4. India Growth Summit:
a. An India Growth Summit is being planned for 3rd December 2011 in New Delhi. Currently there are 5 clubs with 150 members. The 1st Club (New Delhi) was chartered in April 1978. Raj Jajodia is the current Nation Representative for India.

5. **Pakistan, Nepal, Hong Kong, Singapore and Guam:**

   a. Pakistan: There are 2 clubs with 43 members. The 1st Club (Karachi) was chartered in June 2002. Irfan Vazeer is the current Nation Representative for Pakistan.

   b. Nepal Club was chartered in January 2010. It has 43 members, and Suresh Malla is its Charter President and Nation Representative.

   c. Hong Kong Club was chartered in January 1970. It has 19 members, and Past President Judy King is the Nation Representative.

   d. Singapore: The Delta Chapter Club was chartered in July 2004. It has 13 members. Club President Herman Adhiyatma is the Nation Representative. Past President Teng Cheng Chong is the 2011-12 ASPAC Secretary/Treasurer.

   e. Guam: The Hafa Adai Club was chartered in May 1976. It has 14 members.
B. Support for the Recommendations:

1. To conduct an “ASPAC Nations Growth Summit” in conjunction with the 2012 ASPAC Convention in Colombo City, Sri Lanka in March 2012.

   a. The Leaders from the Kiwanis Nations met at the 2011 ASPAC Convention in Melaka Malaysia in March 2011, and each Nation Representative prepared a “Wish-List” for Kiwanis development and growth in their respective Nation.

   b. A Skype Conference was started in May 2011 to discuss some of the items in the “Wish Lists”. Follow-up Skype Conferences were held in June, August, September and on 5th October 2011. The Skype Conferences were actively participated by the Nations Leaders, and many ideas were put forth to encourage Kiwanis growth and development in the Nations.

   c. The Nations Leaders concluded and request that an “ASPAC Nations Growth Summit” be held in conjunction with the 2012 ASPAC Convention in Colombo City, Sri Lanka in March 2012 with the following features:

      i. Date: Wednesday 14th March 2012, Half day from 2pm to 10pm.
      ii. Purpose: “Road Map for Kiwanis Development & Growth in Kiwanis Nations”
      iii. Attendees: All Kiwanis members from the non-districted clubs in the Asia-Pacific region who are registered for the ASPAC Convention.
      iv. Invitees: “Master Instructors” from Kiwanis International and ASPAC, Adeline Chan (ASPAC Chair), Tadao Oda (ASPAC Officer In-charge of ASPAC Nations), Alan Penn (International President), Stan Soderstrom (Executive Director) Kiwanis Leaders by invitation.
      v. No. of pax: 50 estimated (attendees and invitees).
      vi. Budget: For hall and equipment rental, tea, dinner, flight and accommodation for “Master Instructor”.

         Estimated Budget: US$ 70 per participant x 50 participants = **US$ 3,500; plus US$ 2000 for flight and accommodation for Master Instructor from KI.**

      vii. Outcome: “Official Road Map” for each Nation for new club building target, and membership-add target; and timetable to achieve District-in-Pre-Formation.

2. To invite the Area Coordinators and “Master Instructors” of Sri Lanka and Indonesia as observers to the 2012 Regional ASPAC Education Conference in May 2012.

   a. The 2012 Regional ASPAC Education Conference in May 2012 is targeted at the eight (8) Districts in the Asia-Pacific Region. (Please see separate paper on this subject).
b. In order to encourage the Kiwanis Nation of Sri Lanka and Indonesia to achieve the “District-in-Pre-Formation” and/or “District-in-Formation” status, the Area Coordinators and the “Master Instructors” should be invited to the 2012 Regional ASPAC Education Conference; with the following proviso:

i. The 2011-12 and 2012-13 Area Coordinators will be invited to observe how the 2012-13 Governors organise and plan for growth and service in their Districts in the ensuing year,

ii. The “Master Instructor” from the Kiwanis Nation will participate with the “Master Instructors” from the 8 Districts in order to conduct Education Programs (e.g. CLE) in the Kiwanis Nation upon his/her return from the Conference. The “Master Instructor” will be appointed for a 3-year term.

iii. Budget: 3 participants each from Sri Lanka and Indonesia totalling 6 participants; for flights, accommodation and program meals.

viii. Outcome: Solidifying the “Official Road Map” for new club building target, and membership-add target; and timetable to achieve District-in-Pre-Formation and/or District-in-Formation.

Estimated Budget: US$ 7,300 for a total of 6 participants.

3. To support and subsidise the invitation of Club Presidents-designate and “Certified Instructors” from the Kiwanis Nations of Pakistan, Nepal, Singapore, Hongkong and Guam to attend the CLE (Club Leaders Education) Conference in Malaysia in July 2012.

   a. The Malaysia District conducts an annual 2-day education program for its 50 club presidents-designate and secretaries-designate in July each year, known as the “Kiwanis Leadership Conference”. This conference is led by the Governor-elect and is organised by the District Education Chair. The Conference makes use of the “CLE” materials from KI, the Leadership Guide, and incorporates the Governor-elect’s Goals for the ensuing year.

b. The Malaysia District has invited participants from Indonesia in the past, and can be persuaded to extend invitations to participants from the Nations in the future.

c. We propose that the Club Presidents-designate from the Kiwanis Nations of Pakistan, Nepal, Singapore, Hongkong and Guam be invited to the 2012 Malaysia District “Kiwanis Leadership Conference”, and a subsidy be granted by KI for this purpose.

d. We also propose that a “Certified Instructor” from each of these Nations be invited to the same Conference in order to observe and repeat the “CLE” program for future Club Presidents and Secretaries in their home Nation.

   e. Budget: 2 participants each from 6 Clubs in 5 Nations; totalling 12 participants.

f. Subsidy for Flight, accommodation and program meals.

Estimated Budget: US$ 10,700 for a total of 12 participants.
2012 Asia-Pacific Education Conference

Following are some proposals for consideration.

Rationale for the Proposals:

- To tie the Education Conference to Results more effectively in the Districts; i.e. “Applied/Practical Education” instead of “Pure Education”.

Main Points for consideration:

1. This Conference is a good “follow-up” after the November 2011 Governors-elect Education to be held in Indianapolis. (Please see proposed annual training calendar below). In this way, this annual Conference will become a good “booster” before the start of the new Kiwanis year 2012-13.

2. Proposed date of Conference is Mid-May 2012.

3. Proposed venue is Taipei or Seoul. (Note: 2009 venue was Kuala Lumpur; 2010 venue was Melbourne; and 2011 venue was Macau China).

4. Proposed District attendees are as follows:
   a. 2012-13 Governor (Target Audience), and 3 key team members:
   b. 2012-13 District Growth Chair
   c. 2012-13 District Education Chair
   d. 2012-13 District Secretary

5. Proposed ASPAC & International leadership attendees are as follows:
   a. 2012-13 International President
   b. 2012-13 ASPAC Chair
   c. 2012-13 ASPAC Secretary/Treasurer
   d. 2012-13 Chairman (ASPAC-based) of the International Committee on Growth in Asia-Pacific (who is normally the 2012-13 ASPAC Chair-elect)
   e. 2012-13 Chairman (ASPAC-based) of the International Committee on Leadership Education

6. Proposed Staff and Instructors attendees are:
   a. International President (invited as ex-officio)
   b. Chairman of Board Committee on Education (Lead Instructor)
   c. Executive Director and/or designee
   d. Asia-Pacific Service Director
   e. Instructor for Growth (staff)
   f. Instructor for Leadership Education (staff)
   g. Instructor for District Administration and On-line Database (staff)
h. Master Instructors (volunteers and/or professionals) from the Asia-Pacific region (who will become useful resource in the region for follow-up education for the Districts and Nations if the need arise.

7. Pre-Conference “Home-work” preparations by District attendees: The 2012-13 District Governors and attendees can prepare some draft plans and goals for the District before the Conference. In this way, the Conference will become more targeted and effective.


9. To consider inviting the Area Coordinators of non-districted Nations as observers. This will provide the necessary information and incentive for the Nations to grow.

10. Estimated Budget: Not to exceed the 2010 Budget.

Background Information:

- The Regional ASPAC Education Conference started in 2009, and was held in May 2009 in Kuala Lumpur. This Conference was a huge success because there were a lot of new information being shared and exchanged for the first time amongst the 8 district leadership.

  District attendees were:
  - Governors
  - Governors-elect
  - District Growth Chairs for the following year
  - District Eduaction Chairs for the following year
  - District SLP Chairs for the following year
  - District Administrators for the following year

- The 2nd Regional Conference was held in May 2010 in Melbourne with the same attendees as the 2009 Conference.

- The 3rd Regional Conference was held in May 2011 in Macau China. This Conference also incorporated the Orientation for the Eliminate Project.

  District attendees were:
  - District Governors
  - District Coordinator for the Eliminate Project
  - Governors-elect
  - District Growth Chairs for the following year
  - District Education Chairs for the following year
  - District SLP Chairs for the following year
  - District Administrators for the following year
Proposed Annual Education Calendar
Following is an annual education calendar which we should propose for a District to adopt.

It is a 2-year education cycle starting from the November Governors-elect Education.

Each District may modify the annual education calendar and dates to suit its special circumstances, but the key elements of the annual education calendar must be present.

<table>
<thead>
<tr>
<th>Calendar for 2012-13 Governor</th>
<th>Calendar for 2013-14 Governor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nov 2011</strong></td>
<td>Gov.-elect Education in Indianapolis</td>
</tr>
<tr>
<td><strong>March 2012</strong></td>
<td>ASPAC Convention in Sri Lanka (Govs.-elect meet with KI President-elect)</td>
</tr>
<tr>
<td><strong>May 2012</strong></td>
<td>Regional ASPAC Education Conference led by International President-elect and targeted at Gov.-elect and 2012-13 Team.</td>
</tr>
<tr>
<td>May/June 2012</td>
<td>Gov.-elect leads the Education for Lt. Governors 2012-13 and District Chairs &amp; Officers</td>
</tr>
<tr>
<td><strong>June/Jul 2012</strong></td>
<td>International Convention in New Orleans (Govi-elect meet KI President-elect and submit report of updated Goals)</td>
</tr>
<tr>
<td><strong>Jul 2012</strong></td>
<td>Gov.-elect leads Education for Club Presidents &amp; Secretaries</td>
</tr>
<tr>
<td><strong>Aug/Sep 2012</strong></td>
<td>District Convention, and Gov.-elect gets ready to take over.</td>
</tr>
<tr>
<td><strong>Dec 2012</strong></td>
<td>2012-13 Governors report on status of Goals and Action Plan to KI President</td>
</tr>
<tr>
<td><strong>March 2013</strong></td>
<td>ASPAC Convention in Hiroshima (Governors meet with KI President)</td>
</tr>
<tr>
<td><strong>April 2013</strong></td>
<td>Mid-Term Conference: District Governors, Chairs &amp; Officers report on status of Goals and Action Plan</td>
</tr>
<tr>
<td><strong>May 2013</strong></td>
<td>Regional ASPAC Education Conference led by International President-elect and targeted at Gov.-elect and 2013-14 Team.</td>
</tr>
<tr>
<td>May/June 2013</td>
<td>Gov.-elect leads the Education for Lt. Governors 2013-14 and District Chairs &amp; Officers</td>
</tr>
<tr>
<td><strong>June/Jul 2013</strong></td>
<td>International Convention in</td>
</tr>
</tbody>
</table>

Note: The table entries are placeholders and should be filled with actual dates and events.
### Other Recommendations:

1. We believe that the “contents” for Kiwanis education are at a high level of adequacy; and Districts are encouraged to modify the contents to suit the local culture and circumstances.

2. Wherever possible, a short (e.g. 1 or 2 pages) summary should be prepared for all Kiwanis education materials (e.g. the Quick Start guide for New Club building).

3. We should focus on “delivery” of Kiwanis education on a timely and regular manner (hence the usefulness of a recommended annual education calendar).

4. We should focus on certifying a team of local instructors in each District to carry out repeated education programs in the District.

5. We should focus more on “applied/practical education” rather than “pure education”.

6. “Applied /practical education” puts more attention on:
   
   a. team-building;
   
   b. development of goals and targets, and annual calendar of events;
   
   c. and simple strategies to implement and achieve the goals and targets with the District team during the year.

7. Applied /practical education is also about more skills building rather than just education/knowledge giving.

8. We can also have more inter-district sharing in terms of attending each other districts’ CLE’s and “Lt. Governors Education”.

9. If required, we should consider conducting a special one-off Education conference in one district separately, and to certify a number of local district instructors at the same time. The local instructors can then proceed to conduct annual education programs within the district.
Committee Make-up
The 2009-10 International Committee on Leadership Education is comprised of Bob Erikson, Cal-Nev-Ha; Howard Kline, Carolinas; Jan Larson, Kentucky-Tennessee; Sue Petrisin, Michigan; Sjoerd Timmermans, Netherlands, and Jane Erickson, Nebraska-Iowa, Chairman.

Committee Mission per Kiwanis International (KI) President Paul Palazzolo
To promote the Club Leadership Education (CLE) program and general education for Kiwanis members both in existing clubs and new clubs. To serve as a Board Committee resource for reviewing, evaluating, and assisting in the development of officer training programs delivered in person and online.

Committee Reporting
The committee reports to the KI Committee on Leadership Development, Bascom Allen, Chairman.

Committee History
The committee held its first meeting at the International Convention in Nashville on 6-27-09. All members were present. Of note: all members are professionally involved in adult education at some level and represent 73 years of Kiwanis education for club and district officers. In addition, five of the six have served as Governor. The meeting began with a review of the charge and mission of the committee given to us by then President-Designate Paul Palazzolo.

With this mission in mind the committee discussed current educational offerings in their own districts and identified issues with both online and in person CLE offerings. One issue identified was the lack of current data from districts including the type of CLE materials used, number of incoming officers attending, and selection, training, and retention of current CLE facilitators. Using a solution based approach the committee outlined steps to move forward.

1. Each committee member was to review and evaluate both the new online CLE (using general, President and Secretary Modules) and the new in person CLE curriculum distributed in May 2009.
2. The chairman was to compile all the reviews and distribute to the committee prior to a conference call to discuss further direction
3. The committee met by conference call on 8-20-09 to review the committee evaluations of both CLE curriculums. Upon completion of the review the committee determined the need for a North American CLE survey to capture data on which to make observations and recommendations.
Since the CLE survey is currently North American based, Sjoerd Timmermans will work with KI European Federation President Jerome Hennekens, the European training committee and staff member Christina Hale on Europe’s educational plans. Therefore, for discussion purposes in this report the committee refers to its North American members only.

**CLE Survey Procedures**

Following the 6-27-09 committee meeting, 8-20-09 conference call and CLE reviews, the committee compiled a potential list of survey questions which specifically addressed CLE content, delivery, and facilitation. Jill Madinger and Heather McAlister then designed a free electronic survey instrument using “Survey Monkey” and sent it to the committee on 8-28-09 for review. Each committee member sent edits to the Chairman who forwarded the composite to Jill. A final edit and approval was made by the Chairman and the survey launched on 9-8-09. Surveys were sent to all North American District Education Chairmen and District Secretaries. The Education Chairmen were free to forward to individual trainers as well. The survey was designed to be sorted by Chairmen, Secretaries, and “other” responses at conclusion of survey submission. Completed surveys were due September 30.

For support, each North American committee member was assigned six districts to contact in order to provide encouragement, answer questions, provide feedback and make a general connection for further research if needed. Additionally, on September 23 updates were made and each committee member contacted those assigned districts contacts who had not yet responded. Due to a lack of major response from the District Secretaries another update was made September 30, multiple phone calls were made to individual District Secretaries and the deadline for completion was delayed to October 15.

Following the completion of data collection Heather McAlister and Chairman Erickson worked on several formats to present the information to the committee and a final copy was sent to each committee member by US Mail in mid-November. The chairman solicited comments from each committee member and a conference call took place on 12-7-09 to make recommendations for the KI Board Committee on Leadership Development. The call included KI Board Committee Chairman Bascom Allen, Jill Madinger, and Heather McAlister and the committee members.
CLE Survey Responses

Fifty eight (58) Kiwanians responded to the survey:

<table>
<thead>
<tr>
<th>Response</th>
<th>Range of Service Years</th>
<th>Average Service Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Education Chairmen</td>
<td>26 / 29</td>
<td>1 year – 20 years</td>
</tr>
<tr>
<td>District Secretaries</td>
<td>19 / 30</td>
<td>&lt;1 year - 33 years</td>
</tr>
</tbody>
</table>

- 13 listed as others (KI Trustee, Lieutenant Governor, Lieutenant-Governor elect, Past Governors, Certified Trainers, TAG members, Club Secretary)

Most respondents added comments to each question and many sent email messages to various committee members. The committee feels there is significant background in these positions for good data capture. (For a full breakout of respondent information see the Appendix added to this document).

Survey Summaries

- 100% of the respondents reported offering CLE in some format with 51% reporting 31-60% of their clubs attending and 19.6% of the respondents reporting an attendance rate of 60-80%. One respondent reported less than 10% of their clubs attending.

- 61.5% of respondents note they are using a combination of material from KI and from their own district for CLE offering. 30.8% report they use KI's material exclusively.

- 92.3% of the respondents find the CLE materials provided by KI to be helpful/meaningful. 84% felt CLE training to be helpful for incoming officers.

- Multiple districts offer CLE from May through September with 84% of the programs on weekends or in the evening. 34.6% report offering CLE during their Mid Year meetings; it is unclear if these are half day sessions or 45 minute breakout sessions. In addition, 69.2% report offering CLE at District Convention. Some reveal that is the only time it is offered.

- 56.9% of respondents disclosed that their sessions run from 3 ½ to 5 hours with 33.3% at 5 ½ to 7 hours. Only 3.9% reveal offering the sessions for 1-3 hours.

- While 100% of the respondents report expecting the President-elect to attend, only 65.4% expect the Lieutenant-Governor to attend CLE. 94.2% expect Secretaries and 51.9% expect Treasurers to attend. Many districts open their CLE to any member who wishes to attend; one admitted they open to other members in order to fill the chairs and pay the overhead.

- Comments reveal a wide variety of advertising for CLE within the various districts.

- 65.4% of the respondents note they charge for CLE sessions. Charges range from no charge to US$35 per member. Some district offices handle the billing, some are handled per division, others are handled by the certified trainers. Fees are paid by the clubs or individuals, depending on the district. One
district changes US$15/club and it is billed by the district to the Lieutenant-Governor elect and he/she is responsible for collection.

- The responses regarding facilitators were varied and many. The one thing many agreed on was that the delivery depended highly on the facilitator. A high number of respondents revealed poor facilitation happening in their districts.

- Some facilitators serve for 1-3 year terms; others serve at the pleasure of the District Chairman or Governor. Training ranged from none after the initial training to annual. Facilitators usually offer 1-3 sessions per year; some are used for other district education as well. Titles include instructors, trainers, facilitators, presenters.

- Reimbursement for facilitators ranged from none to covering the cost of mileage, lodging, meals, and materials.

- Evaluation of facilitators was as varied as the selection process.

- 75% of the CLE sessions are offered in a classroom setting with 9.4% saying they offered both in person and online opportunities. Many of the districts use free meeting spaces for their sessions.

- Suggestions for improvements to CLE were plentiful and revolved around budget, content, facilitators, online options, and receiving information in a timely manner. Many felt CLE should be mandatory for incoming Presidents, yet felt it would be challenging to enforce.
Committee Recommendations
Based on the information revealed in the survey and multiple conversations with officers and members, the Leadership Education Committee respectfully makes the following recommendations.

General Education Recommendations
- Form an Education Department dedicated to the development and oversight of all educational offerings for Kiwanis International.
- Develop an overall education plan that includes offerings, timelines, and program and facilitation evaluation.

General CLE Recommendations
- Enlist support of the KI Board by having the Distinguished Program approved at October board meeting so that it is ready for inclusion in CLE materials for January mailing.
- Have all CLE materials ready for shipment by January 31 annually.
- Establish an online Kiwanis 101 module to include broad Kiwanis topics and suggest that CLE participants view it prior to attending face-to-face session.
- Have CLE supported, talked about, and driven from International President on down. Elevate value of program and importance of attendance.

CLE Content
- Create a core CLE curriculum to include specific audience, objectives, and delivery methods. The core objectives are to be covered in each CLE offered. Each district may add district-specific information to this core.
- Create a one page description of CLE which could be used by districts in their marketing pieces.

CLE Facilitation
- Establish short and long-term strategies for selection, training and evaluation of facilitators at all levels (Master Trainer, District Education Chair and Certified Instructor).
- Develop an application form for all levels of facilitators.
- Develop training process and module for training all levels of facilitators.
- Design evaluation process for all levels of facilitators.
- Develop re-certification plan for all levels of facilitators.
- Create process and assign personnel for Master Instructor support.
- Send Master Instructors periodic updates from KI Education Department, including but not limited to the periodic updates of those Kiwanians participating in online educational modules.
- Arrange a facilitated Master Instructor session to be held in Las Vegas. Develop agenda around Best Practices. Send personal invitations to the 29 current Master Instructors and ask them to bring sample marketing pieces to share and discuss.

CLE Delivery
- Have each Lieutenant Governor-Elect attend CLE, preferably with officers from respective division.
- Create delivery package that includes type of room needed, room set up, equipment needed, and facilitation expectations.
**CLE Tracking**
- Establish appropriate tracking system to capture CLE face-to-face session attendance data per district.

The committee stands ready and willing to assist in the development of many of the recommendations made and awaits KI Board action and direction.

Respectfully submitted by Jane Erickson, Chairman
2011-12 International Committee on Leadership Education: Americas & Caribbean

1. Consider how best to support districts in the early stages of developing the district education committees to ensure that there is a coordinated education effort for both position leaders and for new and existing clubs.

2. Explore expanding the curriculum of educational workshops to offer Kiwanians leadership skills that go beyond the Kiwanis positional leadership offerings. Such education would make better Kiwanis leaders and attract young aspiring leaders from non-profits and other organizations.
   a. Consider offering continuing education units and whether or not Kiwanis would benefit from partnering with a crediting organization.
   b. Kiwanis International has developed a series of webinars that offer broader educational experience to clubs and individuals. How can these be combined into tracks for a more in depth educational experience?
   c. Kiwanis International has developed workshops for use at district conventions and mid-years that include PowerPoint files, instructor notes and handouts. Districts have developed similar workshops which could be adapted for broader use to expand the education offerings at these district events.
      i. How can the committee encourage better use of the KI workshop materials and identify strong District workshops that could be included in the offerings?
      ii. Identify a series of workshops that could be organized as “tracks” and organized into a catalog of education offerings. This catalog would be shared with the district education committees for potential use at district events. Once the catalog is developed, the committee would then consider the facilitation and delivery aspects to the programs.
   d. Several have expressed interest in the development of an adult leadership program as a potential education offering. What topics might be included that would offer leadership education to younger Kiwanians who do not have the opportunity to gain these skills through their workplace but are looking for opportunities to expand their career preparation? Are there workshops or webinars that could be combined or new workshops to be developed to provide a solid offering?

3. Gather information from the club officers and lieutenant governors who did not participate in the education program for their position. This will help us better understand perceived and real obstacles for attendance.

4. With a revised Club Leadership Education and a blended version of lieutenant governor elect education available, the committee: (a) will seek some initial feedback from master instructors during the early implementation phase and (b) the committee will review the evaluation results that will be available after Oct 1st when the 2011-12 Club Leadership Education and lieutenant governor elect sessions will be completed.

5. Review the use of online education modules as an alternative to face-to-face Club Leadership Education sessions including the number of users, their evaluation of the program, and other questions concerning these two models.
Kortrijk, 2011 Sept 17th

Report on activity of European Committee on Training

1. In preparation of the upcoming Fall and Winter trainings 2011-12 I met as Chair end of July 2011 the KIEF Pdt Elect, the KIEF Vice Pdt and the Chair of Communication. Pdt elect is responsible for training in KIEF, chair Communication is Training Committee Member. Other committee members were through holidays not involved. Their function is mostly the Training itself. KI Trustee Piero Grasso was part of the meeting. Report of the meeting is joined as annex.

   In the meeting both trainings were organized and the participants and program were fixed.

2. This has leaded to 2 agenda’s for TtT (Train the Trainers) and DOT (District Officers Training), which are joined. Trainers are now working on implementing their presentations for this

3. Essential approach is
   a. We invite a main speaker as intro of the conference; theme of the speech is a main project linked to this training. For instance by TtT “training en to be trained” for DOT we look in the direction of “Eliminate”
   b. The object is no longer giving a maximum amount of information but in fact learning where those things can be found and in this way only treat the most essential points.

4. Separately Committee is working on a system called “Training Pilots” by which short Powerpoint presentations are located on web for use by members, clubs, etc. The available issues are sent to Michelle Morrisson. Publication of the already existing is planned for October 2011.

5. Besides the 2 main trainings organized by KIEF, the Training Committee offers the possibility to assist at local district meetings for Training and/or Growth. A regulation for this will be presented to he KIEF Board of Oct 6th.
6. The Committee on Training will meet in the afternoon preceding the Conferences in Nov and Jan.

Vincent SALEMBIER
Governor Belux 2006-2007
Chair of KIEF Training
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
MEMBERSHIP

October 12, 2011
8:30 a.m. – 5:00 p.m. EST
International Office, Indianapolis, Indiana
Past Presidents Room

Committee Members

John R. Button, Chairman
Pam Fleming
Oscar E. Knight, III
Warren F. Mitchell
Wen-Pin Su
Clinton Green
Jill Madinger, Staff Liaison
Diane Suker, Staff Liaison
Sherri McKeen, Guest

1. Call to Order

2. Consent Report
   a. Administrative Action Report

3. Action Report
   a. District Matching Grants
   b. Kiwanis Membership Options for Service Leadership Programs parents/guardians
   c. Kiwanis International Procedure 203 review and clarification of board action taken April 2011.
   d. Review of Districts-in-Formation
   e. Alumni Association Update

4. Information Report
   a. Kiwanis Membership Opportunities for High School Graduates, or Equivalent, at Age 16 or 17.
   b. International Committee on Diversity
   c. Graduated New Member Fee
   d. DELTA Task Force Committee Responsibilities and Update
   e. Family Membership Pilot Update
   f. Provisional charter request
5. New Business

a. Assign non-districted clubs to a district.
b. Evaluate the value of a Kiwanis International Accredited Representative-type (KIAR) program for growth.
c. Development of club-to-club mentoring program.
d. Development of a mentoring program for districts mentoring Kiwanis Nations, districts in pre-formation or districts in formation.
e. Review Lieutenant Governor roles and responsibilities to eliminate non-essential responsibilities.
f. Review the creation of a one club site per division per year growth goal.
g. Clarify and define the role of the District.
h. Development of new Kiwanis club and membership models.
i. Development of a process and procedure to address districts with membership declines prior to reaching a critical point.
Consent Report

a. Administrative Action Report

The Committee reviewed the Administrative Action Report dated October 14, 2011 shown as 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. District Matching Grants

The Committee reviewed four (4) District Grant Requests from South Korea (2), Australia and Taiwan. The Committee approved three of the four Grant Requests as submitted. The Committee requests additional information from South Korea pertaining to the Grant Request titled “Double Growth Through the Promotion.” Upon receipt, the Committee will review the additional information and take action.

Recommendation #1: That the Kiwanis International Board approves District Matching Grant requests from the districts of Korea, Taiwan and Australia. Grants for Taiwan and Australia are approved as submitted. The Grant Request from Korea titled “The 26th Club Officers Training” is approved as submitted.

(ADOPTED)

Recommendation #2: Kiwanis International Board authorizes the Board Officers to approve the use of additional funds from the District Matching Grants budget, if they determine before the next Board meeting that additional resources would be beneficial to
assist the districts of New Zealand-South Pacific and Australia in achieving their growth goals and retaining their current district status.

(ADOPTED)

Strategic Intent: Growth and Club Leadership Education
Financial and Human Resource Impact: Taiwan - $30,000; South Korea - $5,900; Australia - $9,326. Additional funds may be allocated for New Zealand-South Pacific and Australia at Executive Director discretion.

b. Kiwanis Membership Options for Service Leadership Programs Parents/Guardians

The Kiwanis International Board, during the April 2011 board meeting, approved the following recommendation:

RESOLVED, That the Kiwanis International Board agrees to pilot an at-large membership for Kiwanis parents/guardians group of Service Leadership Programs. The group would be affiliated through the Service Leadership Programs (SLP) club, rather than a Kiwanis club, and the SLP club will pay an annual fee of US$15 per sponsor — US$5 to the district, US$10 to Kiwanis International.

As the Committee reviewed and discussed this idea, a reoccurring concern was how to make this opportunity relevant to parents. While it is true that parents are likely to be interested in the activities of their children, this interest is typically confined to local clubs and activities where the parents incur no additional cost. Research found no other models or organizations that have been successful in building a global organization for parents. As such, the Committee does not see this as a viable membership option and recommends the Board rescind the motion made in April 2011.

Recommendation #3: That the Kiwanis International Board rescinds the following motion adopted at its meeting April 16, 2011:

RESOLVED, That the Kiwanis International Board agrees to pilot an at-large membership for Kiwanis parents/guardians group of Service Leadership Programs. The group would be affiliated through the Service Leadership Programs (SLP) club, rather than a Kiwanis club, and the SLP club will pay an annual fee of US$15 per sponsor US$5 to the district, US$10 to Kiwanis International.

(ADOPTED)

Strategic Intent: N/A
Financial and Human Resource Impact: N/A
c. Kiwanis International Procedure 203 Review and Clarification of Board Action taken April 2011

The Kiwanis International Board, during the April 2011 board meeting, approved changes to Procedure 203, district status (Exhibit A). The changes were intended to:

- provide greater structure, and timelines, to the process of how a Kiwanis nation becomes a district
- stipulate when a district, or district-in-formation, reverts back to Kiwanis nation status
- eliminate the ongoing extension of district-in-formation status
- establish leadership titles

After further review of the changes to Procedure 203, members of the board and the executive director, found inconsistencies and unintended punitive consequences. Therefore, adjustments were recommended to Exhibit B. Upon further review, the Committee made additional changes as follows:

**203.1 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 previous appropriate status, with corresponding obligations and privileges, without appeal. The Executive Director will advise the district board by mail of any changes to a district’s status.

**Recommendation #4:** That the Kiwanis International Board approves revisions to Procedure 203 – District Status, as shown in Action Report-Exhibit B.

*(REFERRED BACK TO COMMITTEE)*

**Strategic Intent:** Expand Kiwanis throughout the world; ensure proper governance of emerging districts.

**Financial and Human Resource Impact:** N/A

d. Review of Districts-in-Formation

The Committee reviewed the status of South Korea and Ecuador.

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</thead>
<tbody>
<tr>
<td>Ecuador</td>
<td>369</td>
<td>505</td>
<td>597</td>
<td>614</td>
<td>529</td>
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<tr>
<td>South Korea</td>
<td>Unknown</td>
<td>Unknown</td>
<td>710</td>
<td>755</td>
<td>1146</td>
</tr>
</tbody>
</table>
REPORT OF THE BOARD COMMITTEE ON
MEMBERSHIP

Recommendation #5: That the Kiwanis International Board reinstates Korea as a District.

(ADOPTED)

Recommendation #6: That the Kiwanis International Board requests the Executive Director to notify Ecuador of the approved revisions to Procedure 203 and the potential impact of those revisions on their District-in-Formation status.

(WITHDRAWN, PENDING FURTHER CLARIFICATION OF PROCEDURE 203)

Strategic Intent: Expand Kiwanis throughout the world; ensure proper governance of emerging districts.
Financial and Human Resource Impact: N/A

e. Alumni Association

The Committee reviewed a presentation of Alumni Association activities and encouraged continued outreach through all venues. Additionally, the Committee recommends Alumni Association members be recognized as members of the Kiwanis family.

Recommendation #7: That the Kiwanis International Board recognizes members of the Key Club International and Circle K International Alumni Associations as Kiwanis family members.

(ADOPTED)

Strategic Intent: Develop and strengthen the Kiwanis connection with former Service Leadership Programs members.
Financial and Human Resource Impact: N/A

Information Report

a. Kiwanis Membership Opportunities for High School Graduates, or Equivalent, at Age 16 or 17

The Committee reviewed the need to amend membership requirements to accommodate those youth who graduate from high school, or the equivalent, prior to turning 18 years of age. Under the current Kiwanis International Bylaws, Article VIII, members of clubs must be 18 years of age and older. The Committee refers this issue to the Governance Committee for consideration of language changes to “age 18 or age of majority under local law, whichever is lower.”
b. International Committee on Diversity

The Committee received and reviewed the report by the 2010-11 International Committee on Diversity. The Membership Committee wishes to thank the Committee for their work and commitment to inclusiveness and diversity in the Kiwanis organization.

c. Graduated New Member Fee

The Committee reviewed the financial and membership impact of the Graduated New Member Fee adopted April 2010. To date, the action has resulted in a reduction in revenue of $327,000.00 and has not resulted in increased membership.

d. DELTA Committee Responsibilities and Update

The Committee reviewed the responsibilities of the DELTA Task Force and a document submitted by the Kevin Dean, Task Force Chairman.

e. Family Membership Pilot Update

The Committee discussed the New England District’s implementation of the Family Membership Pilot, and has requested that Staff continue to monitor the pilot.

f. Provisional Charter Request

The Committee reviewed a request from the California-Nevada-Hawaii District to allow a provisional charter for a club-in-formation in Placentia, CA with 12 members. After a lengthy discussion, the Committee voted to deny the request. The Committee encourages the club-in-formation and district to continue recruitment efforts and consider the option of a club satellite.

**New Business**

a. Assignment of non-districted clubs to a district.
b. Evaluate the value of a Kiwanis International Accredited Representative-type (KIAR) program for growth.
c. Development of club-to-club mentoring program.
d. Development of a mentoring program for Kiwanis Nations, districts in pre-formation and districts in formation.
e. Review Lieutenant Governor job description to eliminate non-essential responsibilities.
f. Review the creation of one new club site per division per year growth goal.
g. Clarify and define the role of the District.
h. Development of new club and membership models.
i. Development of a process and procedure to address districts with membership declines prior to reaching a critical point.
The following actions have occurred since the last meeting of the Board of Trustees through September 30, 2011. 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>La Esperanza, Colombia (K18146)</td>
<td>05/26/11</td>
<td>20</td>
</tr>
<tr>
<td>Kalamary, Colombia (K18148)</td>
<td>07/30/11</td>
<td>22</td>
</tr>
<tr>
<td>Wien Klimt, Austria (K18119)</td>
<td>07/20/11</td>
<td>28</td>
</tr>
<tr>
<td>In San Geel, Belgium (K18115)</td>
<td>06/21/11</td>
<td>24</td>
</tr>
<tr>
<td>American-Asian, Las Vegas, Nevada (K18154)</td>
<td>06/25/11</td>
<td>28</td>
</tr>
<tr>
<td>San Gregorio De Portoviejo, Ecuador (K18156)</td>
<td>06/01/11</td>
<td>20</td>
</tr>
<tr>
<td>Shaya, France (K18111)</td>
<td>05/02/11</td>
<td>20</td>
</tr>
<tr>
<td>Perigord Pourpre, France (K18114)</td>
<td>06/17/11</td>
<td>20</td>
</tr>
<tr>
<td>Überlingen-Bodensee, Germany (K18118)</td>
<td>07/20/11</td>
<td>20</td>
</tr>
<tr>
<td>Xanten Niederrhein E. V., Germany (K18160)</td>
<td>07/26/11</td>
<td>20</td>
</tr>
<tr>
<td>Ried-Hessen E. V., Germany (K18162)</td>
<td>09/07/11</td>
<td>20</td>
</tr>
<tr>
<td>Pekin Sunset, Illinois (K18138)</td>
<td>05/26/11</td>
<td>25</td>
</tr>
<tr>
<td>Elimo Paceco, Italy (K18113)</td>
<td>06/14/11</td>
<td>23</td>
</tr>
<tr>
<td>Forlì, Italy (K18120)</td>
<td>07/22/11</td>
<td>20</td>
</tr>
<tr>
<td>Camellia City, Slidell, Louisiana (K18139)</td>
<td>05/31/11</td>
<td>25</td>
</tr>
<tr>
<td>Kiwanis Emerging Leaders of Norfolk, Nebraska (K18145)</td>
<td>06/07/11</td>
<td>25</td>
</tr>
<tr>
<td>Gaziantep, Turkey (K18117)</td>
<td>07/18/11</td>
<td>28</td>
</tr>
<tr>
<td>Metro Baguio, Philippine Luzon (K18140)</td>
<td>06/28/11</td>
<td>20</td>
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<tr>
<td>Cabarryuan, Philippine Luzon (K18141)</td>
<td>06/22/11</td>
<td>20</td>
</tr>
<tr>
<td>Tiaong, Philippine Luzon (K18144)</td>
<td>03/26/11</td>
<td>20</td>
</tr>
<tr>
<td>Roseña-Santa Rosa City, Philippine (K18147)</td>
<td>07/15/11</td>
<td>30</td>
</tr>
<tr>
<td>Queensrow, Philippine Luzon (K18152)</td>
<td>08/08/11</td>
<td>20</td>
</tr>
<tr>
<td>Dolores, Philippine Luzon (K18153)</td>
<td>08/18/11</td>
<td>20</td>
</tr>
<tr>
<td>Central Pangasinan, Philippine Luzon (K18155)</td>
<td>07/29/11</td>
<td>21</td>
</tr>
<tr>
<td>Majestic Waterfalls-Iligan, Philippine Luzon (K18151)</td>
<td>07/22/11</td>
<td>27</td>
</tr>
<tr>
<td>Warsaw, Poland (K18116)</td>
<td>07/07/11</td>
<td>20</td>
</tr>
<tr>
<td>Chia-En, Taiwan (K18142)</td>
<td>06/29/11</td>
<td>28</td>
</tr>
<tr>
<td>Linkou, Taiwan (K18143)</td>
<td>06/28/11</td>
<td>25</td>
</tr>
</tbody>
</table>
Lu Ming, Taiwan (K18149) 06/16/11 20
Kao Du, Taiwan (K18150) 07/31/11 25
Croydon & Coulsdon, United Kingdom (K18161) 08/29/11 27
Golden Kiwanis Ieper, Belgium (K18163) 09/07/11 22
Penser Et Agir, Martinique (K18181) 07/30/11 25
Heilbronn Neckartal e. V., Germany (K18168) 09/26/11 25
Johnson County, Kansas (K18176) 09/12/11 25
Junjusung, Korea (K18158) 04/15/11 27
Paju, Korea (K18159) 09/02/11 30
Johor Bahru Central, Malaysia (K18178) 09/26/11 20
Marshfield, Missouri (K18187) 09/19/11 27
Elsberry, Missouri (K18185) 09/29/11 25
Fenton, Missouri (K18188) 09/30/11 25
Rye-Online, New York (K18175) 09/14/11 25
Middle Village, New York (K18184) 09/22/11 25
Jakarta Muda, Indonesia (K18157) 07/23/11 20
Batticaloa, Sri Lanka (K18177) 09/01/11 20
Shillong, Sri Lanka (K18180) 09/15/11 20
Benin, Africa (K18186) 09/23/11 32
Art Oradea, Romania (K18169) 09/29/11 20
Isusilan, Philippine South (K18171) 08/20/11 20
Yang Sheng, Taiwan (K18172) 07/18/11 25
Wu Lun, Taiwan (K18173) 07/22/11 26
Chun Le, Taiwan (K18174) 08/12/11 25
Yuan Hsien, Taiwan (K18179) 09/08/11 25
Miao Hsien, Taiwan (K18182) 09/29/11 25
Lun Li, Taiwan (K18183) 09/27/11 26

TOTAL: 55 (Compared to 10/01/10 total of 65)

B. CLUB MERGERS
(The following Kiwanis clubs have officially merged.)

Club Name: North Jackson/Madison, MS K03589
Name of Charter Retired: Hinds-Madison, MS K15230
Effective Date: 7/19/2011
Number of Members: 33

Club Name: Manitowoc, WI K00679
Name of Charter Retired: Greater Manitowoc, K06331
Effective Date: 7/27/2011
Number of Members: 31

Club Name: Olympia, WA K00563
Name of Charter Retired: Waterfront-Olympia, K10458
Effective Date: 9/24/2011
Number of Members: 111
Club Name: Green Valley, AZ K06789
Name of Charter Retired: Santa Ritas Green Valley-Sahuarita (The), AZ K08174
Effective Date: 10/1/2011
Number of Members: 33
Club Name: Upland-Foothill, CA K06068
Name of Charter Retired: Upland, CA K04262
Effective Date: 10/1/2011
Number of Members: 65
Club Name: Sanford, FL K00633
Name of Charter Retired: Seminole Sunrise, Sanford, FL K07508
Effective Date: 10/1/2011
Number of Members: 26
Club Name: Manassas, VA K01290
Name of Charter Retired: Manassas Battlefield, VA K15413
Effective Date: 10/1/2011
Number of Members: 47
Club Name: Rochester, MN K00414
Name of Charter Retired: Rochester West, MN K04510
Effective Date: 10/1/2011
Number of Members: 29
Club Name: Barrie, Canada K00829
Name of Charter Retired: Kempenfelt Bay, Canada K05326
Effective Date: 10/1/2011
Number of Members: 54

TOTAL: 9 Compared to 10/01/10 total of 5)

C. **CLUB NAME CHANGES**
(The following clubs have changed their official names.)

From: Hsien Hsi, Taiwan, K15271
To: Chang Ying, Taiwan

From: North Jackson, MS, K03589
To: North Jackson/Madison, MS

From: Freeport, FL, K17585
To: Freeport-South Walton, FL

From: Bukit Jelutong, Malaysia, K17706
To: Daerah Petaling, Malaysia

From: Philippi, WV, K00352
To: Barbour County, WV

From: Countryside, Clearwater, FL K08181
To: Top of the Bay, FL
TOTAL: 6 (Compared 10/01/10 total of 6)

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.)

<table>
<thead>
<tr>
<th>Location</th>
<th>State</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradfordville</td>
<td>Tallahassee</td>
<td>07/27/2011</td>
</tr>
<tr>
<td>Flagler County</td>
<td>Florida</td>
<td>07/11/2011</td>
</tr>
<tr>
<td>Bourne Wareham</td>
<td>New England</td>
<td>08/25/2011</td>
</tr>
<tr>
<td>Dixon</td>
<td>Cal-Nev-Ha</td>
<td>08/10/2011</td>
</tr>
<tr>
<td>Conejo Valley</td>
<td>Cal-Nev-Ha</td>
<td>09/27/2011</td>
</tr>
</tbody>
</table>

TOTAL: 5 (Compared to 10/01/10 total of 3)

E. CLUB FOUNDATIONS
(The following clubs have established non-profit 501(c) (3) foundations.)

<table>
<thead>
<tr>
<th>Location</th>
<th>State</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson Valley</td>
<td>Cal-Nev-Ha</td>
<td>08/11/2011</td>
</tr>
<tr>
<td>Kansas City-West</td>
<td>Kansas</td>
<td>08/04/2011</td>
</tr>
<tr>
<td>Olney, Maryland</td>
<td>New England</td>
<td>08/06/2011</td>
</tr>
</tbody>
</table>

TOTAL: 3 (Compared to 10/01/10 total of 3)

F. DISTRICT FOUNDATION AMENDMENTS

**Capital**

Added a new Article 2 – Purpose, defining both a general purpose and specific purposes.

Added a new Article VI – Committees, defining specific standing committees and the option for additional committees to be established by the President and/or Board.

**Florida**

Amended Article II, Section 2, to state that grants may be given for division-wide and district-wide projects in the Florida District.

Amend Article V, section 1, to provide that the Florida District Governor-elect and Treasurer shall also be members of the Foundation Board.

Amended Article V, Section 5, to state permissible types of meeting formats. Note: This should also state “as allowed by law”; Staff will advise the district.

Amended Article VI, Section 1, to provide that the Foundation Board shall have an Executive Committee, with certain members to be determined at its annual meeting. Note: Additional wording changes are needed, which Staff will pursue with the district.

Amended Article VI, Sections 3-12, 15, and 17 to update wording according to current practice; to provide for various meeting formats; and to provide that the President may appoint additional members, after initial appointments, without approval of the Board.
Amended Article VII, Section 3, to clarify the vote needed for changes to Foundation policies or procedures.

Amended Article VIII, Section 1, to detail permissible meeting formats for amending the bylaws.

Amended Article VIII by adding a new Section 2 providing the bylaws may be amended without 30 days prior notice if the vote is unanimous.

Amended Article VIII, section 3, to require that dates the bylaws were amended be stated in the bylaws.

Amended Article V, Section 8, and Article VI, Section 16, to correct the definition of “majority vote.”

Amended Article IV, Section 5, to provide that the Executive Committee shall immediately fill vacancies in officer positions. *Note: This provision needs additional clarification, which Staff will pursue with the district.*

Amended Article V, Sections 6, and 7 to eliminate recommendations of Lt. Governors to fill a vacancy in Trustee.

Amended Article VII, Section 2, to clarify the content of Foundation policies and procedures.

Amended Article VI, Section 3, to clarify election of officers. *Note: This amendment is approved subject to additional clarification of “by virtue of being unopposed” (Sec. 3a) and the timing of the Vice-President election (Sec. 3c).*

**Missouri-Arkansas**

Created a new “Missouri-Arkansas Beatrice Johnson Kiwanis Youth Kamp Foundation,” and submitted complete Articles of Incorporation and Bylaws. The Articles and Bylaws are acceptable for approval with only the following exceptions; the district has been advised of these:

- Art. II, Sec. 3, be revised to read: “Each Director serves...”
- Art. III, Sec. 4, be removed (not needed)

**New Zealand-South Pacific**

Rescinded and replaced the Foundation’s entire Deed of Trust with an updated Constitution; however, the text remains largely the same.

**Southwest**

Amended Article VI by adding a new Section 9; amended Article VIII, Section 1, and added a new Section 2, to comply with Kiwanis International requirements. *Note: Staff has advised the district to move VI-9 and VIII-2 to its existing Article IX – Compliance to Policies.*

Amended several Articles and Sections to update their bylaws, all of which may be approved with the following exceptions:

- Art. II, Sec. 1, must remain as “…for election of Officers…” or else be changed to remove reference to elections altogether.
- Art. III, Sec. 9, should read “Elected Directors shall be elected only from among the
H. DISTRICT BYLAWS AMENDMENTS

Alabama

Amended several Articles and Sections to adopt the office of Vice-Governor (instead of District Treasurer) as the sole candidate for Governor-elect, per the template provided by Kiwanis International.

Amended Article XI, Section 1, to provide for filling a vacancy in the offices of Governor, Governor-elect, and Vice-Governor.

Amended Article V, Sections 1, 9, and 10, to separate the combined office of Secretary-Treasurer and redefine their respective duties.

Amended Article X, Section 1, to provide that the offices of Secretary and Treasurer are appointed by the Governor upon approval of the District Board.

Amended Article XI, Section 3, to provide for filling a vacancy in the offices of Secretary and Treasurer.

Amended Article VI, Section 2, to state that the District Secretary is also a paid staff person.

Amended Article VI, Section 5, to provide that the District Board may hold electronic meetings.

Amended Article X, Section 3, to provide that election of Lt. Governors will be held in accordance with the Standard Form (rather than at the district convention).

Amended Article XII by adding a new Section 2 providing that an officer who is removed from office or resigns may be declared by the district board ineligible for future offices or appointments.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

California-Nevada-Hawaii

Amended Article V, Section 8, to provide that the District Secretary shall be the Executive Director and shall execute all contracts.

Amended Article VII, Section 5, to give the Past District Governors Committee the power to consider items referred by the District Board and to initiate subjects for consideration.

Amended Article VII by adding a new Section 7 defining the composition, duties and responsibilities of the Committee of Lieutenant Governors (current class).

Amended Article XI, Section 4f, to revise the composition of the district’s Treasurer Selection...
Committee.

Amended Article XII by adding a new Section 11 to provide a process if the Secretary or Treasurer is temporarily unable to perform his/her duties.

Amended their bylaws in various provisions to correct discrepancies in the text left from previously-adopted and approved amendments. However, Article XII, Section 2, still needs to be deleted, and Article XV, Sections 1 and 2 still needs to be revised, both as previously directed and agreed. Staff will pursue with the district.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

**Carolinas**

Amended Article XIV, Section 1, to raise dues from $20 to $30.

Amended Article X, Section 3, to provide that the personnel of a division conference to elect a Lt. Governor will include the club president-designate (rather than president-elect); that the presiding Trustee may catch a tie-breaking vote; and that a quorum will be at least 1/3 of the clubs.

Amended Article X, Section 4, to provide that the personnel of a regional conference to elect a district Trustee will include the club president-designate (rather than president-elect);

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

**Eastern Canada and Caribbean**

Amended Article V, Section 2, and Article XII by adding a new Section 1, to update provisions regarding district officer terms and allow two-year terms for Lt. Governors and Lt. Governors-elect.

Amended Article V, Sections 5 and 6, to provide that the Governor and Governor-elect shall comply with any duties stated in district policies and procedures.

Amended Article VI, Section 1, to provide how the chairman of the current class of Lt. Governors shall be determined.

Amended Article VIII, Section 2, to provide how the chairman of the current class and immediate past class of district trustees shall be determined.

Amended Article XII, Section 2, to clarify which division conference attendees are actual delegates and provide that past district trustees may also attend. Note: This must be adjusted further (slightly) to definitively clarify club delegates. Staff will pursue this with the district.

Amended Article XII, Section 3, to replace the word “representatives” with “delegates.”

Amended Article XIII, Sections 1-5 and 7, to clarify the election process for district trustees, first adopted by the district last year, and eliminate the position of trustee-elect.
Amended Article XIV, Sections 1, 2, and 7, to provide that past (and current) district trustees are eligible to fill vacancies in Governor or Governor-elect.

Amended Article XVII, Sections 1 and 2, to return to annual billing and collection of district dues, per the K.I. Bylaw amendment adopted in 2008.

Amended Article XVII, Section 3, to revise the term “sponsored organizations and programs” to “service leadership programs.”

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

**Indiana**

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

Amended Article V, Section 1, to provide for filling vacancy in the office of Immediate Past Governor.

Amended Article V, Section 2, to provide that each Lt. Governor shall be from his/her division (previously missing).

Amended Article X, Section 3a, to provide (per the Standard Form) that each candidate for Governor and Governor-elect shall submit written notice of candidacy and sign an agreement to perform the duties of office.

Amended Article XI, Section 1, to provide for filling a vacancy in Governor-elect (previously missing).

Amended Article XI, Sections 1 and 2, to clarify the process for filling a vacancy in Lt. Governor or Lt. Governor-elect. *Note: Provisions still are not as clear as needed; staff will work with the district to resolve.*

Amended Article XII, Section 1, to include charges of conduct unbecoming for district officers and update the process when such charges are made, per the Standard Form.

Amended Article XIV, Section 2, to provide that new member add fees for the district shall be graduated, based on a scale determined by the district board.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

**Illinois-Eastern Iowa**

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*
**Kansas**

Amended several Articles and Sections to implement and clarify the new office of Vice-Governor, which the district has adopted. These are in line with the template provided by Kiwanis International. *However, one correction is needed in Art. V, Sec. 1, which staff is pursuing with the district.*

Amended Article V, Section 2, and Article X, Section 3, to allow Lt. Governors to serve one- or two-year terms, as determined by each division.

Amended Article VI by adding a new Section 5 to provide for electronic board meetings.

Amended Article VII by adding a new Section 5 to provide that committees may meet electronically.

Amended Article XI, Section 1, to update provisions regarding vacancies in Governor, Governor-elect, or Vice-Governor, per the Standard Form.

Amended Article XIV, Section 1, to provide a $1/member annual fee for media expenses and a $4/member annual fee for support of sponsored programs.

Amended Article XV, Section 4, to provide for an annual *examination* of accounts (rather than an *audit*) and to provide that an *audit* shall be required whenever there is a change in district treasurer.

Removed Article XXII – Not-for-Profit Organizations which mentioned 501(c)(3) status.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

**Louisiana-Mississippi-West Tennessee**

Amended Article V, Section 2, to restate the terms of district officers per the Standard Form.

Amended Article XV, Section 3, to provide for an annual *review* of accounts (rather than an *audit*).

Amended Article VI, Section 5, to provide for electronic board meetings.

Amended Article VII, Section 4, to allow electronic meetings of district committees.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

**Michigan**

Amended Article VI by adding a new Section 9 to provide for electronic board meetings.

Amended Article VII, Section 1, by revising the designation of standing committees.

Amended Article VIII by adding a new Section 19 allowing district committees to *vote* electronically. *Note: The provision accidentally does not allow committees to meet electronically; staff will pursue*
with the district.

Amended Article XIII, Section 2, to provide how a vacancy in the position of Executive Director is filled.

Amended Article XIII by adding a new Section 6 providing that removal of office for failure to perform duties or conduct unbecoming applies to all district officers.

Amended Article V, Section 4d, by adding new duties for the Lt. Governor.

Amended Article VIII, Section 12, to provide that the Executive Director or designee may assume the functions of the Convention Committee.

Amended Article VIII, Section 23, to provide new timing for selecting the Lt. Governor who serves on the Executive Committee.

Amended Article XII, Section 1a, to provide the nominating process and criteria for candidates for Governor and Governor-elect, per the Standard Form.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

Missouri-Arkansas

Amended Article II, Section 1, to add a new district object: “To assist clubs in the Missouri-Arkansas District in serving the children of the district and of the world.”

Amended Article V, Section 2, to provide that the Governor and Governor-Elect will not be elected to more than one (1) consecutive term and Lt. Governors will not serve more than two (2) consecutive years in office; and to better align some existing text.

Amended Article VI, Section 5, to provide for electronic board meetings.

Amended Article VII, Section 3, to clarify text regarding standing vs. special committees.

Amended Article VIII, Section 4, to allow the call to convention to be sent (vs. mailed).

Amended Article IX, Section 3, to update wording per the Standard Form.

Amended Article X, Section 1, to clarify election of the District Secretary-Treasurer and to better align some other text.

Amended Article XIV, Section 1, to provide that the district board shall determine the amount of district dues, the bulletin subscription fee, and a per-member convention fee.

Amended Article XIV, Section 2, to provide a graduated new member fee based on a percentage of district dues.

Amended Article XIV by adding a new Section 3, providing that clubs are relieved from paying dues for members who are SLP alumni, for two years from date of joining.
Amended Article XIV by adding a new Section 8 to provide details on the district convention fund.

Amended Article XV, Section 2, to provide that the board shall approve an annual *balanced* budget.

Amended Article XV, Sections 3 and 4, to provide an annual *examination* of accounts (rather than an *audit*).

Removed Article XXII – Not-for-Profit Organizations which mentioned 501(c)(3) status.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

**Montana**

Amended Article XIV, Section 1, to raise dues from $30 to $40.

**Nebraska-Iowa**

Amended several Articles and Sections to change the office of District Treasurer to Vice-Governor and change District Secretary to District Secretary-Treasurer.

Amended Article I, Section 2, to mention district policies and procedures.

Amended Article I, Section 3, to state “The District shall be a non-profit organization, incorporated in the state of Iowa, under Internal Revenue Code 501(c) 4 and the Revised Iowa Nonprofit Corporation Act, Chapter 504 of the Iowa Code.”

Amended Article V, Section 1, to provide for an Executive Committee of the Board.  
*Note: This provision should be placed in Article VI – Board of Trustees. Staff will instruct the district to move it.*

Amended Article V, Section 6, to provide additional preparatory duties for Governor-elect.

Amended Article V, Section 7, to provide additional preparatory duties for Vice-Governor.

Amended Article V, Section 9, to provide an additional duty for Secretary-Treasurer.

Amended Article V, Section 10, to clarify the duties of Lt. Governors.

Amended Article VI, Section 1 and added a new Section 6, to provide that the district board may hold electronic meetings.

Amended Article VII by adding a new Section 4, to allow district committees to meet electronically.

Amended Article VIII, Section 4, to change “mail” to “send” regarding notice of the district convention.

Amended Article XV, Sections 3 and 4, to provide an annual *examination* of accounts (rather than an
Amended Article III, Section 1, to provide the number of regions and divisions the district currently has.

Amended several Articles and Sections to adopt the office of district trustees and provide that the board shall include trustees instead of lieutenant governors. *Note: Staff is seeking clarity regarding Article XI, Sections 1 and 3; if changes are needed, the Board will be advised at its next meeting.*

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

**New England**

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*  *Note: some additional clean-up/clarification is needed on two of these amendments; Staff will pursue with the district.*

**New Jersey**

Amended Article VI, Section 10, to provide that the District Board may hold electronic meetings but which may not replace regularly-scheduled face-to-face meetings.

Amended Article X, Section 2b, to require that candidates for Governor-elect must have attended a Club Officer Training Course run by a Kiwanis International Certified Trainer.

Amended Article XIV, Section 1, to reallocate portions of dues monies to specific purposes.

Added a new Article XVII, Section 1, providing that The District and all subordinate entities will comply with federal and State requirements.

Amended Article XV, Section 4, to provide for an annual *examination* of accounts (rather than an *audit*).

Amended Article XI, Section 3, to clarify filling a vacancy in Lt. Governor or Lt. Governor-elect.

Amended Article XIV, Section 5, to provide a new club charter fee, half of which is returned to the club; and to provide that, for clubs organized after April 1, payment of the charter fee is also considered payment of dues for charter members the following year. *Note: It appears the district left out two important words in this amendment, providing that the charter fee is charged on a per-member basis. Staff will pursue with the district and authorize correction, if needed.*

Amended Article XI, Section 6, moving it to a new Article XII – Removal of Officers, and added the concept of ‘conduct unbecoming’ as cause to remove a district officer, per the Standard Form.

Added a new Article XXI – Severability, with wording per the Standard Form.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*
New Zealand-South Pacific

Amended Article XV, Section 3, to provide an annual review of accounts (rather than an audit).

Pacific Northwest

Amended Article XII by adding a new Section 2 providing that an officer who resigns or is removed from office may be declared by the district board ineligible for future offices or appointments.

Amended Article XVIII, Section 1, to provide that, when proposed amendments are posted on the district web site, clubs will be actively notified electronically that they are available.

Amended Article XVII, Section 3, to clarify electronic meetings of committees.

Rocky Mountain

Amended Article VI by adding a new Section 9 to provide that the District Board may hold electronic meetings.

Amended Article VII by adding a new Section 7 to allow electronic meetings of district committees.

Amended Article X, Section 1b, to change the date by which the District Secretary-Treasurer shall be appointed.

Amended Article XV, Section 4, to provide an annual examination of accounts (rather than an audit).

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

Wisconsin-Upper Michigan

Amended Article XIII, Section 13.3, to increase dues from $24 to $28.

Amended Article X by deleting Section 10.34 and 10.35, eliminating the Conference on Nominations.

Amended Article X by adding new Sections 10.33 and 10.34 to provide the nominating process and criteria for candidates for Governor and Governor-elect, per the Standard Form.

Amended Article XIII, first paragraph, to provide an annual review of accounts (rather than an audit).

Amended Article VIII in its entirety to allow the District Board to control holding the district midwinter conference. Corresponding provisions were added to district policy instead.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*
West Virginia

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

Western Canada

Amended Article III, Sections 1 and 2 to re-divide the district from eight divisions into seven, as specifically defined in the amendment.

Amended Article XV, Section1, to raise district dues from $43 to $46.

Amended Article VI by adding a new Section 5 to provide for electronic board meetings.

Amended their bylaws as directed by Kiwanis International per revisions to the Standard Form for District Bylaws by the International Board April 2011.*

*Amendments directed by Kiwanis International to confirm to previous amendments to the K.I. Bylaws:
  • Removed all references to ‘privileged members.’
  • Added statements requiring clear criminal history background checks for Governor, Governor-elect (and Vice-Governor, if any) as well as candidates for those offices.
  • Added a new provision that an officer who resigns or is removed from office may be declared by the district board ineligible for future offices or appointments.

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.

TOTAL: 69 (Compared to 10/01/10 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:** 80 (Compared to 10/01/10 total of 78)

**I. 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:** 73 (Compared to 10/01/10 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:** 11 (Compared to 10/01/10 total of 4)

**N. KIWANIS INTERNATIONAL ASIA-PACIFIC CONFERENCE BYLAWS AMENDMENTS**

None

**O. KIWANIS INTERNATIONAL EUROPEAN FEDERATION BYLAWS AMENDMENTS**

None
### Exhibit 1: Kiwanis Clubs Recommended for Charter Revocation for not paying financial obligations (Proc 360)

<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>
<th>A/R Balance</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>K10352</td>
<td>Fort Conde, Mobile</td>
<td>AL</td>
<td>22</td>
<td>06/03/1981</td>
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<td>1,654.00 USD</td>
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<td>Golden K, Tuscaloosa</td>
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<td>Wetumpka</td>
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### California-Nevada-Hawaii

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<td>1,489.00 USD</td>
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### Carolinas

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### Exhibit 1: Kiwanis Clubs Recommended for Charter Revocation for not paying financial obligations (Proc 360)

<table>
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<tr>
<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
<th>Date Organized</th>
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<td>Coral Gables</td>
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<td>Warrington</td>
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<td>Grand Turk Island</td>
<td>TCA</td>
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<td>06/13/1978</td>
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<td>801.00 USD</td>
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| K07      | Sauk Valley-Dixon  | IL        | 11       | 04/06/1995     | 07/25/2011  | 957.00 USD  | As Verified by District     |
|          |                    |           |          |                |             |             |                             |
|          | **TOTAL**          |           |          |                |             | **11**      |                             |

| K08      | Knox               | IN        | 6        | 08/18/1936     | 07/25/2011  | 582.00 USD  | As Verified by District     |
|          |                    |           |          |                |             |             |                             |
| K11      | Hope               | IN        | 13       | 03/19/1987     | 07/25/2011  | 1,261.00 USD| As Verified by District     |
|          |                    |           |          |                |             |             |                             |
| K12      | Covington Area     | IN        | 5        | 07/13/2004     | 07/25/2011  | 1,015.00 USD| As Verified by District     |
|          |                    |           |          |                |             |             |                             |
|          | **TOTAL**          |           |          |                |             | **24**      |                             |

| K09      | Paola              | KS        | 6        | 07/20/2005     | 07/25/2011  | 500.00 USD  | As Verified by District     |
|          |                    |           |          |                |             |             |                             |
|          | **TOTAL**          |           |          |                |             | **6**       |                             |

| K11      | Moss Point         | MS        | 10       | 04/17/2008     | 07/25/2011  | 828.00 USD  | As Verified by District     |
|          |                    |           |          |                |             |             |                             |
|          | **TOTAL**          |           |          |                |             | **10**      |                             |
# Exhibit 1: Kiwanis Clubs Recommended for Charter Revocation for not paying financial obligations (Proc 360)

<table>
<thead>
<tr>
<th>Club Key</th>
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<th>No. Mbrs</th>
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<th>Change Date</th>
<th>A/R Balance</th>
<th>Status</th>
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Exhibit 1: Kiwanis Clubs Recommended for Charter Revocation for not paying financial obligations (Proc 360)

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<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
<th>Date Organized</th>
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<td>04/06/1991</td>
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### Exhibit 1: Kiwanis Clubs Recommended for Charter Revocation for not paying financial obligations (Proc 360)

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<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
<th>Date Organized</th>
<th>Change Date</th>
<th>A/R Balance</th>
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**Kiwanis International**  
*Administrative Action Report*

**Exhibit 2: Kiwanis Clubs That Have Resigned**

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<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
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<th>A/R Balance</th>
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<td>Sunland-Tujunga</td>
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<td>East Bakersfield</td>
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<td>05/24/1963</td>
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<td>K14520</td>
<td>Golden K Rosewood-Kern City, Bakersfield</td>
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**K03 Capital**

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<td>Big Lick, Roanoke</td>
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## Exhibit 2: Kiwanis Clubs That Have Resigned

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<th>A/R Balance</th>
<th>Reason Resigned</th>
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<td>Gaffney</td>
<td>SC</td>
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## Exhibit 2: Kiwanis Clubs That Have Resigned

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<tr>
<th>Club Key</th>
<th>Club Name</th>
<th>St./Cntry</th>
<th>No. Mbrs</th>
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<th>A/R Balance</th>
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### Exhibit 2: Kiwanis Clubs That Have Resigned

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**K26 Texas-Oklahoma**

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**K27 Utah-Idaho**

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### Exhibit 2: Kiwanis Clubs That Have Resigned

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**K45 Italy-San Marino**

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<th>Resigned Date</th>
<th>A/R Balance</th>
<th>Reason Resigned</th>
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## Exhibit 2: Kiwanis Clubs That Have Resigned

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<th>Resigned Date</th>
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<th>Reason Resigned</th>
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<tr>
<td>K16968</td>
<td>Hof-Helmbrechts</td>
<td>DEU</td>
<td>8</td>
<td>05/14/2004</td>
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<td>0.00 USD</td>
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<td>Stuttgart Fernsehturm</td>
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<td>09/29/2011</td>
<td>0.00 USD</td>
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**Total** 12

**Total Number - Members** 661
**Total Number - Clubs** 80
## Exhibit 3: Kiwanis Clubs Returned to Good Standing from Pending Revocation

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<th>Club Key</th>
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<th>St./Cntry</th>
<th>No. Mbrs</th>
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<th>Change Date</th>
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<td><strong>K02 California-Nevada-Hawaii</strong></td>
<td>Santa Ana</td>
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| **K04 Carolinas** | Williamston | NC | 16 | 07/30/1926 | 08/30/2011 |
| K01576            | Friendly City (The), Durham       | NC | 12 | 05/25/1964 | 08/08/2011 |
| K05900            | Lake Norman-Cornelius             | NC | 23 | 07/21/1993 | 10/06/2011 |
| **Total**         |                               |           | **51** |                |             |

| **K05 Florida** | Sanford   | FL | 29 | 12/05/1921 | 09/28/2011 |
| K00633          | Miami Shores-North Dade           | FL | 11 | 06/12/1946 | 10/04/2011 |
| K02749          | Riverdale-Lee County              | FL | 8  | 05/19/1989 | 08/24/2011 |
| **Total**       |                               |           | **48** |                |             |

| **K07 Illinois-Eastern Iowa** | Forest Park | IL | 27 | 01/25/1923 | 09/16/2011 |
| **Total**        |             |           | **36** |                |             |

| **K08 Indiana** | Cedar Lake | IN | 9  | 05/18/1995 | 08/15/2011 |
| **Total**       |             |           | **27** |                |             |
## Exhibit 3: Kiwanis Clubs Returned to Good Standing from Pending Revocation

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<thead>
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<th>Club Key</th>
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<th>Status Change Date</th>
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## Exhibit 3: Kiwanis Clubs Returned to Good Standing from Pending Revocation

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Total: 10

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Total: 145

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Exhibit 3: Kiwanis Clubs Returned to Good Standing from Pending Revocation

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<td>Club Key</td>
<td>Club Name</td>
<td>St./Cntry</td>
<td>No. Mbrs</td>
<td>Date Organized</td>
<td>Status Change Date</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------</td>
<td>-----------</td>
<td>----------</td>
<td>----------------</td>
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<tr>
<td>K02</td>
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<tr>
<td>K11853</td>
<td>Phil-Am, Los Angeles</td>
<td>CA</td>
<td>17</td>
<td>09/26/1986</td>
<td>09/20/2011</td>
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<tr>
<td>K17493</td>
<td>Vaca Valley</td>
<td>CA</td>
<td>10</td>
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<tr>
<td>K21</td>
<td>Eastern Canada and the Caribbean</td>
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<td></td>
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<tr>
<td>K14919</td>
<td>Brown's Town, St Ann</td>
<td>JAM</td>
<td>0</td>
<td>03/04/1996</td>
<td>10/03/2011</td>
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<tr>
<td>K15683</td>
<td>Charlton-Alexandria</td>
<td>JAM</td>
<td>6</td>
<td>05/12/1999</td>
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<td>6</td>
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<td></td>
</tr>
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<td>K32</td>
<td>Non-Districted, Europe</td>
<td></td>
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<td>K16604</td>
<td>Slovacko</td>
<td>CZE</td>
<td>11</td>
<td>09/30/2002</td>
<td>08/09/2011</td>
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<td></td>
<td>Total</td>
<td></td>
<td>27</td>
<td></td>
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<td>K36</td>
<td>Philippine Luzon</td>
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<td>K13367</td>
<td>Kuliat, Angeles City</td>
<td>PHL</td>
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<td>01/22/1991</td>
<td>09/23/2011</td>
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<td>K14853</td>
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<td>12</td>
<td>10/01/1995</td>
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<td>Total</td>
<td></td>
<td>32</td>
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<td>Philippine South</td>
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<td>K16973</td>
<td>Rio De Oro</td>
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<td>09/26/2011</td>
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<td>Total</td>
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</tr>
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<td>Non-Districted, Latin America</td>
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<td>K17281</td>
<td>Osvaldo Cruz</td>
<td>BRA</td>
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<td>09/09/2011</td>
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<td>Zamora</td>
<td>ECU</td>
<td>13</td>
<td>07/18/2008</td>
<td>07/06/2011</td>
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<td>Total</td>
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<td>13</td>
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</tr>
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</table>
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>Status</th>
<th>Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Number - Members</td>
<td>137</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Number - Clubs</td>
<td>11</td>
</tr>
</tbody>
</table>
RESOLVED, That the Kiwanis International Board approves changes to Procedure 203 – DISTRICT STATUS, as follows, effective immediately:

203.1 - Minimum Requirements for Each Status

A. District-in-Pre-Formation (DIF): 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 fifteen ten (15)(10) Kiwanis clubs "in good standing" in developing Kiwanis nations/areas with a minimum of 500-200 paid members having compatible geographic areas and customs. The elected leader of the district in pre-formation carries the title of “District Representative.” A district in formation must obtain the status of a full district within five (5) administrative years. (6/85) (2/05)

B. District-in-Formation (DIF): A district-in-pre-formation attains district-in-formation status upon achieving a minimum of fifteen (15) Kiwanis clubs "in good standing" with a minimum of 500 paid members for two consecutive years. The elected leader of the district-in-formation carries the title of “District Leader” and will be invited to all meetings for growth and training provided by Kiwanis International.

Proviso: Any duly elected governor or governor-elect of a district-in-formation for 2011-12 shall retain his/her respective title for one year from the effective date of this policy.

B-C. Full District: The A district-in-formation (DIF), within two administrative years, must obtain a minimum of 1,000 paid members and 25 clubs "in good standing" with dues paid not later than ninety (90) days after the due date before being granted full district status. (6/85) (2/05)

C. Deadline: Any district-in-pre-formation or district-in-formation (DIF) that does not achieve full district status in five (5) years the next level of full district status within the stated time period shall automatically revert to nations status, without appeal, be reviewed by the Kiwanis International Board of Trustees for extension, revocation, or other action regarding status. (1/00) (2/05)

D. Decline: Failure to maintain either status for two (2) consecutive years, based on the January 15 paid certified membership report, will automatically revert to the previous status, with corresponding obligations and privileges, without appeal. If a district falls below the requirements for its current status, based on the January 15 paid certified membership report, its status shall be reviewed by the International Board, and may be reverted to the appropriate previous level based upon its current number of clubs and members, with corresponding obligations and privileges.

E. The Executive Director will advise the district board by mail of any changes to a district’s status. (4/00) (2/05)
Additional Revisions to Procedure 203 – District Status

In April 2011, the Board adopted revisions to Procedure 203 – District Status. However, additional revisions are needed to carry out the original intentions clearly. Those are shown below, with comments why each one is needed.

**Recommendation:** That the Kiwanis International Board adopts the following revisions to Procedure 203 – District Status:

**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 years. The elected leader of the district-in-pre-formation carries the title of “District Representative.” (4/11)

Comment: Added sentence clarifies process, in agreement with “D,” below. Deleted sentence was moved to 203.5 – Titles.

**B. District-in-Formation (DIF):** A district-in-pre-formation attains district-in-formation (DIF) status upon achieving a minimum of fifteen (15) Kiwanis clubs "in good standing" with a minimum of 500 paid members and maintaining it for two consecutive years. A district-in-formation must then obtain the status of full district within three (3) additional years. The elected leader of the district-in-formation carries the title of “District Leader” and will be invited to all meetings for growth and training provided by Kiwanis International. (6/85) (4/11)

Comment: Added sentence clarifies process, in agreement with “D,” below. Deleted text was moved to 203.5 – Titles.

**Proviso:** Any duly elected governor or governor-elect of a district-in-formation for 2011-2012 shall retain their respective title for one year from the effective date of this change. (4/11)

Comment: Moved to 203.5 – Titles.

**C. Full District:** Within two administrative years, a district-in-formation (DIF) must obtain the status of full district. A district-in-formation becomes a full district status upon achieving a minimum of 1,000 paid members and 25 clubs "in good standing" with dues paid not later than ninety (90) days after the due date before being granted full district status. (6/85) (4/11)

Comment: Removes contradiction between two years stated above and five years stated in “D,” below.

**D. Deadline Status Changes:** Any district-in-pre-formation or district-in-formation that does
not achieve full district status in the next status level within five (5) years shall automatically revert to nations status, without appeal.  (1/00) (4/11)

Comment: Clarifies the process.

E. Decline: Failure to maintain either a district-in-pre-formation, or district-in-formation, or district that fails to maintain its status for two (2) consecutive years after achieving it, based on the January 15 paid certified membership report annual membership reports by clubs to Kiwanis International, will automatically revert to the previous appropriate status, with corresponding obligations and privileges, without appeal. The Executive Director will advise the district board by mail of any changes to a district’s status.  (4/00) (4/11).

Comment: Clarifies the process.

203.2 - Organizational Convention

At the organizational convention of the district a district-in-pre-formation, the delegate body shall adopt the Standard Form for District Bylaws, only as modified by the International Board, and the officers shall be elected in accordance with these bylaws. The presiding officer and acting secretary of the organizational convention of the district shall be appointed by the International President.  (6/85) (2/05)

Comment: Clarifies at what level the forming district adopts bylaws, and what version.

203.3 - Services

Kiwanis International will provide developing Kiwanis nations/areas, districts in formation, and full districts with services in accordance with their respective status. The International Board may authorize special services to assist developing nations/areas and districts in formation to achieve full district status. In general, appropriate services and support will be available as delineated below:  (5/93) (2/05)

A. All Kiwanis Clubs: All Kiwanis clubs worldwide shall receive:
- appropriate materials in one of the languages approved by the International Board;
- access to office-based staff;
- leadership education in administrative processes;
- one copy of KIWANIS magazine or approved substitute publication;
- access to purchase Kiwanis supplies;
- recognition for achievement in Kiwanis International programs; and
- the services of the district/federation, if they are part of one.
(5/93) (1/00)

A. Developing Kiwanis Nations/Areas: In developing Kiwanis nations/areas, staff may be deployed and other special services provided (such as recruitment, training, and supervision by accredited representatives) to determine the potential for creating a district-in-formation. As clubs are developed, efforts shall be made by the Regional Service Centers field- or office-based staff to organize meetings, gatherings, or other appropriate venues to discuss matters related to future fellowship, service, and membership growth. (5/93) (4/01)

Comment: Kiwanis no longer has regional service centers in all areas.

B. Districts-in-Pre-Formation: Districts in formation will receive:
• direct assistance from field- or office-based staff in planning and implementing membership development activities;
• assistance with training for Lt. governors;
• recruitment, training, and supervision of accredited representatives. (5/93) (2/05)

Comment: These items were moved here from D, below, to state what services a district-in-pre-
formation qualifies to receive.

C. D. Districts in Formation: In addition to the above, districts in formation will receive: (2/05)
• direct assistance from field- or office-based staff in planning and implementing membership development activities;
• invitation to the governors-elect meeting(s) required by Kiwanis International, as well as all meetings for growth and training provided by Kiwanis International;
• assistance with training for Lt. governors;
• recruitment, training, and supervision of accredited representatives. (5/93) (2/05)
• attendance by the governor invitation to the District Leader at International Council meetings (if any are held) as a non-voting member; and (10/96) (2/05)

D. E. Full Districts: In addition to the above, full districts will receive:
• Delegate-at-large status at the International Convention for the current governor and three (3) most recent past Governors-District Leaders (prior to full district status); (10/01)
• a visit from the International President in rotation with other districts; and
• assignment of an International Board counselor;
• invitation to the District Governor at International Council meetings (if any are held) as a voting member (in accordance with the International Bylaws); and
• such other rights and privileges as may be specified in the Bylaws, Policies, and Procedures of Kiwanis International. (10/96) (1/00)

NOTE: See Procedure 179.9 and 179.10 regarding travel expenses for Governors and Governors-elect of districts in formation. (2/05)

Comment: These procedures should be reviewed soon to clarify, prior to the January 2012 Council Meeting, which district status receives which level of reimbursement.

203.4 – Restrictions for Districts in Formation Prior to Full District Status

A. Amendments: The district or its board of trustees may not propose amendments to the Kiwanis International Bylaws or submit resolutions for consideration by Kiwanis International. (6/90) (2/05)

B. Delegate Status: The governor, governor-elect, lieutenant governors, treasurer, and secretary are current or past elected or appointed leaders or officers of districts-in-pre-formation or districts-in-formation, by any title, may not have the status of delegates-at-large to an International Convention. A lieutenant governor current or past lieutenant governor may not be a delegate representing a club other than his/her own club at an International Convention. (6/90) (2/05)

Comment: Clarifies the process, now that we have more district levels.
C. International Council: The governor is a non-voting member of Council. (5/93) (2/05)
Comment: This was moved to 203.3D, where it more appropriately belongs.

A.

203.5 - Titles of Governors Elected Leaders

The chief administrator of the district in formation shall be addressed as "Governor" and officially titled as "Governor of District in Formation." (10/90) (2/05)

Comment: The following were moved here from 203.1, as they directly relate to titles.

The elected leader of the district-in-pre-formation carries the title of "District Representative."

The elected leader of the district-in-formation carries the title of "District Leader."

Proviso: Any duly elected governor or governor-elect of a district-in-formation for 2011-2012 shall retain their respective title for one year from the effective date of this change until September 30, 2012. (4/11)
Comment: Clarifying wording to agree with actual intent.

203.6 - Kiwanis Records and Reports

All Kiwanis records and reports such as accounts receivable/payable, membership and club reports, and convention attendance reports, shall reflect the current status of Kiwanis districts in formation. (6/91) (2/05)
Comment: Clarifies wording, now that we have more district levels.

Strategic Intent: Update governing documents
Financial and Human Resource Impact: None
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
GOVERNANCE

October 12, 2011
International Office, Indianapolis, Indiana USA
8:30 a.m. – 5:00 p.m. EST
Seminar Room West

Committee Members

Jerome E. Peuler, Chairman
Jane M. Erickson
Gunter Gasser
John M. Johnson
Sjoerd R.J. Timmermans
Christina Hale, Staff Liaison
Diana O’Brien, Staff Liaison

Guests

Peter Mancuso, KIF President
Paul Inge Paulsen, KIEF President
Stan Soderstrom, Executive Director
Alan Penn, President
Thomas E. DeJulio, President-elect
Lisa Heindricks, Staff

1. Call to Order

2. Consent Report
   a. Conflict of Interest Guidelines for Districts
   b. Financial Reporting Duties Among Officers
   c. Clarification Regarding Chairman of Joint Committee of Kiwanis International and Kiwanis International Foundation

3. Action Report
   a. Federation Bylaws Compliance with Kiwanis International Bylaws
   b. Variations of District Dues Waivers
   c. Task Force on Governing Documents
   d. Task Force on Conduct Unbecoming
   e. District Bylaw Amendments
   f. Potential Kiwanis International Bylaw Amendments

4. Information Report
   a. Changing Board Members Terms to Run from Election to Election
   b. Allowing District Governors to Repeat Terms
   c. Background Check Appeals Committee Recommendations
   d. New Code of Ethics for Kiwanis International Officers
   e. Various Considerations Regarding Committees
5. Future Business
   a. Proposed amendment on International Convention Fee for clubs
   b. Potential filtering process for International Bylaw amendments
   c. Changing Board Members terms to run from election to election
   d. Background Check Appeals Committee recommendations
   e. New code of ethics for Kiwanis International Officers
   f. Various Considerations regarding Committees
   g. District foundation compliance with Kiwanis International Requirements
   h. Nonprofit governance practices and Sarbanes-Oxley
   i. Adopt policies that clearly define and clarify the role of the district
   j. Redefine the required district committee structure around the new roles of the district
   k. Update “Kiwanis Junior” references remaining in policies and procedures
KIWANIS INTERNATIONAL BOARD OF TRUSTEES

REPORT OF THE BOARD COMMITTEE ON
GOVERNANCE

Consent Report

a. Conflict of Interest Guidelines for Districts

A few districts have requested guidelines for adopting a policy on conflict of interest. The Committee reviewed a policy for districts, drafted by Staff, based on International’s policies and procedures.

Recommendation #1: That the Kiwanis International Board approves the recommended policy on conflict of interest, as shown in Consent Report-Exhibit A, for use by districts.

(ADOPTED)

Strategic Intent: Best practices for districts
Financial and Human Resource Impact: None

b. Financial Reporting Duties Among Officers

Noting that it is now the Executive Director, not the Vice-President, who reports at the International Convention on financial information of the organization, the Committee recommends a corresponding update to the International Bylaws.

Recommendation #2: That the Kiwanis International Board presents the following amendment to Article XII, Sections 4 and 5, and Article XXIII, Section 8, to the House of Delegates at the 2012 International Convention in New Orleans, Louisiana:

ARTICLE XII. DUTIES OF OFFICERS

Section 4. Vice-President

The Vice-President shall regularly review and advise the Board of Trustees on the financial condition of Kiwanis International and make a report thereof at the annual International convention, and shall perform such duties as usually pertain to the office or as may be assigned from time to time by the President or the Board of Trustees. (7/2006)

Section 5. Executive Director

d. The Executive Director shall sign all documents issued by Kiwanis International when required; affix the corporate seal of the organization when required; keep the
financial accounts and records; and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of Kiwanis International funds in the manner authorized and prescribed by the Board of Trustees. The Executive Director shall regularly review and advise the Board of Trustees on the financial condition of Kiwanis International. The financial accounts, records, and books of Kiwanis International shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. (6/2010)

e. The Executive Director shall make a report to Kiwanis International at the annual International convention and such other reports as directed by the President or the Board of Trustees. The financial accounts, records, and books of Kiwanis International shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. (6/2010)

ARTICLE XXIII. FINANCE AND ACCOUNTING

Section 8. The Board of Trustees shall provide for the annual audit of the books of accounts of Kiwanis International by certified public accountants, or in its discretion, an audit at more frequent periods. For audit purposes, the Executive Director and Vice President shall submit all books, records, and vouchers.

Recommendation #3: That the Kiwanis International Board adopts revisions to Policy C.5.g – [Kiwanis International Foundation] Joint Board Committee, and Procedure 152.1 – Performance Appraisal and Oversight of the Executive Director, as shown below, to provide greater clarity.

Policy C. General

5. Kiwanis International Foundation

g. Joint Board Committee: As a means of maintaining mutual understanding and cooperation between the boards of trustees of Kiwanis International and the Kiwanis International Foundation, a Joint Committee shall be established and maintained, consisting of the Kiwanis International President, Immediate Past President, President-Elect, and Vice President and the Kiwanis International Foundation President, Immediate Past President, President-Elect, and Treasurer. Except when acting as the Performance Review Committee for the Executive Director, the Kiwanis International President shall be Chairman, with the same voting privileges as other members. (6/10)

The Joint Committee shall annually perform the appraisal of the Executive Director in accordance with Kiwanis International Procedure. The Joint
Committee may consider other matters of mutual interest to both organizations and is authorized to make recommendations to either or both boards. (6/10)

The Joint Committee shall meet at the call of the Kiwanis International President, but in no event, less than twice per administrative year. Ten (10) days advance notice shall be given for committee meetings. A majority of members shall constitute a quorum for the transaction of business, and a majority vote shall be necessary to approve actions. Except when meeting as the Performance Review Committee, meetings shall be chaired by the Kiwanis International President, who shall enjoy the same voting privileges as every other member of the committee. (6/10)

Procedure 152 - Performance Appraisal and Oversight of the Executive Director

152.1 - Performance Review Committee

There shall be a Performance Review Committee composed of The Joint Committee of Kiwanis International and the Kiwanis International Foundation Boards of Trustees, as defined in Policy, shall act as the Performance Review Committee for the Executive Director, shall be chaired by with the Immediate Past International President of Kiwanis International acting as Chairman. (10/90) (6/10)

(ADOPTED)

Strategic Intent: Clarity/Alignment

Financial and Human Resource Impact: None

c. Clarification Regarding Chairman of Joint Committee of Kiwanis International and Kiwanis International Foundation

Housekeeping revisions, for clarity purposes, are recommended in two separate provisions related to chairing the Joint Committee of Kiwanis International and the K.I. Foundation. Staff is requested to advise the Foundation of these changes so they can also revise their own corresponding policy.

Recommendation #3: That the Kiwanis International Board adopts revisions to Policy C.5.g and Procedure 152.1 as shown below to provide greater clarity.
Policy C. General

6. Kiwanis International Foundation

g. Joint Board Committee: As a means of maintaining mutual understanding and cooperation between the boards of trustees of Kiwanis International and the Kiwanis International Foundation, a Joint Committee shall be established and maintained, consisting of the Kiwanis International President, Immediate Past President, President-Elect, and Vice President and the Kiwanis International Foundation President, Immediate Past President, President-Elect, and Treasurer. Except when acting as the Performance Review Committee for the Executive Director, the Kiwanis International President shall be Chairman, with the same voting privileges as other members. (6/10)

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Procedure 152 - Performance Appraisal and Oversight of the Executive Director

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(ADOPTED)

Strategic Intent: Clarity/Alignment
Financial and Human Resource Impact: None
Action Report

a. Federation Bylaws Compliance with Kiwanis International Bylaws

In April 2011, the Executive Committee discussed the following, which is now coming before the Governance Committee: “Further discussions have been initiated to resolve several items where the federation bylaws are not in compliance with the Kiwanis International bylaws. Staff and the Board Committee on Governance have begun work on a new standard form of federation bylaws that will identify these areas and give the federation guidance on its own bylaws structure.”

At this meeting, the Governance Committee discussed the concept of ways the KI-EF Bylaws do not comply with Kiwanis International Bylaws, focusing on key issues identified:

- A clear definition of the role and purpose of federations is needed.
- A clear definition of whether clubs or districts are ‘members’ of a Federation is needed.
- Should federations have trustees with three-year terms, as required by the KI Bylaws? Or should the KI Bylaws be revised to remove this requirement?
- Requirements are needed for basic financial reporting and accountability.
- Clarification is needed regarding eligibility of candidates for International Trustee from the Europe Region.

Since Kiwanis only has one federation at this time, standardized federation bylaws may be premature. However, Kiwanis should ask the European Federation to address identified areas of noncompliance in its bylaws. If the federation disagrees with Kiwanis’ provision that federations have trustees with three-year terms, it is suggested one of its districts submit an amendment to the Kiwanis International Bylaws to revise or remove it.

Recommendation #1: That the Kiwanis International Board requests that the European Federation Board review and respond to the Federation Bylaw amendments shown in Action Report-Exhibit A. The goal is for a mutually-agreed version of these amendments to be presented to delegates at the 2012 European Federation Convention.

(ADOPTED)

Strategic Intent: Compliance
Financial and Human Resource Impact: None
b. Variations of District Dues Waivers

At its April 2011 meeting, the Kiwanis International Board considered the matter of districts who wish to follow the lead of K.I. and waive next year’s dues for clubs formed Jan. 1 – Sept. 30. However, at least three districts (currently) are waiving or want to waive member dues for new clubs the following year, when they don’t charge a charter fee to begin with. Staff advised the districts that this practice must first be approved by the International Board.

Because Kiwanis International processes billing and collection of district dues, these and other exceptions provide special challenges. All exceptions require personalization of database and/or financial software, which is then not compatible when upgrades are issued. Currently, the exemption for International dues and any exemptions for district dues must be manually processed, providing greater administrative costs and potential for error.

Also, Kiwanis has not seen any evidence over many years now that dues discounts lead to increased growth (i.e., no appreciable return on investment), so it is probably not a productive strategy for Kiwanis to dedicate additional resources to it.

**Recommendation #2:** That the Kiwanis International Board requests any districts that do not charge a charter member fee to cease or not implement dues waivers for charter members of new clubs the next administrative year, while the International Board evaluates the long-term impact of dues discounts.

(ADOPTED)

The Committee refers evaluation of the long-term impact and productivity of dues discounts to the Board Committees on Membership and Audit and Finance, to report back to the Board when results are known.

**Strategic Intent:** Compliance

**Financial and Human Resource Impact:** None

c. Task Force on Governing Documents

The Committee reviewed the Report of the Task Force on Governing Documents dated October 4, 2011, shown as **Action Report-Exhibit B**, and commends the Task Force for its thorough work revising the Standard Form for Club Bylaws. However, the Committee disagrees with a few of its premises or recommendations:

- Deleting specific classes of membership, to allow each club to determine their own. However, the same International and district (and federation) dues would be required for all types of membership, regardless of what discounts clubs may offer.
- Reducing the required number of club directors from five (5) to three (3).
• Expanding the timeframe allowed for a club’s annual meeting and elections, from “first meeting in April to second meeting in May” to “January 1 – May 15.”

The Committee suggests that the proposed new Standard Form, new Club Policies, and list of revisions (“concept changes”) as shown in Exhibit B be shared with Council attendees, and that a segment of the Council agenda be devoted for discussion and response, then reconsideration be given by the Board at its meeting after Council.

Because many aspects regarding districts are currently under discussion, the Committee requests the Task Force to next pursue revisions to Kiwanis International Policies and Procedures.

Recommendation #3: That the Kiwanis International Board accepts the Report of the Task Force on Governing Documents dated October 4, 2011, shown in Action Report-Exhibit B, and recommends that the proposed new Standard Form for Club Bylaws, new Club Policies, and “Concept Changes” be shared with the International Council meeting in January 2012 for discussion.

(ADOPTED)

Strategic Intent: More flexible operations for all clubs
Financial and Human Resource Impact: None

d. Task Force on Conduct Unbecoming

The Committee reviewed the Report of the Task Force on Conduct Unbecoming, dated September 26, 2011, as shown in Action Report-Exhibit C, and commends this Task Force for its very thorough investigation on the topic, completed in less than a month. The Committee generally agrees with the Task Force’s conclusions and findings and suggests the Task Force be directed to continue its work.

The Committee declines the Task Force’s request to conduct a survey on the topic during Council; however, the Committee may pursue its questions privately among individual district leaders to gather the broader perspective and background as to what types of instances are occurring in clubs and districts.

Recommendation #4: That the Kiwanis International Board accepts the Report of Task Force on Conduct Unbecoming dated September 26, 2011, as shown in Action Report-Exhibit C, and generally agrees with its conclusions and identified issues. The Board requests the Task Force to pursue these issues and report to the Board no later than April 2012.

(ADOPTED)
Strategic Intent: Improve governing practices at all levels of the organization
Financial and Human Resource Impact: None

e. District Bylaw Amendments

The Committee reviewed several district bylaw amendments adopted by districts that did not comply with the Standard Form and recommends Board action as follows.

Recommendation #5: That the Kiwanis International Board declines approval of the amendment to Article XIV, Section 5, of the Ohio District bylaws waiving dues for charter members of a new club the next administrative year.

(ADOPTED)

Recommendation #6: That the Kiwanis International Board declines approval of the amendment to Article II, Section 1, of the Michigan District bylaws, revising their Objects, because they do not conform to the Objects for districts established by Kiwanis International.

(ADOPTED)

Recommendation #7: That the Kiwanis International Board declines approval of the amendment to Article XV, Section 4, of the Michigan District bylaws waiving dues for charter members of a new club the next administrative year. However, the Board approves deletion of the district charter member fee for new clubs, also formerly in Article XV, Section 4.

(ADOPTED)

Recommendation #8: That the Kiwanis International Board approves the amendment to Article V, Section 2, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to clearly differentiate the Kiwanis International background check requirement from the district background check requirement:

Section 2. Each Officer shall be an active or senior member in good standing in a club of the district, and shall have and maintain a clear criminal history background check conducted and verified by the Texas-Oklahoma District. The Governor and Governor-elect also shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International. Each Lieutenant Governor shall be an active or senior member in good standing in a club in the Division from which he/she is elected.

(ADOPTED)
Recommendation #9: That the Kiwanis International Board approves the amendment to Article IX, Section 1, of the Texas-Oklahoma District bylaws, provided the wording of the last sentence is adjusted as shown below to clearly differentiate the Kiwanis International background check requirement from the district background check requirement:

Each candidate for the offices of governor and governor-elect also shall have a clear criminal history background check conducted and verified by Kiwanis International as well as a background check conducted and verified by the Texas-Oklahoma District.

(ADOPTED)

Recommendation #10: That the Kiwanis International Board declines approval of the amendment to Article VIII, new Section 16, of the Texas-Oklahoma District bylaws because authority over exhibitors at district conventions is the purview of the district board.

(ADOPTED)

Recommendation #11: That the Kiwanis International Board approves the amendment to Article XIII, Section 1a, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to conform to the Standard Form and eliminate accidental discrepancies:

Section 1. Each member club shall pay to the district for each of its members, with the exception of these members identified at subsection (b) or honorary members, the sum of $23.00 per annum as dues and $3.50 per annum as the subscription price of the district bulletin. The total amount shall be due annually on October 1, payable not later than sixty (60) days thereafter, and is to be based upon the annual membership report of the respective clubs to Kiwanis International as of September 30. The total amount shall include all district charges other than the new member add fee and registration fees for district conventions or conferences. Subscriptions fees will be used primarily to produce the district bulletin; however, any surplus bulletin funds will be used to assist the district, clubs, and divisions in website or technology development and the use of this technology and other media to spread the word about Kiwanis activities in their communities.

(ADOPTED)

Recommendation #12: That the Kiwanis International Board approves the amendment to Article XIII, Section 2, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to clarify operations:

Section 2. Each new club shall pay to the District a $20.00 enrollment fee for each charter member. A new club organized during the first quarter of the Kiwanis administrative
year (October 1 – December 31) will pay full dues for its charter members the following administrative year. For new clubs organized during the last three quarters of the administrative year (January 1 – September 30), payment of charter member fees shall also be considered payment of dues for all charter members of the club for the following administrative year.

(ADOPTED)

Recommendation #13: That the Kiwanis International Board approves the amendment to Article XIII, Section 3, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to clarify the fee:

Section 3. A fee for each new member of no more than the amount of district dues (including bulletin subscription fee) shall be paid to the district on a graduated scale according to the following chart. [No changes to chart.]

(ADOPTED)

Recommendation #14: That the Kiwanis International Board approves the amendment to Article XV, Section 1, of the Texas-Oklahoma District bylaws, in concept, provided the wording is adjusted as shown below to clarify the language:

Section 1. The Board of Trustees, in connection with the Governor and Secretary, shall see to the issuance of a District Newsletter, which will be available to all members on the district website, with printed copies available to members upon request to the District Office.

(ADOPTED)

Recommendation #15: That the Kiwanis International Board declines approval of the amendment to Article IX, first paragraph through Section 9.22, of the Wisconsin-Upper Michigan District bylaws regarding the location of district conventions because such determination is the purview of the district board. The district board may instead adopt a policy stating the rotation process.

(ADOPTED)

Recommendation #16: That the Kiwanis International Board approves the deletion of Article X, Section 6, and amendment to Article XI, Section 1, of the Pacific Northwest District bylaws; however, because it has accidentally deleted the following concept entirely, it must be added to Article VIII, Section 16, to complete the necessary adjustments and comply with the Standard Form:
The preference will be to call a council meeting to be held during the period provided for district conventions. Such council shall be comprised of the Board and other persons having the status of delegates-at-large to all district conventions.

(ADOPTED)

**Strategic Intent:** Maintain oversight of district operations  
**Financial and Human Resource Impact:** None

**f. Potential Kiwanis International Bylaws Amendments**

The Committee considered several amendments to the International Bylaws for possible presentation to either the Council meeting in January 2011 or the 2012 International Convention in New Orleans.

**Recommendation #17:** That the Kiwanis International Board presents the International Bylaw amendments shown in Action Report-Exhibit D to the International Council meeting in January 2012 for possible adoption, and refers drafting of such amendments to the International Committee on Resolutions and Bylaws by no later than November 18, 2011.

(ADOPTED)

**Recommendation #18:** That the Kiwanis International Board presents the International Bylaw amendments, also as shown in Action Report-Exhibit D, to the House of Delegates at the 2012 International Convention in New Orleans, Louisiana, and refers drafting of such amendments to the International Committee on Resolutions and Bylaws by no later than November 18, 2011, so they can be reviewed first by the International Council meeting in January 2012.

(ADOPTED)

**Strategic Intent:** Governance of the organization  
**Financial and Human Resource Impact:** None

**Information Report**

**a. Changing Board Members Terms to Run from Election to Election**

President Alan Penn requested the Committee to consider whether Kiwanis should set Board members’ terms to run from election to election, without changing the administrative year for Kiwanis International, clubs, or districts. It was noted that the timing of the administrative year
has been a recurring issue in Kiwanis. It was most recently studied by a Special Committee on Structure in approximately 2005-06; the Committee would like to review that report first. The Committee noted some advantages and disadvantages to the most recent request, but did not have time to sufficiently address the issue, so will add this to its list of future business.

b. **Allowing District Governors to Repeat Terms**

Regarding district officers, the International Bylaws state (Art. IX, Sec. 5): “The secretary and the treasurer may be the same person, but no other offices shall be combined in one (1) person.” However, in recent years, approximately four districts have elected their sitting or incoming Governor to hold the same office the following year as well. Each district has said the problem is a lack of other qualified or capable volunteers willing to take the office. Kiwanis has allowed this in each case on a hardship basis.

Additionally, two separate districts have asked if a Lt. Governor may also serve as Governor-elect the same year. It was also noted that several districts over the last decade have had past Governors be elected again a few years later to be Governor again. This information, altogether, raises concerns about whether lack of candidates is becoming a trend at the district level.

The Committee agreed Kiwanis should not change its rules about combining district offices; instead, each occurrence should continue to be addressed on a case-by-case basis, as needed. The Board should be made aware of each case in advance, whenever possible, for consideration of the circumstances and pre-approval. The Committee recommends all Board members, as district counselors, be alert to these situations and keep the Board advised.

The Committee refers the issue of the same person filling Governor and Governor-elect to the Board Committees on Education and Membership to 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.

c. **Background Check Appeals Committee Recommendations**

In April 2011, the Executive Committee referred this to the Governance Committee: “Recommendation: That the Kiwanis International Board accepts the report of the Background Check Appeals Committee and refers the Committee’s recommendations for improvements of the process to the Board Committee on Governance.”

The recommendations from the Appeals Committee were these:

1. There needs to be a provision for forgiveness of certain minor non-physical offenses that may have occurred several years ago. We believe that the Ad Hoc Committee on Accountability’s recommendation of a 10-year limit for certain offences has merit.
2. There needs to be a provision in the appeals processes and procedures for qualifying and swearing witness, hearing testimony, recording the proceedings, and validating the credibility of the testimony and evidence presented.
3. There needs to be a provision for the appellant to be represented by counsel or a representative of their choosing.

The Committee asked Staff to explain the process for background checks and appeals:

- A background check is run on “Joe Kiwanian” compared to Kiwanis’ criteria as stated in Procedure, and determined to be clear or not clear.
- If not clear, “Joe” is not allowed to hold office (if a candidate) or not allowed to attend the youth event he had wanted to attend. That action is automatic, per procedure.
- If “Joe” appeals that action in writing to the Executive Director, it’s referred to the Background Check Appeals Committee to determine is a hearing is warranted.
- If warranted, the Appeals Committee meets and reports its finding and recommendations to the International Board.
- The Board votes to uphold or not uphold the appeal, and such action is final.

The Governance Committee determined that recommendations #2 and #3 of the Appeals Committee have merit and asks Staff to draft text for the Committee to review at its next meeting in January 2012.

d. New Code of Ethics for Kiwanis International Officers

In April 2011, the Executive Committee reported: “The Committee consider[ed] the need to update the Code of Conduct to include an ethics or ethical behavior section as well as ramifications for violating the code. The Committee asks Staff to draft a change in the policy to include a stepped sanctioning process for a Board member who violates the policy. Proposed changes will be presented at the October 2011 Board meeting.”

Kiwanis’ existing policy on code of ethics (titled “Code of Conduct”) first needed review and updates. Staff researched samples from various sources, including BoardSource, Rotary, and Lions and presented a draft. However, due to lack of time, the Committee could not consider the draft in depth, so will add it to the list of future business.

e. Various Considerations Regarding Committees

The Committee discussed several new ideas related to Board Committees and International Committees, referred by President Alan Penn:

- Stated composition of the Executive Committee.
- Designating specific standing international committees, with each President appointing 2-3 new members to 3-year terms, while some previous terms end.
- Implementing the regular appointment of Vice-Chairs by the Vice-President.
- Implementing regional representation on most or all committees.
bullet Establishing standing committees of the International Board, each to be affiliated with a Staff department, and with chairs who have previously served as a member of the same committee (i.e., experience).

The Committee agreed that approval and implementation of any of these ideas should be contingent upon whether or not they would help carry-out Kiwanis’ strategic plan, which is currently under review and pending updates. Therefore, it is suggested that consideration be included during strategic plan revisions.

Future Business
a. Proposed amendment on International Convention Fee for clubs
b. Potential filtering process for International Bylaw amendments
c. Changing Board Members terms to run from election to election
d. Background Check Appeals Committee recommendations
e. New code of ethics for Kiwanis International Officers
f. Various Considerations regarding Committees
g. District foundation compliance with Kiwanis International Requirements
h. Nonprofit governance practices and Sarbanes-Oxley
i. Adopt policies that clearly define and clarify the role of the district
j. Redefine the required district committee structure around the new roles of the district
k. Update “Kiwanis Junior” references remaining in policies and procedures
Conflict of Interest Policy Guidelines for Districts

**Purpose:** In order to protect its interests as a tax-exempt organization, the ___________ District, when contemplating a transaction or arrangement that might benefit the private financial interest of an interested person, shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist.

**Definition of ‘interested person’:** Any District officer or member of a committee with powers delegated to it by the district board who has a direct or indirect financial interest.

**Definition of ‘financial interest’:** Any of the following circumstances, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the District has a transaction or arrangement;
2. A compensation arrangement with the District or with any entity or individual with which the District has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement.
4. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
5. A financial interest is not necessarily a conflict of interest, unless determined to be so by the District Board.

**Duty to Disclose:** An interested person must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the District Board. If the Board has reasonable cause to believe an interested person has failed to disclose an actual or possible conflict of interest, it shall inform the person and give him/her the opportunity to explain. If failure is determined, the Board shall take appropriate disciplinary and corrective action.

**Determination:** An interested person may make a presentation to the District Board about a possible conflict of interest. The Board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter and report its findings and recommendation to the Board. The Board shall then decide, by majority vote of the disinterested persons, whether a conflict of interest exists, and, if so, whether to continue the arrangement or practice or to offer alternatives that would prevent the conflict. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the District Board shall determine whether the transaction or arrangement is in the District’s best interest, whether it is fair and reasonable, and whether to
enter into the transaction or arrangement.

**Compensation Matters:** A voting member of the District Board or any committee with power delegates by the Board who receives compensation, directly or indirectly, from the District for services is precluded from voting on matters pertaining to that member’s compensation. (4/07)

**Records of Proceedings:** The record of District Board meeting and investigation committee meeting (if any) should contain thorough and complete information on the proceedings, including all relevant facts, the content of the discussion, actions considered, and votes taken.

**Annual Statements:** Each interested person shall, before assuming district office or committee membership, sign a statement that affirms he/she understands and complies with the District policy on conflict of interest.
KEY:
Comments are indicated in italics.
Compliance issues are shaded.

ARTICLE XIX. DEFINITIONS

- Best practices: Definitions go at the beginning of Bylaws, to 'set the scene' in understanding the provisions correctly; this means renumbering many Articles.
- Best practices: Though these 'shortcuts' already exist in these Bylaws, they often are not used, with the full text written-out instead. They should be used consistently throughout.

Section 1
Whenever throughout these Bylaws the under mentioned words are used without further specification, they are meant to be supplemented by the words 'of the Kiwanis International-European Federation': Throughout these Bylaws, the following words refer to the Kiwanis International-European Federation, unless otherwise specified:
- Bylaws
- (past) President, Past President, Vice President, Secretary
- European Board
- (past) officer, past officer
- (past) Governor, [Governors are district entities only]
- Secretary, Convention,
- District, Division and Club. [Though these units are in the Federation, they are not of the Federation]
- Federation

Each word may also be in the plural form.

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."

Section 2
Whenever throughout these Bylaws, the words "send, sent, mail, mailed, receive or received" is used without further specification, they are meant to be understood as supplemented by either, "by postal, fax or electronic means."
Best Practices: By changing just a few references to "mail" to "send," this definition is not needed; they are now marked throughout. "Send/sent" and "receive/received" do not imply any particular delivery method, so those are alright.
ARTICLE I- II. NAME AND GEOGRAPHICAL LIMITS.

Section 1.
The name of this Organization shall be:
"KIWANIS INTERNATIONAL-EUROPEAN FEDERATION"
The organization, known as "Kiwanis International European Federation" or "KI EF", will be hereinafter referred to in these bylaws as the Federation.

Section 2.
The geographical limits of the Organization shall be Europe. The names of the countries and areas within these limits shall be specified in the policies and procedures of the Federation. The territorial limits of the Federation, as defined by the Kiwanis International Board, shall include the Kiwanis districts of Austria, Belgium-Luxembourg, France-Monaco, Germany, Iceland-Faroes, Italy-San Marino, the Netherlands, Norden, and Switzerland-Liechtenstein, as well as the clubs in any nondistricted areas sponsored by these districts. If these territorial limits are revised by the International Board, this provision shall be revised accordingly.

Update: KI intends that each new club in nondistricted areas (Europe or otherwise) will now have a sponsoring district. (This provision may need further revisions, pending the outcome of just who are considered 'members' of a Federation—See new Article IV.)

Section 3.
The name or the geographical limits of the organization shall not be changed without the prior consent of the Board of Trustees of Kiwanis International, provided notice and hearing are given as defined in Article X - Section 1 of the Kiwanis International Bylaws.

Section 4.
The organization is an operational unit of KIWANIS INTERNATIONAL, registered in the State of Indiana, USA. The domicile of the Organization shall be Gent, Belgium. The Domicile and the Office of the Federation can may be relocated by a majority vote of the European Board and upon approval of the Kiwanis International Board.

- Clarity: The second sentence is moved here from former Art. IV, Sec. 17.
- Best Practices: If the domicile may truly be changed by the KIEF Board alone, its current location should not be stated in these Bylaws, since the Bylaws may be changed only by club delegates. Please verify which body may change the domicile.

Section 5.
The organization, known as “Kiwanis International European Federation" or “KI EF”, will be referred to in these bylaws as the Federation.

Clarity: Revised and added to Sec. 1, so all name info is together.

ARTICLE II- III. MISSION AND OBJECTIVES OF THE FEDERATION.

NOTE: Kiwanis International needs to determine a clear definition of the role and purpose of federations, distinct from other administrative units. Then this article will be re-focused and revised.

Section 1.
The Mission of the Federation shall be to promote the best interests of districts and clubs within the geographical limits of the Federation and in Kiwanis International.

- Clarity: Former Art. XVII refers to the Federation’s "purpose," yet we find no separate purpose stated anywhere. Is "mission" the same as "purpose"?
Section 2.
The Objectives of the Federation shall be:

1. To seek within the Federation and through the districts and clubs the attainment of the mission of the Federation and the six Objects of Kiwanis International as set forth in the Kiwanis International Bylaws.

2. To increase the fellowship, support and cooperative effort among individual Kiwanis Family members, the clubs and the districts within the geographical limits of the Federation.
   - For reference, the district bylaws say simply “To increase the fellowship and cooperative effort of the clubs within the district.”

3. To cooperate with Kiwanis International (Regional Service Center) in building new clubs, districts and youth organizations and strengthening existing clubs, districts and youth organizations within the geographical limits of the Federation.

4. To support and promote with Kiwanis International (Regional Service Center) education and information sessions for newly elected club, district and federation officers and committee chairs.
   Clarity: This provision is essentially covered in item #3 and could be eliminated separately.

5. To promote and unite participation of the clubs and districts in the general objectives, programs and service projects of Kiwanis International and of the Federation.

6. To direct, manage, supervise and control the business, property, publications and funds of the Federation.
   Clarity: This is an authority & duty, not an objective. It is covered by new Art. V, new Sec. 3.

7. To consult with the Kiwanis International Board of Trustees regarding policies and procedures to be implemented within the territorial limits of the Federation.
   Clarity: This is not an objective, and is already covered by original Art. IV, Sec. 14.

8. To contract with the Chief Executive Officer of KI regarding services to be provided by the Regional Service Center within the territorial limits of the Federation.
   Clarity: This is not an objective, and is no longer relevant anyway.

The following text captures the role of a Federation as summarized from the recent agreement between KI and KIEF. This may replace the current provisions.
The Federation shall assist and support districts and clubs in its area on behalf of Kiwanis International, especially in the areas of growth, education, marketing, service, global initiatives, and any other efforts agreed to in writing by Kiwanis International and the Federation. Such agreement may be amended from time to time by mutual consent of both parties.

- Do we expect the agreement will only be amended annually? Or may it be amended ‘from time to time’ as stated above, should the need arise?
- Special areas of assistance don’t necessarily have to be specified in the Bylaws, as they will be spelled-out in the agreement.

ARTICLE III- IV. MEMBERSHIP: MEMBERS.

NOTE: Kiwanis International also needs to determine a clearer definition of who are considered to be ‘members’ of a Federation.’ KI Bylaws Article X –
Federations is inconclusive on this topic. After determination, this article will be re-focused and revised.

Section 1.
The territory of the Federation is divided into districted and non-districted countries. Each District, created in the manner as prescribed in the Kiwanis International Bylaws within the geographical limits of the Federation, shall be an operational unit of the Federation. Compliance: These aspects are controlled by KI, and thus not relevant in these Bylaws.

Section 2.
Every organized and chartered Kiwanis club within the geographical limits of Europe shall be a member of this Federation. Clubs in non-districted countries are under the supervision of the European Board.  
• First sentence is replaced by new Section 1, below.  
• Compliance: Clubs are controlled by K.I. so last sentence is not necessary.

Section 1.  
Each district within the territorial limits of the Federation shall be a member of the Federation and shall comply with these Bylaws.  
This proposal will be discussed by Stan and Jerome.

Section 3.  
Each new club built in the Federation in accordance with Article V of the Bylaws of Kiwanis International shall have a charter membership of at least twenty (20) active members.

Application for the organization of a Kiwanis club shall be made on the standard application form as adopted by the Board of Trustees of Kiwanis International, duly signed by the president, the secretary and the treasurer of the new club, as well as by the president and the secretary of the sponsoring club and the lieutenant governor. When applying for official organization, the standard form Application for Official Organization should be used and a minimum membership of twenty (20) persons eligible for active membership is required.

The District Governor in whose district the club is being built shall also sign and thus give approval for that organization. Kiwanis clubs in non-districted countries need the approval of the Federation President.

The said application for official organization shall be forwarded to the Chief Executive Officer of Kiwanis International. Compliance: New club building processes are controlled by KI and do not belong in these Bylaws.

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 Chief Executive Officer of Kiwanis International for action by the Board of Trustees of Kiwanis International. Compliance: New club building processes are controlled by KI and do not belong in these Bylaws.

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. Compliance: New club building processes are controlled by KI and do not belong in these Bylaws.
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.

Compliance: This is covered by KI Bylaws VII, 3, so is not relevant in these Bylaws.

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.

Compliance: Since it’s covered by KI governing documents, it’s not relevant in these Bylaws.

b. The European Board shall have the right to recommend to the Board of Trustees of Kiwanis International that disciplinary action be considered or taken against a district, club or clubs within the Federation.

Best Practices: The Federation may already recommend anything to the KI Board it feels is important, so a provision like this is not needed.

Section 8.3.
Clubs and districts are entitled to use the name of the Federation, “Kiwanis International – European Federation”, on their stationary and all other official insignia.

Compliance: This is covered by KI Bylaws VII, 6, so is not relevant in these Bylaws.

ARTICLE IV – EUROPEAN BOARD

ARTICLE V. OFFICERS

Best Practices: Articles on “Board” and “Officers” should be separate. Since the KIEF Board is composed of those who hold officer positions, we must define the officers first.

Section 1.
The European Board of the Federation shall consist of four (4) elected officers, one designated officer and a governor of each district. Only elected officers and governors have voting rights during European Board meetings.
Clarity: Moved this to new Art. V – Board of Trustees, where it more appropriately belongs.

Section 2-1.
The elected officers of the Federation shall be the President, the President Elect, the Immediate Past President and one the Vice President, and the Secretary. The Secretary shall be appointed by the President, subject to the approval of the Federation 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. The designated officer of the Federation shall be the Secretary. Subject to the approval of the Board, the President shall designate this officer for the duration of his/her term in office.

Question: Doesn’t the Secretary also act as the Treasurer? If so, the position should be titled Secretary-Treasurer, and some indication of those duties should be added to new Sec. 8. If the Secretary does not act as Treasurer, does anyone?

Section 3-2.
Each elected 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.

• Clarity: The first requirement should apply to the Secretary as well (but not necessarily the second requirement).
• Question: Has KIEF considered that each Officer also should be required to have a clear background check?
• Question: To be clear: It is NOT acceptable if the would-be officer had been a Governor in some other region?

Section 4-3.
The term of the elected officers and the Secretary 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 5.
The duties of the officers shall be as follows:
Best Practices: Each officer should be a separate section.

1. PRESIDENT.

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 as usually pertains to the office of President. The President shall preside at all European Federation conventions and at all meetings of the European Board. The President shall be an ex officio member of all standing and special committees.

2. PRESIDENT ELECT.

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.
Question: To be clear: Does this mean the assignment may come from either the President OR the Board? Or something may only be assigned if approved by the President AND the Board? If the latter, it should read only “...by the Federation Board.”

3. IMMEDIATE PAST PRESIDENT.

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.
Same question/comment as noted for Section 5.

4. VICE PRESIDENT.

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.
Same question/comment as noted for Section 5.

5. SECRETARY.

Section 8.
The Secretary shall assist the President, and the European Board in conducting the 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.
• Same question/comment as noted for Section 5.
• Also, see comment on new Sec. 1 about whether this position also handles Treasurer’s duties.
Section 6-9. *(Renumbered)*
All elected officers of the Federation shall serve without pay. No elected officer shall accept any remunerative employment from any Kiwanis International organizations.

**ARTICLE VI. BOARD OF TRUSTEES**

Section 1. The Federation Board of Trustees shall consist of the President, President-elect, Immediate Past President, Vice-President, Secretary, and Trustees; however, the Secretary shall not have voting rights.

- **Clarity:** Moved from Art. IV, Sec. 1, and revised per KI Bylaws on Federations
- **Question:** The KIEF Board also includes representatives from non-districted areas. How/where are those defined as members of the Board or observers at Board meetings? If they have voting rights, these persons must be included in these Bylaws, in this article.

Section 2. The Governor of each district in the Federation shall be a Federation Trustee during such time that he/she is Governor. Additionally, the two current Kiwanis International Trustees elected by the Federation shall serve as Trustees of the Federation during such time that he/she is a Kiwanis International Trustee.

- **Compliance:** The KI Bylaws (X, 2-3-4) state each Federation shall have trustees who serve three-year terms. KIEF currently does not define Trustees—yet KIEF Governors, since they have a vote on the Board, essentially act as trustees. KI is willing to support an amendment to the KI Bylaws removing the three-year term requirement, if KIEF makes such a proposal. Or, an alternate solution might be to construct a system whereby each district is represented on the KIEF Board either by an officer or trustee.

- **Question:** We understand the Governors currently have voting rights, which is appropriate for their role as Trustee. We presume the KI Trustee would also have the same voting rights, as another Trustee on the KIEF Board.

Section 7-3.
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 Kiwanis International Board. The European Board shall define and adopt policies and procedures dealing with all Federation matters.

**Clarity:** Merged former Sections 7 and 14.

**Section 14.** The European Board shall define and adopt policies and procedures dealing with all Federation matters.

**Clarity:** Merged this provision into the Section immediately above.

**Section 15-4.** These bylaws may be interpreted by the Federation Board, subject to approval of the Kiwanis International Board. The interpretation of the Federation Bylaws by the European 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 such interpretation by the European Board it is changed or rescinded by a majority of the valid votes cast at a subsequent Convention of the Federation. Within sixty (60) days, the Secretary shall notify all European Kiwanis club secretaries of any interpretation of the Federation Bylaws by the European Board.

**Clarity:** Moved all authority provisions together.
Section 16-5.
The European Board, if practicable, may assign an official representative to attend the district conventions of the districts within the Federation.  

*Clarity: Moved all authority provisions together.*

Section 8-6.
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, by call of the President, or by the written request of six (6) members of the European Board.

- **Clarity:** This appears to have mixed regular meetings and special meetings, which need to be separate.
- **Update:** For future reference: *In this electronic age, the advance notice requirement should be reduced for ALL levels of Kiwanis boards; but K.I. Bylaw changes must first be made.*

Section 9.

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 the designated Secretary for his year for presentation at the Annual European Convention and seek approval of the Board.  

*Clarity: This now concurs with Art. IV, Sec. 2, as it should.*

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.  

*Best Practices: Provisions about special meetings should be a separate section.*

Section 7.

Notice of the time and place of all meetings shall be sent by the Secretary to each member of the 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.  

*Clarity: Provisions about meeting notice should be a separate section.*

Section 13-8.

In the absence of the President from any meeting, the European Board shall designate the Immediate Past President to act as chairman. In the absence of the Immediate Past President, the European Board, or in his/her absence, shall designate one of its elected members officers to act as chairman.  

*Clarity: The Governors are also "elected." To be clear, this would be easily solved by changing "elected members" to "officers."*

**Article X, Section 9**

Section 9. If a District Governor cannot be present at a meeting of the European Board, the Governor shall 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.

- **Question:** To be clear: The Governor MUST appoint one of these substitutes? Or MAY? If the latter, "shall" should read "may" instead.
- **Clarity:** He/She may not have a vote because that would be proxy voting.
- **Clarity:** Because such a situation is not a vacancy in office, this provision should be located in this article.
Section 1-10.
A majority of the members of the European Board, properly and duly invited, according to Article IV, Section 8 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 decides shall decide, provided he/she did not previously vote on the matter.

Compliance/Clarity: The added text clarifies that the President has only one vote, regardless of when he/she uses it.

Section 10-11.
With the approval of the President, the European Board, without meeting together, may transact business by mail by any method allowed by law in the nation where the Federation is registered with the government; by voting upon proposed resolutions mailed to them by the Secretary. At the same time, a copy of the proposed resolutions shall be mailed to the Chief Executive Officer of Kiwanis International.

If within twenty (20) days thereafter, a majority of the members of the European Board shall send in writing to the Secretary their vote in favor of any such resolution, said resolution shall be deemed carried, provided, however, that no such affirmative 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 Chief Executive Officer of Kiwanis International 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.

Clarity: It appears KIEF took this from the KI Bylaws; however, the KI provision is awkward and will be updated in the near future. KIEF should make those updates now, per the revisions noted above.

Section 12.
Within thirty (30) days after any regular or special meeting of the European Board, the Secretary shall make a report of the proceedings compose minutes of the meeting comprising a complete synopsis of all actions taken. A copy of the report minutes shall be sent to all members of the European Board and the Chief Executive Officer of Kiwanis International. This report of the proceedings These minutes shall be approved at the next European Federation Board meeting of the Federation.

Clarity: KI bylaws only require a synopsis of actions taken, which could be different from the minutes--but it is less work (‘work smarter’) to simply submit the minutes. And it is only the minutes that must be approved at the next meeting. Thus, the changes above.

Section 17.
The Domicile and the Office of the Federation can be relocated by a majority vote of the European Board.

Clarity: Merged with Art. I, Sec. 4

ARTICLE V.  VACANCIES IN OFFICE.
Clarity: This Article has been moved to follow Nominations and Elections, consistent with Kiwanis’ usual order of Articles.

ARTICLE VI VII.  COMMITTEES.

Section 1.
Subject to the approval of the European Board, the President shall may appoint for the duration of his/her term in office, such committees as may be deemed necessary, subject to the approval of the European Board for the administration and implementation of the objectives and goals of the Federation. They Any such committees shall be charged with fulfilling the tasks assigned to them by the European Board.
Clarity: Clarifying the wording, partly to acknowledge the President is not required to appoint committees each year.

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 at all European Conventions.
Question: Actually, he/she shall act as advisory at all times during the year, not just the convention, right?

Question: Does KIEF have an Executive Committee of the Board? Does it have any standing committees (other than Board Committees)? If so, those should be added to this Article. See KI Bylaws Article XX for examples of wording.

ARTICLE VII VIII. EUROPEAN CONVENTIONS. [Make the word plural]

NOTE: Depending on how Federation ‘members’ are clarified, convention delegates may possibly be representatives of the districts rather than clubs. However, the following revisions are based on the current system.

Section 1.
The annual convention of the Federation shall be held every year in a different European district or nondistricted country.
The annual convention of the Federation shall not be held in the same Federation district or nondistricted nation two years in a row and shall rotate as much as feasible, as determined by the Federation Board, among different European districts and nondistricted nations.
Clarity: In reality, the convention will not always be in a different city – that is, occasionally, it will return to Paris or Gent or Munich, etc, even if 20 years later – so rephrase as noted above.

Section 2.
The annual convention of the Federation shall be held between March 15 and September 15 as shall be mutually agreed to by the European Board and the Board of Trustees of Kiwanis International. If possible, the regular annual European Convention it shall take place between June 1-15 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 Kiwanis International Board.
Notice of convention dates shall be sent to the Executive Director of Kiwanis International at least six (6) months in advance.
Compliance: To comply with the KI Bylaws on Federations.

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 Board of Trustees of Kiwanis International, 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 mail to each chartered club, to all Federation officers, district governors, district secretaries, and the Chief Executive Officer of Kiwanis International, 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.

Clarity: This should be a separate section. It’s not actually related to Sec. 5.

Section 6-7.
At For each annual or special convention or prior thereto, 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. Section 7. The Credentials Committee shall determine whether the clubs of the delegates present are in good standing. Section 10. 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. [New] The Credentials Committee shall report the number of delegates and delegates-at-large to the Elections Committee and the Federation Secretary, upon request.

- Clarity: KI provides reports on clubs in good standing, but we have no way to report on whether individual members are in good standing with their own clubs.
- Clarity/Question: Note that, as revised, this would now mean the clubs of delegates-at-large must have paid their convention fees for all members of the club before that delegate-at-large is allowed to vote. Is this current practice? Is it acceptable in Europe?
- Clarity/Update: Parts of this text are from Secs. 7 and 10. The last sentence is added from the Standard Form for District Bylaws, as it seems relevant for the Federation as well.

b. Section 12. The Elections Committee shall have general charge of all elections, including the distribution and tabulation of the ballots, and Section 14. 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.

- Clarity: Parts of this text are from Secs. 12 and 14.
- Clarity: This is a better way to organize info on the two committees. Same goes for other Kiwanis bylaws, which will be updated in near future.

Section 7.
The Credentials Committee shall determine whether the delegates present are in good standing.

Clarity: Now included above in new Sec. 7.

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.

Compliance: To comply with the KI Bylaws on Federations.
Section 10. Each delegate or alternate shall be a member in good standing 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. Should any club fail to certify the election of its delegates and alternates as herein set forth, then the Committee on Credentials shall determine the seating of the delegates or alternates for such club.

Clarity: Now included above in new Sec. 7.

Section 11. Elective officers, District Governors, past Federation Presidents, and past District Governors of districts within the Federation, who are active or senior members of a Kiwanis club within the Federation, shall be delegates at large to all Federation conventions.

Question/Clarity/Compliance: Do District Governors normally have delegate-at-large status? If not, they should. Because Governors are not elected by the federation and therefore can’t be lumped into “elected officers,” this would be best revised as shown above.

Section 9. Official delegates of a newly organized Kiwanis club recognized by the Board of Trustees of Kiwanis International shall be granted full privileges at a convention, although even if the charter has not been formally presented to such club.

Clarity: This would be better placed here, keeping all delegate information together.

Section 12. The Election Committee shall have the general charge of the elections (distributing, collecting and counting the ballots).

Clarity: This has been merged into Sec. 7, as shown above.

Section 13. Cumulative, absentee or proxy voting shall not be permitted.

Section 14. The Committee on Elections shall report promptly to the convention the results of the balloting and the report shall 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 close of the convention when the ballots shall be destroyed.

Clarity: This has also been merged into Sec. 7, as shown above.

Section 16. No delegates shall be accredited and entitled to vote in a Federation convention unless and until the club has paid the Federation Convention dues fee for each member, as fixed by Article XI, Section 2 has been paid as provided elsewhere in these Bylaws. These Convention dues shall be expended solely for convention purposes.

- Clarity: Reversed order of former 15 & 16 to make it clear that accrediting/credentialing is contingent upon payment of the convention dues as well.
- Clarity: KI considers the convention amount to be a fee. (See comment under new Art. XIII. Sec. 1.)
- Question: I assume ‘for each member’ is the actual practice, correct?
- Clarity: The last sentence is already covered more specifically by new Art. XIV, Sec. 2.
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 Board of Trustees of Kiwanis International, a district within the Federation, or a club in good standing within the Federation by a majority vote of its members.

- **Clarity:** The process used for resolutions (Art. VIII) is much different from that used for amendments (Art. XVI), so this provision is self-contradicting.
- **Clarity:** This seems to be based on a district bylaw provision (Art. VIII, Sect. 12), which is stated more clearly and we recommend that wording be used: "The convention may propose, discuss, and adopt resolutions, and recommend matters or concerns to Kiwanis International. The convention shall also consider and act upon matters submitted to it by Kiwanis International."
- **Clarity:** The only way delegates may "act upon matters" other than bylaw amendments are by adoption of resolutions—either resolutions it proposes to KI or resolutions that are proposed by KI.

Section 16. The officers of each annual or special convention shall be the officers of the European Federation. 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.

- **Clarity:** Unless something different was stated, this would be the assumption, so the deleted text is not necessary. (Same applies to K.I. Bylaws wording, which will be changed in future.)

Section 17. A quorum of any annual convention of the Federation 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 provided that in time of emergency, fifty (50) delegates and delegates at large shall constitute a quorum for any special convention.

- **Clarity:** Clearer wording which will also be used in the KI Bylaws at next update.

Section 18. Within thirty (30) days after the close of any convention, the Secretary of the Federation shall mail a written report to the Federation officers, the district governors, the district secretaries, the presidents of clubs within the Federation, and the Chief Executive Officer of Kiwanis International. The written 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 which are adopted at the convention.

**ARTICLE VIII IX. CONVENTION PROCEDURE.**

Section 1.

The official program of a convention, 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. All Proposed Resolutions shall may be submitted to the Secretary by the European Board, Board of Trustees of Kiwanis International, a district within the Federation, or a club in good standing within the Federation by a majority vote of its club members. All proposals must be submitted to the Secretary by December 31 of the administrative year. Within ninety (90) days thereafter, the European Board shall meet to consider such proposed resolutions as well as any resolutions, which may be initiated by the European Board.

- Clarity: This needs to provide which district bodies may submit resolutions: District House? District board? Both? (See wording in new Art. XX, Sec. 1, which is good.)
- Clarity: The first sentence already denotes that the KIEF Board may submit proposals, so the last part of Sec. 2 is not needed.
- Question: What does the KIEF Board do with proposals after considering them? Support or oppose? Determine whether they go on to the House? Needs to be stated.

There shall be no resolutions on Kiwanis administrative or structural matters.

Clarity: K.I. has this in Policy only—and it should be deleted there as well, so there’s no conflict with what are occasionally proposed as ‘administrative resolutions’ asking if delegates would like KI to pursue XYZ matter which would later require Bylaw amendments.

b. The Secretary shall mail send a copy of all resolutions recommended by the European Board, other than memorial and appreciation resolutions, to the secretary of each club within the Federation and to the Chief Executive Officer of Kiwanis International no less than sixty (60) days prior to the date of the annual Convention. No resolutions other than those so sent to the secretary of each club within the Federation shall be considered by the Convention unless recommended by the European Board by a two-thirds (2/3) vote.

Question: What about resolutions submitted by clubs, districts, or K.I. Aren’t they sent to clubs too? I suspect that “recommended by the Board” should actually be “approved by the Board.” Is that correct?

c. Only resolutions put on the agenda 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.

Question: Same question and comment as “b,” above.

Section 3.

Reports of committees, communications to the convention, resolutions and all motions may be debated upon the floor of the convention during the House of Delegates, except those that are known to in parliamentary practice as “undebatable,” or if the convention, by a two thirds (2/3) vote, the convention 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.

The European Board shall have the privilege of the floor during the time that the resolutions are being considered by the delegate body.

Clarity: The phrase “privilege of the floor” means simply being allowed to enter the house. Since all Board Members are also delegates-at-large, they already have this privilege, so this provision is not necessary.
ARTICLE IX X. NOMINATION AND ELECTION OF OFFICERS OF THE FEDERATION.

Section 1.
The presentation 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 annual convention shall indicate the time and place for presentation and election of these officers. Such time and place which shall be subject to change only in accordance with the rules of convention procedure.

Clarity.

Section 4-2.
The European Districts, through the prior endorsement of their Board or Convention, shall nominate their candidate for the office of Vice President, President elect and President. No district shall nominate a candidate unless it has maintained full district status for three (3) consecutive years. No district shall nominate a candidate for as long as such district has an elected officer on the European Board, the district governors not included. The district hosting the European Convention shall not nominate a candidate. Clarity: Suggest deleting the text above in favor of below instead, which parallels 2010 revisions in the K.I. Bylaws:
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 of trustees or district house of delegates has been provided.

Compliance: The requirement about a district maintaining full district status for 3 years was deleted by KI several years ago.

Section 2-3.
No less than ninety (90) days prior to the date of the annual convention of the Federation, the secretary of the district shall submit in writing to the Secretary of the Federation their nominee the name of any qualified candidate from their district for the following offices of President, President elect and or Vice President, including documentation of district endorsement.

Question: Both KI and districts (per their respective bylaws) allow candidates to announce until the first business sessions during the convention. But I find no similar provision for KIEF. Is that correct? Is it on purpose?

Section 5.
Transition
The following disposition shall apply during the administrative year 2008-09

- the district of Belgium Luxemburg shall occupy the office of President;
- the district of Italy San Marino shall occupy the office of President elect;
- the district of the Netherlands shall occupy the office of Vice President.

Update: This provision apparently is no longer relevant.

Section 6.
No person shall be a candidate for any office without the written consent of such person and the written assurance that said person, if elected, will fulfill the responsibilities of such office.

Clarity: Added to new Sec. 2, so delete here.

Section 3-4.
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.

Compliance: This does not provide for nominations from the floor for Vice-President. Are those currently permitted? If not, is that on purpose? Because the right to make nominations from the floor is provided for all offices at KI and district levels (per their respective bylaws), it should be provided here for Vice-President as well. Of course, only qualified candidates who meet the pre-existing criteria are allowed.

Section 7-5.
No less than sixty (60) days prior to the date of the annual convention, the Secretary of the Federation shall mail 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 of this mailing shall be sent to the Executive Director of Kiwanis International.

Section 8-6.
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 each such office.

Section 9-7.
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, the candidate having the eldest membership in Kiwanis International shall be considered elected; a new ballot shall be taken until one candidate receives a majority vote.

Compliance: Roberts Rules provides that a new ballot should be taken.

Section 10.
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. The Committee on Elections shall have general charge of this election, with the authority and duties provided in Article VIII.

ARTICLE X. NOMINATION OF A MEMBER OF THE FEDERATION FOR THE OFFICE OF TRUSTEE ON THE BOARD OF TRUSTEES OF KIWANIS INTERNATIONAL

ARTICLE XI. GUARANTEED TRUSTEES ON THE KIWANIS INTERNATIONAL BOARD.

Section 1.
At the beginning of the administrative year in which the term of a member of the European Federation on the Board of Trustees of Kiwanis International ends or may end of one of the Trustee offices on the Kiwanis 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 the guaranteed representation from Europe on the Board of Trustees of Kiwanis International said office will be held at the next annual convention of the Federation, to provide for filling the position said office in the event that said position becomes vacant at the next Kiwanis International Convention.
The Secretary shall at that same time inform the past governors and past presidents of the Federation who are still members of a Kiwanis club, that they are eligible for such office and may seek a nomination by applying to the Board of trustees of their district. **Update/Clarity/Compliance: Deleting the text above in favor of the clearer text below, as a separate section.**

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, by the time he/she may assume the office of International Trustee, 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.

**Compliance/Clarity: The paragraphs of this new provision clearly state who are qualified to be candidates for the Federation’s guaranteed Trustee offices on the KI Board.**

Section 3.
The European Districts, through the prior endorsement of their Board or Convention 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 Board of Trustees of Kiwanis International, shall present a candidate. A district shall not have a member on the Board of Trustees for one (1) administrative year after another person from that district has completed membership on the Board of Trustees of Kiwanis International.

Section 4.
No less than ninety (90) days prior to the date of the annual convention of the Federation, any eligible district may submit the name of its any qualified candidate to the Chief Executive Officer 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.

**Clarity.**

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 representation from Europe (Region III) on the Board of Trustees of Kiwanis International 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 5.7.
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 qualified nominees and, if there are two (2) or more candidates, a written ballot shall be taken.

Question: Other than the notation about balloting, how is this Section different from the one immediately above? Suggest combining the two unless there is some significant difference—in which case, the difference must be made clear.

Section 6.8.
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 a new ballot shall be taken until one candidate receives a majority vote.

Best Practices: This essentially means the KIEF Board elects the Trustee, which is not optimal. Rather, Roberts Rules provides that a new ballot should be taken.

Section 7.
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 V. XII. VACANCIES

Section 1 – President
In the event of a vacancy in the office of President during the administrative year, this position on the European Board the unexpired term shall be filled by the Immediate Past President of the Federation.

Clarity.

Section 2 – Immediate Past President
In the event of a vacancy in the office of Immediate Past President on the European Board, this position the unexpired term shall be filled by the last outgoing Past President of the Federation and who is willing and able to assume the office for the unexpired term.

Clarity.

Section 3 – President Elect
In the event of a vacancy in the office of President-elect during the administrative year, this position on the European Board the unexpired term shall be filled by the Vice President of the Federation for the unexpired term.

Clarity.

Section 4 – Vice President
In the event of a vacancy in the office of Vice President during the administrative year, this position on the European Board the unexpired term shall be filled by the last outgoing Past President of the Federation and who is willing and able to assume the office for the unexpired term.

Clarity.
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 elections as prescribed in Article IX of these Bylaws for both the offices of President elect and Vice President of the Federation.

Best Practices: Because the person filling the vacancy is to serve only ‘for the unexpired term’ (that is, until Sept. 30) per the original provisions of Sec. 4...and since a new Vice-President and President-elect are elected each year anyway...and since new Art. X, new Sec. 4 provides for nominations from the floor for President-elect (and should include Vice-President too, as noted earlier)...thus, this provision is not necessary.

Section 6.
The provisions of Sections 1, 2, 3, 4 & 5 shall also apply accordingly in case a vacancy occurs among the newly elected officers after the Federation convention but before the beginning of the next administrative year.

This is now covered by new Sec. 7, shown below.

Section 7.
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 in accordance with the provisions for filling vacancies in office as prescribed in these Bylaws.

Section 8.
Whenever it shall appear to the President or majority of the Board that any member of the European Board Federation officer is failing to perform the duties of the office, the President shall give such member of the European Board written notice of the facts within 30 days, and shall indicate that, 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, shall find the alleged facts to be true finds the officer is not performing the duties of office and declares such office vacant, the European Board shall have the power, by a two-thirds (2/3) vote of the entire European Board, to declare such office vacant and the vacancy shall then be filled in accordance with the provisions for filling vacancies in office as prescribed in these Bylaws.

- Question: Wouldn’t it be the Secretary who actually provides notice to the accused officer?
- Clarity: The changes above preclude the need for one 2/3 vote to find the alleged facts to be true then another 2/3 vote to declare the office vacant. This presumes that, if the alleged facts are found to be true, the board will declare the office vacant.
- Compliance/Clarity: “Any member of the Board” must be changed to “any Federation officer” because Governors cannot be removed from office by the Federation Board. However, if the Federation intends that he/she may be stripped of the title, rights, and privileges of being a Federation Board Trustee, then “any member of the Board” should be retained, but the following paragraph should be added:
  If such member is a Trustee who is also a district governor, the title, rights, and privileges of the office of Trustee may be removed from such member; however, he/she will retain the title, rights, and privileges of district governor until or unless
Section 7.
In the event of a vacancy, between election and October 1, in any office(s) of the Board of Trustees-designate, the Board of Trustees-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.
Replaces former Sec. 6 and parallels the KI Bylaws wording.

Section 9
If a District Governor cannot be present at a meeting of the European Board, the Governor shall appoint the District Governor-elect, or the Immediate Past Governor or a Past Governor to attend the meeting.
Compliance/Clarity: This has been moved to Art. V – Board, because such a situation is not a vacancy in office, but only the inability to attend one or more meetings.

ARTICLE XI–XIII. REVENUE.

Section 1.
The Kiwanis International charter fee, as provided in the Bylaws of Kiwanis International, shall be paid to Kiwanis International before the prospective club can receive its charter.
Clarity: This is something the K.I. Bylaws already provide and KIEF has no authority over, so it should not be included in these bylaws.

Section 2. 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 2.70 Euro per annum as Convention dues fees, covering which covers the registration costs for all of its participating members. These Federation and Convention 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 of these dues shall be payable in one annual installment, due October 1 of each year and payable not later than sixty (60) days thereafter.
- Clarity: KI considers the convention amount (2.70 Euro) to be a fee, since it is listed separately from the main dues amount (4.65 Euro). This may be only a translation discrepancy.
- Question/Clarity: New Sec. 4, below, indicates that one other financial obligation is the subscription fee to the official publication. Yet it is not mentioned above. And other questions about the official publication must be answered first, which you will see in new Article XV.

Section 3. 2.
The European Board may adjust the dues from the clubs, as set forward in the Federation bylaws, in any country where the gross national income per capita is less than ten thousand ($10,000) dollars (US$10,000), as reported by the World Bank.

Section 4.
The European Board and the Board of Trustees of Kiwanis International may adopt an agreement to contract and pay for services rendered by the Federation for or to Kiwanis International, or vice versa.
Best Practices: Usually, unless something is prohibited (directly or implied), it CAN be done, so this is not needed as a provision in order to do it.
Section 5-3.
For newly organized clubs, Federation dues payable to the Federation shall be prorated on a monthly basis.

Section 6-4.
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 Board of Trustees of Kiwanis International, 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.

- Compliance/Clarity: Subscription fees are not mentioned in new Sec. 1, above, but are mentioned here. The two provisions should agree.
- Question: Does the “except” clause mean that one method requires the approval of the KIEF Board and the KI Board and 2/3 vote of convention delegates? That’s fine; just want to be certain it says what it means to say.
- Question/Clarity: However, placement of the semi-colon before “or” means the second method requires only approval by 2/3 vote on a referendum to clubs—apparently without approval by the KIEF Board or KI Board. I suspect that’s not the intention, and that the wording and punctuation need slight adjustments. But please verify first.

**ARTICLE XII XIV. FINANCE AND AUDIT OF ACCOUNTS.**

Section 1.
The financial 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 or funds for:
- for the Federation dues (reserved for covering the Federation administrative and operating expenses),
- for the Convention dues fees (reserved for covering the convention registration costs for all its participating members); and,
- and for the funds collected by the Federation exclusively for special Service Programs approved and authorized by the European Board.
These three (3) separate accounts or funds shall be an integral part of the Federation financial accounting system.

- Question: What are “special Service Programs”? Are they the same as “special Social Action Programs” mentioned in new Sec. 5, below?
- Question: Where/how/when are these “special service programs” funds collected? They’re not mentioned under Revenue or under Board powers.

Section 3.
The Federation Board shall report regularly on its financial status to the Kiwanis International Board, at such times and including such information as requested by the Kiwanis International Board.

**Best Practices: Adding a requirement for financial reporting and accountability to KI.**

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 year. No later than October 1, the European Board shall approve an annual budget of estimated income and expenditures for the next year.
Compliance/Clarity: Actual approval of the budget should be a function of the board only, in being responsible for the finances of the federation. Certainly, the budget may be shared with delegates or even non-delegates (basically, with clubs and members) for information purposes (and that option does not need to be stated in the bylaws to be allowed), but they should not have approval power—which also conveys power to deny (disapprove).

Section 4.
The European Convention shall nominate each year two (2) independent auditors from a list presented by the European Board. These auditors must be certified public auditors and cannot be charged with the bookkeeping of the Federation accounts.

The European Board shall provide for the annual audit of the books of account of the Federation, the books of account of the Convention dues and the Convention, including the books of account of the special Social Action Programs by these certified public auditors, or at its discretion, an audit at more frequent periods. The annual certified audit report shall be submitted in writing to the annual European Convention.

Clarity: Former Sections 4 and 5 are being combined and revised, per new Sec. 4 below.

Section 5.
For audit purposes, the European Board shall submit all books, records, and vouchers not later than November 15 of each year. Not later than sixty (60) days prior to the date of the annual Convention, the Secretary of the Federation shall mail a copy of the annual audit report to the Governor and Secretary of each district, the secretary of each club within the Federation, and the Chief Executive Officer of Kiwanis International.

Clarity: Former Sections 4 and 5 are being combined and revised, per new Sec. 4 below.

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 Federation Board. The Federation convention shall be audited separately, including fees, expenses, and the special Social Action Programs. The auditors must be certified public auditors who do not also handle the bookkeeping of the Federation accounts.

For audit purposes, the Board shall submit all books, records, and vouchers to the auditors not later than November 15 of each year. The certified audit report shall be sent to the Federation Board and the Executive Director of Kiwanis International. Not later than sixty (60) days prior to the date of the annual Convention, the Secretary shall send a copy of the annual audit report to the Governor and Secretary of each district and the secretary of each club.

- Compliance/Clarity: Selecting auditors should be a function of the board as part of its fiscal responsibilities.
- Question: Are the books audited concurrently by two independent auditors acting separately? That is: they each provide their own report? Or do the two work together to provide just one report?
- Question: What are “special Social Action Programs”? Are these the same thing as “special Service Programs” mentioned in Sec. 2?
- Question: What is the significance of sending the audit report 60 days before the convention? Is it considered at the convention? If yes, how so? While there is no requirement that an audit be shared with clubs, KI does not object to the transparency. Just be aware that it cannot be approved or disapproved by delegates; it can only be shared for informational purposes only. And from that standpoint, it could be shared with clubs and districts (not just delegates or convention attendees) long before the current timeframe, with a summary included in the Federation publication.
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 the 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.

Clarity.

Section 10.
All disbursements shall be made by bank payment order or checks, which shall show the date, payee, the type of service rendered or goods or property purchased, and the amount of payment.

Best Practices: This level of detail should go in Federation Procedures instead, to be changed at-will by the Board, not the Bylaws, which can only be changed by the delegates.

ARTICLE XIII XV. OFFICIAL PUBLICATION.

Section 1.
The European Board can publish, or cause to be published, under its supervision and control, a periodical that shall be the official publication of the Federation.

- Question/Clarity: “Can” is equal to “may”: it allows something, but does not mandate it. Is that the intention regarding a KIEF periodical?
- Question/Clarity: Yet this provision goes on to designate that such periodical “shall be” the official publication. Does that mean, if KIEF even publishes a periodical...?

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.

- Clarity: This may need adjustment, but I'm not sure how, depending on answers to question below and earlier regarding KIEF’s official publication.
- Clarity: Do clubs actually subscribe to the KIEF periodical? Or club members? If this is intended to be similar to the KI magazine, then all members subscribe, while the fees are collected and remitted by the clubs.
- Question/Clarity: Again, this says “shall” subscribe and “shall” be fixed, which is a mandate. Yet it’s not clear from previous provisions whether the official publication definitely exists or only exists if the KIEF Board chooses to have one (it might exist one year, not the next, or it might exist for 3 years, then not for 4 years).
- Question: If the price must be fixed annually by the European Convention—that is, delegate action—why is the price not part of these Bylaws, since these bylaws may be changed only by delegate action?
ARTICLE XIV. 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 XV. LANGUAGES.

Section 1.
English shall be the official language of Kiwanis International and the Federation.

Section 2.
Other languages may be approved, according to policies, for use by the Federation, the European Board and European Convention Board, the convention, and other Federation events. Simultaneous translations shall be provided during all sessions of the House of Delegates at the Convention for all European language communities, as soon as When the total membership of the Federation exceeds 3000 certified paid members of that 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.

Clarity: These Bylaws can only designate the official language of KIEF, not of KI. (We know that is not the intent, so the wording needs revised.)

ARTICLE XVIII. OTHER AUTHORITIES

Compliance: Need to add this Article.

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
Fourth--The most recent edition of "Robert's Rules of Order"

This presumes KIEF uses Roberts Rules for parliamentary questions. Is that correct?

ARTICLE XIX. SEVERABILITY

Compliance: Need to add this Article.

Section 1. If any provision of these bylaws is held invalid, all other provisions shall remain in effect.

ARTICLE XVI. AMENDMENTS.

Section 1
Amendments to these Bylaws, consistent with the Bylaws of Kiwanis International, may be proposed by the European Board, the Board of Trustees of Kiwanis International, a district Board of trustees, a district house of delegates, or a club within the Federation by a majority vote of its club members.

Section 2.

a. 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.
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 Chief Executive Officer of Kiwanis International.

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 Board of Trustees of Kiwanis International.

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.

Compliance: Need to add this provision.

ARTICLE XVII XXI. BYLAWS OF COMPLIANCE WITH KIWANIS INTERNATIONAL.

Section 1.
The Federation and its members will at all times abide and be governed and controlled by the any applicable Bylaws, and Policies, and Procedures of Kiwanis International new in force or hereafter from time to time adopted, insofar as any provision of such Bylaws may be applicable.

Clarity: Deleting unnecessary wording.

Section 2.
The Federation will comply with all such conditions and requirements as Kiwanis International may prescribe.

Section 3.
Whenever requested by the Board of Trustees of Kiwanis International, the Federation shall dissolve or change its form of organization, as may from time to time be requested by said Board.

Section 4.
No amendments to the bylaws or change in the purpose of the Federation shall be made without the consent of the Board of Trustees of Kiwanis International.

Clarity: This provision is essentially stated by different wording in new Art. XX, Sec. 3, so is not needed here as well.

(Also, since the purpose is stated in these Bylaws, it may only be changed by amending these Bylaws anyway.)

ARTICLE XVIII XXII. DISSOLUTION OF THE FEDERATION

Section 1.
A decision about the dissolution of the Federation, unless specifically directed by the Kiwanis International Board, may only be made by a special Convention, exclusively called for such a purpose. Two-thirds (2/3) of the member Federation clubs must be present, represented by at least one delegate for each club, must be present and a four-fifths (4/5) majority vote is required for approval.

Clarity.
Section 2.
In the event either of the dissolution of the Federation or the loss of the original mission or objectives, a simple majority vote shall determine the destination of the assets of the Federation.

Compliance/Clarity/Best Practices: This implies that “the loss of the original mission or objectives” would mean presumed dissolution. Yet, the mission/purpose and objectives are all stated in these Bylaws, so the ‘loss’ or revision of those may only happen by amending these Bylaws—and legitimate amendments should not lead to automatic dissolution. To update this appropriately, I suggest combining Secs. 2 & 3, per revisions shown below.

Section 3.
In the event of dissolution, all Federation assets shall be donated exclusively to eleemosynary and charitable purposes or to eleemosynary or charitable institutions of Kiwanis International. A simple majority vote [of the clubs convened for dissolution? of the last KIEF Board?] shall determine disposition of Federation assets, subject to the approval of the Kiwanis International Board.

Question: Which body would hold the simple majority vote: the clubs convened for dissolution? the last KIEF Board?

NOTE: The Federation should adopt a policy (not a Bylaw provision) on Conflict of Interest for Federation officers. KI’s policy can be provided as a model.
REPORT OF THE TASK FORCE ON GOVERNING DOCUMENTS
TO THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

October 4, 2011

Members:  CHAIR Nettles Brown, Past International President, Louisiana-Mississippi-W.Tenn. District
          Pat Cooney, Past Governor, New York District
          Ulrich Märki, Past Governor, Switzerland-Liechtenstein District
          Tadao Oda, Past International Trustee, Japan District
          Elizabeth Tezza, Past Governor, Carolinas District
          Ralph Wilson, Jr., Past KIF President and Past Governor, Missouri-Arkansas District

Staff Liaison:  Diana O’Brien, Governance Specialist, Staff Liaison

Other Guests:  (none)

The Task Force on Governing Documents (TFGD) was appointed by the Board essentially to review and update Kiwanis International’s governing documents:

- Kiwanis International Bylaws
- Kiwanis International Policies and Procedures
- Standard Form for District Bylaws
- Standard Form for Club Bylaws

Since January 2011, the task force has met almost monthly via videoconference (January 12, February 9, March 2, April 6, May 4, June 1, August 10, and September 14), and started with the Standard Form for Club Bylaws. It now presents this report to the Kiwanis International Board on its progress and recommendations to date.

Club bylaws and policies

The Task Force first reviewed the club bylaws the International Board adopted in September 2009 that would be used for new types of clubs and memberships that Kiwanis is piloting, such as 3-2-1 clubs, club satellites, company-based clubs, and corporate membership. That was a broader, simplified version of the current Standard Form, developed by a previous task force. It also included a new concept for club policies, allowing clubs to personalize some aspects of operations. The Task Force on Governing Documents used those bylaws and policies as its starting point.

Attachment A is this Task Force’s recommendations for a new Standard Form for Club Bylaws, including four mandatory policies required by the bylaws, plus templates on additional policies clubs should consider but are not required to adopt. This version not only applies to traditional ‘classic clubs’, but is also applicable to new types of clubs and memberships. This initial draft of bylaws and policies should be reviewed by Kiwanis’ parliamentarian and legal counsel, and adjustments should be made if necessary.
Recommendation #1: That the Kiwanis International Board approves, in concept, the revised Standard Form for Club Bylaws and Club Policies as shown in Attachment A, pending review by clubs and members via all appropriate methods, before a final version is adopted for use by clubs.

Attachment B is a list, by topic, of revisions from the current Standard Form to the proposed new Standard Form. Those shown in *italics* were made by this task force.

**Statement of club purpose**

The new concept bylaws included a statement of a club’s purpose: “The primary purpose of this club is to ______________________________.” We were told this was done to provide a ‘rallying point’ to urge potential members into new clubs. However, the task force questions the effectiveness of that strategy, since very few potential members (or existing members) read the club bylaws. We are also concerned that a club’s stated purpose could accidentally be so restrictive that the club would later end up with no purpose if the original purpose is fulfilled or if a more pressing need arises and then would have to revise its bylaws to restate its new purpose.

Because the Objects of Kiwanis do not capture our focus on children, the task force suggests that the club purpose is the best place to state Kiwanis’ mission; however, as a club’s purpose, it should be stated broadly, like this: “The primary purpose of this club is to improve the quality of life for children and families worldwide by adhering to the Objects of Kiwanis International.” This statement is already included in Attachment A.

**Necessary amendments to Kiwanis International Bylaws**

The K.I. Bylaws give full authority to the International Board to determine the Standard Form for Club Bylaws. However, in order for Attachment A to become the new Standard Form, some provisions of the Kiwanis International Bylaws would have to be correspondingly amended by the House of Delegates. For instance: to remove membership classifications; to remove administrative details of the member admission process; to remove the requirement to meet at least twice monthly; etc. Those are listed in Attachment C. Revisions are also needed for the same reason in many policies and procedures, which can be changed at-will by the International Board; these will be reviewed and recommended later by this Task Force.

**Recommendation #2: That the Kiwanis International Board refers the proposed amendment topics as shown in Attachment C to the Resolutions and Bylaws Committee, for presentation to the House of Delegates at the 2012 International Convention. These amendments will allow adoption of the proposed new Standard Form for Club Bylaws.**

**Preparation for implementation**

Because the recommended Standard Form differs significantly in both concept and content from what Kiwanis has been using for decades, the task force recommends that, prior to adoption, the proposed draft be shared with clubs and members via all appropriate methods, such as the Kiwanis website, magazine articles, district bulletin articles, and educational sessions at the International and district conventions. These should be used as opportunities to explain the recommended changes, the advantages to clubs of the new version, the process for clubs to adopt them, and how they will – and will *not* – affect club operations. These measures should begin early this year and continue through
New Orleans. Feedback from clubs and members will be reviewed regularly by the Task Force and appropriate adjustments (if any) will be recommended to the Board for adoption later in the year. Of course, after adoption, clubs will need complete instructions and reminders on the adoption process.

The Task Force also recommends the new Standard Form include a brief explanation of key parliamentary terms and processes that Kiwanis International often receives questions about. For instance: how quorum is different from a required vote; why a quorum is important; how a vote by the ‘entire’ board works (i.e., they don’t all have to be present), etc.

**Clubs outside of North America**

The proposed new Standard Form definitely applies to North American and Caribbean clubs, and perhaps to clubs in many other nations as well. The task force endeavored to develop a version broad enough to be applicable worldwide, encompassing variations in legal requirements and cultural practices; however, that is probably not possible without much more complicated wording—and perhaps not even then.

For instance, based on input from task force members alone, we’ve learned that:

- German law allows only officers on the club board (no directors or trustees, etc).
- Japan law requires the President and Secretary to be elected by the directors from among the directors (not by the club membership).
- Japan law requires that officer elections must be held after the year begins, and that their term starts immediately after election.
- Japan law requires that auditors are officers, and their role is to make sure the Board members are performing all duties; they do not monitor just financial transactions.
- In Switzerland, clubs elect their auditors, who are club members.
- In Switzerland, new members are elected by the club membership, not the club board.
- In some nations, if a club dissolves, any funds or assets must be donated within the national borders and cannot default to a district foundation or the International Foundation.

Undoubtedly, this is only the ‘tip of the iceberg’ regarding incompatible requirements and practices of clubs in various nations.

Obviously, clubs must comply with any legal requirements that exist where the clubs is located. This is captured in new provision 9.1: “This club’s bylaws and policies will comply with all applicable laws in its local jurisdiction.” In nations where the Standard Form cannot be implemented due to conflicts with legal requirements, the task force recommends the International Board work with local clubs and legal counsel to approve a modified Standard Form, in both the common language of the area and English, to be used by all clubs in that area and submitted to Kiwanis in English. Such modified Standard Form should incorporate certain minimum universal standards relevant to all clubs.

**Recommendation #3:** That, 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.

Next assignment: Board direction requested

The next logical item for the task force to review seems to be the Standard Form for District Bylaws. However, whereas clubs have been required to adopt the Standard Form without deviating from it, many districts have been permitted to adopt provisions that differ from the Standard Form. Staff has identified many of these areas in Attachment D, as well as some substantive questions that have come up in recent years.

Before attempting to make substantive changes, the Task Force requests guidance from the International Board on three key questions:

1. What is the role or purpose of districts and their relationship with Kiwanis International?
2. What is the role of the Standard Form: is it considered mandatory for districts to adopt in whole, like the club bylaws (barring any legal conflicts, of course), or considered a general guideline to be adapted as the district prefers?
3. What substantive changes would the Board like to see in the Standard Form?

If the Board would like more time to respond to these questions, the task force will move on to K.I. Policies and Procedures next and come back to the District Bylaws later.

The task force suggests that the Council Meeting in January 2012 would be a good time to start the conversation with district leaders about the concept of district bylaw changes.

Additional tasks

As another long-term goal, the task force believes it should also eventually review the existing Standard Form for Club Foundation Bylaws, and create a new Standard Form for District Foundation Bylaws, as Kiwanis currently has no such guidelines for districts.

The Task Force is aware of the significant impact its work can have on the future of Kiwanis and thanks the Board for this opportunity. At this time, we await the Board’s direction before proceeding.

Respectfully submitted,

Task Force on Governing Documents
Nettles Brown, Chairman
ATTACHMENT A

Proposed
Standard Form for Club Bylaws
and Club Policies

Recommended by Task Force on Governing Documents

ARTICLE 1. NAME and OBJECTS

1.1. This organization is “The Kiwanis Club of _________________________________,”
which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.

1.2. The primary purpose of this club is to improve the quality of life for children and families worldwide by adhering to the Objects of Kiwanis International, which are:
   - To give primacy to the human and spiritual, rather than to the material values of life.
   - To encourage the daily living of the Golden Rule in all human relationships.
   - To promote the adoption and application of higher social, business, and professional standards.
   - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
   - To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.
   - To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

ARTICLE 2. MEMBERS

2.1. 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 vote of the entire Board.

2.2. 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.

2.3. Members not in good standing may be suspended or removed by no less than a majority vote of the entire board. 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.

2.4. 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 of any Kiwanis marks.

ARTICLE 3. OPERATIONS

3.1 The administrative and fiscal year of this club is the same as Kiwanis International, which is October 1-September 30.

3.2 The Board will determine the place, time, and frequency of regular club meetings, no less than once each month. Special club meetings may be called, and scheduled meetings may be cancelled or rescheduled, by a majority of the Board or club members, provided at least 48 hours previous notice is given. Club members may meet and conduct business by any method that allows all participants to simultaneously communicate with each other. Participation constitutes attendance. Normal club meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.
3.3 One meeting each year between January 1 and May 15 will be designated as the annual meeting for club elections. At least 30 days previous notice of the annual meeting must be given to members.

3.4 This club will have a standing financial review committee as provided in Article 8 and club policy, and may have other standing committees as determined by a majority vote of the Board and defined in club policy. The President may create and appoint additional committees as desired to carry-out club goals and activities, subject to approval by the Board, with their purpose, term, and duties defined upon creation.

3.5 At least one-third (1/3) of the club members in good standing constitutes a quorum, and no less than a majority vote is required to approve all business unless otherwise stated in these bylaws or club policy. At least fourteen (14) days previous notice of any pending vote must be given to the members.

3.6 This club may host activities to inform club and community members about matters of public interest. However, this club will not express any opinion or take any action regarding any candidate, legislation, or other matters of a political nature.

ARTICLE 4. OFFICERS AND DIRECTORS

4.1. The officers will be a President, Immediate Past President, President-elect, Treasurer, and Secretary. [Check if desired: ___This club also has one (1) or more Vice-Presidents, with duties defined in club policy.] No offices may be combined except Secretary and Treasurer. This club will also have at least three (3) Directors. This club may also have such other offices as may be required by the laws of local jurisdiction. The names, terms, and duties of such offices, as well as the processes for elections and filing of vacancies, will be included in relevant provisions of the club’s bylaws and/or policies.

4.2. Officers’ duties are as defined below and as may be additionally defined in club policy:

- The President acts as the club’s executive officer, presides at all meetings of the members and the Board; and regularly reports to both groups.
- The Secretary keeps the club’s records; promptly reports membership changes to Kiwanis International; keeps minutes of club and Board meetings; files required reports (if any) with local, national, and other government authorities; and regularly reports to the members and Board.
- The Treasurer handles and accounts for all club funds on authority of the Board; maintains club financial records; and regularly reports to the members and Board.
- The President-elect, Immediate Past President, and Vice-President (if any), have duties as usually pertain to the office or as may be assigned by the President or Board.

4.3. Directors have such duties as usually pertain to the office or as may be assigned by the President or Board.

ARTICLE 5. ELECTIONS AND VACANCIES

5.1 Each officer and director (and nominees for same) must be a member in good standing with this club. Any qualified, consenting member may be nominated either in advance or from the floor, according to club policy.

5.2 The Immediate Past President is the most recent President willing and able to serve. The Secretary will be [check one: __ appointed by the President and approved by the Board -or- __ elected by the membership]. All other officers and directors, including the Secretary unless he/she is appointed, will be elected at the club’s annual meeting by a majority vote of the members, following a process defined in club policy.

5.3 The President, Immediate Past President, President-elect, Treasurer, Secretary, and Vice-President(s), (if any) will serve one-year or two-year terms as defined in club policy, beginning October 1 of each year. Directors may serve up to three-year terms, as defined in club policy, with each term beginning October 1 after election.
5.4 Vacancies will be filled as follows:

- President: by [check one: __the President-Elect -or- __Immediate Past President -or- __the Vice-President (if any)].
- Immediate Past President: by the most recent President willing and able to serve.
- For all other officers and directors, new elections will be held within 60 days, provided at least fourteen (14) days previous notice of the meeting and nomination(s) is given to the members. However, if the Secretary is appointed, the President will appoint someone to fill the vacancy, subject to approval by the Board.

ARTICLE 6. BOARD OF DIRECTORS

6.1 The club Board of Directors (referred to in these bylaws as “Board”) consists of the President, Immediate Past President, President-elect, Treasurer, Secretary, Vice-President(s), (if any), and all Directors, and such other positions as may be required by the laws of local jurisdiction.

6.2 The Board has the following responsibilities:

- Provide general management of the club not otherwise delegated to the membership in these bylaws or club policy.
- Assure the club complies with applicable governmental rules and regulations.
- Determine the good-standing status of members in accordance with club policy.
- Perform other duties as provided in these bylaws and club policy.

6.3 A majority of the members of the entire Board constitutes a quorum, and a majority vote is required for all business unless otherwise stated in these bylaws or club policy.

6.4 The Board will meet regularly at a designated place and time that it determines. The Board may hold special meetings at the call of the President or a majority of the Board, provided at least forty-eight (48) hours previous notice is given to board members of the date, time, place, and topic(s). The Board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

6.5 The Board may take no action in conflict with an action of the membership. Other than disciplinary measures, an action of the Board may be rescinded or amended by two-thirds (2/3) vote of the club members, provided at least fourteen (14) days previous notice is given to the members.

ARTICLE 7. DISCIPLINE

7.1 If a member is accused of conduct unbecoming a member of the Kiwanis family, the allegation will be referred to a special committee appointed by the Board which will not include Board members. The committee will investigate and make a recommendation at a hearing before the Board to be held within forty-five (45) days or as soon as reasonably possible. Written notice of the allegation(s) and pending investigation and hearing must be given to the accused member at least thirty (30) days prior to the hearing; the accused member will be permitted to attend the hearing and present a defense. Each allegation will be sustained by two-thirds (2/3) vote of the entire Board. Disciplinary action, if warranted by separate two-thirds (2/3) vote of the Board, may include a private warning, a public reprimand shared with club members and the district Board, removal from office (if any), and/or suspension or removal from club membership. Board action on the matter will be final.

Conduct unbecoming a member of the Kiwanis family” is defined as any conduct that:

a. is incompatible with the best interests of the public or of members of the Kiwanis family; -or-
b. tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community.
7.2 If an officer or director is alleged by the President or a majority of the Board to be failing to perform his/her duties, the Board will investigate the allegation and determine the matter at a hearing held within forty-five (45) days or as soon as reasonably possible. Written notice of the allegation, investigation, and hearing must be given to the accused member at least thirty (30) days prior to the hearing; the accused member will be permitted to attend the hearing and present a defense. If the allegation(s) is sustained by no less than a two-third (2/3) vote of the entire Board, the position will be declared vacant.

ARTICLE 8. FUNDS and ACCOUNTING

8.1 Monies received for club service activities, regardless of source, may be used only for service activities. Separate accounting records must be maintained for service funds and administrative funds.

8.2 By October 15, the Board will adopt separate budgets of estimated income and expenses for the administrative and service funds of the club.

8.3 The club’s financial records will be examined annually by a financial review committee which will be composed of two (2) or more qualified members and which will not include any Board members. The financial review committee will be determined as defined in club policy. The club’s accounting records will be available for inspection by the committee and, upon request, by the President or Board. The financial review committee will submit a written report to the Board.

8.4 The Board determines the official depository/ies of club funds and designates the person(s) authorized to pay club charges.

8.5 Club membership dues, fees, and other assessments must be approved by two-thirds (2/3) vote of the members, provided at least fourteen (14) days previous notice of the vote and proposed amount is given to the members.

8.6 The club Board will provide for the prompt payment of all dues, fees, and other obligations to Kiwanis International and to its district and federation (if any).

8.7 If this club ceases operations for any reason, the club Board will provide for proper distribution of club funds or other assets, in accordance with applicable law. Funds or assets not otherwise designated will be transmitted to the Kiwanis International Foundation or the district foundation.

ARTICLE 9. AUTHORITIES

9.1 This club’s bylaws and policies will comply with all applicable laws in its local jurisdiction.

9.2 For authority on all matters not covered by these bylaws, the following documents will apply, in this order of priority:

- First—Kiwanis International Bylaws;
- Second—Kiwanis International Policies and Procedures;
- Third—Federation Bylaws (if any)
- Fourth—District Bylaws (if any)
ARTICLE 10. BYLAWS and POLICIES

10.1 This club will incorporate or register as required by law with the proper government authority(ies) within one (1) year from its charter date and maintain such incorporation or registration.

10.2 These bylaws will only be amended to comply with the Standard Form for Club Bylaws, as approved now or in the future by Kiwanis International. Amendments may be adopted by two-thirds (2/3) vote of the club members, provided at least fourteen (14) days previous notice is given to the members. These club bylaws and any amendments thereto are not effective unless approved by Kiwanis International.

10.3 If any provision of these bylaws is determined to be invalid, all other provisions still remain in effect.

10.4 This club shall consider and adopt the club policies required by Kiwanis International and may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International Bylaws, and district and federation bylaws (if any). Adoption of all club policies shall be by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the members.

APPROVED BY CLUB:

Date Adopted: _________________________________
President (name): _______________________________
Signed: ______________________________________
President (name): _______________________________
Signed: ______________________________________

APPROVED BY KIWANIS INTERNATIONAL:

Date:  ______________________________________
By (name): _________________________________
Signed: _____________________________________
President (name): _______________________________
Signed:   ______________________________________
NOTE TO CLUB:
The club bylaws provide that club policies may be adopted and amended by two-thirds (2/3) vote of the club members, provided at least fourteen (14) days previous notice is given to the members. Policies are meant to help the club define and locate matters of operation specific to itself only (that is, they apply to no other Kiwanis club).

Mandatory Policies: Policies A, B, C, and D must be considered and adopted by the club and submitted to Kiwanis International for approval with the club’s bylaws.

Optional Policies: Other policies are listed for consideration only, but are not mandatory and may or may not be adopted, at the club’s discretion. The club also may add policies on other matters, provided they are not in contravention of applicable laws, club bylaws, Kiwanis International Bylaws, and district and federation bylaws (if any). For instance, your club may set a vote higher than the stated minimum on a certain topic, but not lower. Optional policies do not require approval by Kiwanis International.

MANDATORY POLICIES

A. CLUBS DUES AND FEES: Members will pay the following financial obligations to the club:
   
   Note: Use this policy to state the current amount of dues and other fees (if any) for your club.
   1. Dues amount: _______
   2. New member add fee amount: _______
   3. Other amounts, if any ____________________________________:

   Note: These amounts will include the current Kiwanis International dues and fees and district/federation dues and fees.

   Note: If new members are alumni of service leadership programs, clubs should not charge them for K.I. dues for two years after joining the club.

B. MEMBERS IN GOOD STANDING: A member is not considered in good standing with the club if he/she:

   Note: This policy provides uniform definition of ‘member in good standing’ for all members of the same club.
   1. Is more than [check one: ___ months -or- ___ amount in arrears on dues or fees owed by that member.
   2. Optional: Other Requirement(s): ______________________________________.

   Note: This is where your club may list requirements, if any, which are not related to dues or fees. However, be cautious about listing other requirements, which must be enforced uniformly among all members.

C. OFFICERS AND DIRECTORS TERMS: Officers and directors terms are as follows:

   Note: Choose the appropriate number of years as the term for each officer or set of officers.
   1. President, President-elect, Immediate Past President, and Secretary (since appointed by the President):
      [check one] ___1 year -or- ___2 years.
   2. Secretary: [check one] ___1 year -or- ___2 years. Note: If appointed by the President, the Secretary should have the same length of term.
3. Treasurer: [check one] __1 year -or- __2 years
4. Vice-President (if any): [check one] __1 year -or-__2 years
5. All Directors: [check one] __1 year -or- __2 years -or- __3 years.  Note: If either 2- or 3-year terms are chosen, the Directors will be elected so that only one-half or one-third of the terms are elected each year.

D. FINANCIAL REVIEW COMMITTEE:  This club will have a standing financial review committee with members determined by vote of the [check one] ____ club board or _____ club membership.

Committee members’ terms shall be for one year each, October 1 – September 30. It is recommended that committee members have staggered terms and that no person serve more than three (3) consecutive terms. Your club may engage a private individual or firm to conduct its annual financial review, in which case, the role of the financial review committee is to assist this person or company.

Note: An annual review of financial records should include, but not be limited to, bank reconciliations, income, disbursements, budgets, balance sheets and income and expense statements for both the administrative and service accounts, budgets, and any other financial records or reports of the club.

Mandatory club policies should include places for approval by the club and K.I.:

APPROVED BY CLUB:                             APPROVED BY KIWANIS INTERNATIONAL:

Date Adopted: _______________________________  Date: _______________________________
President (name): ____________________________  By (name): ____________________________
Signed: ______________________________________  Signed: ______________________________
Signed: ______________________________________  Signed: ______________________________
President (name): ____________________________

OPTIONAL POLICIES

E. MEMBERSHIP TYPES: In addition to active (regular) members, this club shall have the following types of memberships available with the stated criteria, benefits, and/or restrictions for each.

**Note to Club: Use this policy to state any types of membership the club may establish other than active. Adoption of new types of membership requires a 3/4 vote of the club membership. Be aware that the only membership type recognized by Kiwanis International for dues, voting, or any other purposes is active (regular) membership and that full dues and fees must be paid by the club to Kiwanis International and the district (and federation, if any) for all members, regardless of any discounts the club may grant for some membership types. Clubs are urged to use caution and thorough advance consideration before adopting any special types of membership.

1. Membership Type (Name): ____________________________
   Special Criteria: ____________________________________
   Special Benefits: ____________________________________
   Restriction of Club Privileges: __________________________

(Repeat the lines above for any additional types of membership.)
F. ADDITIONAL OFFICERS DUTIES: Officers' duties, other than those defined in the club bylaws, are as follows:

Note: Additional duties are not required, but may be added at the club's discretion.

2. President: __________________________________________________________
3. President-elect: ______________________________________________________
4. Immediate Past President: _____________________________________________
5. Secretary: ____________________________________________________________
6. Treasurer: ____________________________________________________________
7. Vice-President (if any): ________________________________________________
8. Directors: _____________________________________________________________

G. OFFICERS AND DIRECTORS ELECTION PROCESS: The election process for this club is as follows:

Note: The following process is recommended, but may be adjusted at the club's discretion.

1. Volunteers will be appointed to prepare the ballot, count the votes, and certify the results.
2. Nominations may be made in advance or from the floor during the annual meeting, with the consent of those nominated.
3. Cumulative voting is not allowed. Absentee ballots [check one: ___ are -or- ___ are not] allowed. Proxy ballots [check one: ___ are -or- ___ are not] allowed.
4. Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority for one nominee, the nominee receiving the fewest votes will be dropped and a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for Directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting.
5. The club secretary certifies election results to Kiwanis International (and to the district and federation, if any).
6. Appointment of the club secretary should be made within one (1) week after elections are held.
7. Incoming officers and directors are referred to as "-designate" (examples: President-elect-designate, Secretary-designate, etc).
8. Electronic balloting is permitted for club elections. Secure website balloting is recommended to ensure privacy and accuracy.

H. STANDING COMMITTEES: Other than the mandatory Financial Review Committee stated in Policy D, this club also has the following standing committees:

Note: List all relevant committees. Kiwanis International recommends each club have standing committees on Membership (covers growth, retention, education, and public relations); Programs (covers club meetings and special events); and Service and Fund Raising (also covers community services, service leadership program, and the Kiwanis International global campaign for children). These topics may be divided into separate committees.

Committee Name:____________________________________________________ Term: ___ year(s)
Purpose: ___________________________________________________________________________
Duties: _____________________________________________________________________________
and such other duties as may be assigned by the Board.

1. Committee Name:____________________________________________________ Term: ___ year(s)
Purpose: ___________________________________________________________________________
Duties: _____________________________________________________________________________
and such other duties as may be assigned by the Board.
I. **OTHER CLUB POSITIONS:** In addition to officers and directors specified in the bylaws and standing committees stated above, this club has the following other positions (such as Administrative Secretary, etc):

   *Note: If the club does not want any additional positions, omit this policy.*

   1. Position: ___________________________________________________________ Term: ___ year(s)
      Duties: __________________________________________________________________
      Who appoints or elect the position: ____________________________________________

J. **SPECIAL VOTE REQUIREMENTS:** The vote required for particular types of business not covered in the club bylaws is as follows:

   *Note: Whenever a vote is stated in the bylaws as ‘no less than’ a certain vote of the club board, such vote may be taken from among the club members instead, which have greater power than the club board. However, those should be included in this policy.*

   *Note: If the club does not have items that require greater vote or any special business items of business not covered in the club bylaws, omit this policy.*

   1. Type of business: ___________________________________________________________
      requires [check one: __majority -or- __two-thirds -or- __] vote of the club [check one __Board -or- __ members] upon __days previous notice

   2. Type of business: ___________________________________________________________
      requires [check one: __majority -or- __two-thirds -or- __] vote of the club [check one __Board -or- __ members] upon __days previous notice

   **APPROVED BY CLUB:**

   Date Adopted: ___________________________  
   President (name): ___________________________  
   Signed: ___________________________

   **NOTE:** Because clubs are not required to adopt any optional club policies, approval by Kiwanis International is not required.

   President (name): ___________________________
   Signed: ___________________________
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ATTACHMENT B
Concept Changes to the Standard Form for Club Bylaws

Name and Objects
- Added a statement of the club’s primary purpose.

Members
- Eliminated classes of membership. Clubs may set their own classes, if desired.
- Eliminated explicit reference to holding membership in more than one club. Without specific prohibition, it is already permitted.
- Eliminated requirement for members to represent a cross section of occupations.
- Eliminated process for admitting new members. Clubs may adopt a policy, if desired.
- Eliminated automatic suspension of members in arrears or not attending club functions. Clubs may set their own parameters instead for member in good standing/not in good standing.
- Suspension or removal of members changed from majority to 2/3 vote--same vote as to admit members.
- Club membership rights are based on good standing status, which is determined by each club in policy.
  - Eliminated requirement for members to be at least age 18. Instead, the wording now reads “adult,” being the age of legal majority, which may vary among nations.
  - Add a requirement that, when suspending or removing a member, two weeks advance notice of pending vote must be given to the member, who has the right to appear and present his/her case at the meeting.

Operations
- Eliminated special provision for adoption of long-term service projects.
- Eliminated specific provision for cancellation of a meeting, along with the limit of two per year.
- Eliminated limit on timeframe for club meetings.
- Eliminated which officers should attend the International and district (and federation) conventions and how delegates and alternates should be elected.
- Added how special club meetings may be called (formerly undefined).
- Added that club members may meet and conduct business electronically.
- Reduced club meeting requirement to only once per month.

Officers
- Eliminated option for clubs to designate additional elective officers, such as assistant secretary or treasurer. Instead, clubs may choose additional ‘permanent positions’ in policy, if desired.
- Eliminated the statement that club secretary and/or treasurer may give bond. Clubs may still do this without an optional bylaw provision.
- Eliminated special provision to fill a vacancy in an incoming officer; regular election process applies.
- Made the office(s) of Vice-President(s) optional, since many clubs have none anyway.
- President-elect and Vice-President may no longer be combined.
- Allow the Immediate Past President to fill a vacancy in the Presidency.
- Reduced minimum number of directors from five to three.
- Reduced primary duties of each officer; additional duties may be defined in club policy.
- Moved officers terms (option to state one-year or two-year terms) into club policy.
- Extended timeframe for the annual club elections: now January 1 to May 15.
• Simplified process for officer elections and moved most steps to policy, at the club’s discretion.
• Revised selection of secretary so that, if not elected by club, he/she is appointed by President with approval of club board.
• Allow 60 days (rather than 30) to fill an officer or director vacancy.
• Added option for clubs to have additional club officers if any are required by local laws.

Board of Directors
• Gave club boards the option to meet as frequently or infrequently as desired.
• Added that the board to meet and conduct business electronically.
• Added that the Board may take no action in conflict with an action of the membership.
• Revised general duties of the club board (still broad, just phrased differently).
• Allows members to “rescind or amend” a board action directly, rather than asking the Board to “reconsider.”
• Provide 48 hours advance notice to call any special board meetings.
• Added option for clubs to have additional club board members if any are required by local laws.

Discipline
• Streamlined text on ‘conduct unbecoming a Kiwanian’, yet retained current basic concepts.
• The special committee investigating ‘conduct unbecoming’ may not include club board members.
• Only fellow board members, not club members, may charge an officer with nonperformance of duties.
• Streamlined text on removal of an officer for nonperformance of duties.

Funds and Accounting
• Club dues and fees (what clubs charge members) will be stated in club policy, not club bylaws.
• Eliminated most provisions about obligations to K.I. and the district (reports, etc.) except prompt payment of financial obligations.
• Eliminated statement about payment for the official publication, since: 1) does not apply globally; 2) clubs usually don’t separate the funds; and 3) magazine payment should be part of overall club dues.
• Eliminated specific provision that other revenue may be raised (i.e., if something is not prohibited, it is allowed).
• Revised club auditor provision so they may not be any club officer or Board Member.
• Change annual ‘audit’ to an annual ‘examination,’ either by a club committee or by an outside person or firm.
• Any club charges to members (dues, fees, or other assessments) must be approved by the members.
• Upon club dissolution, funds not otherwise designated by local laws will go to KIF or the district foundation.

Bylaws and Policies
• Added how clubs may add or revise club policies (by 2/3 vote of the club members).
• Removed some provisions from bylaws and put them in policies instead, for clubs to adopt only those relevant to their own operations and preferences. Topics include:
  o Club Dues and Fees (statement of them)
  o Members in Good Standing (statement of additional qualifications, if any)
  o Officers Terms (statement of whether they shall be one or two years for each)
  o Additional Officers Duties (if any)
  o Officer Election Process (whatever that club wishes to follow)
  o Standing Committees (if any)
o Permanent Club Positions (if any)
o Special Items of Business (if any)—those not covered in the bylaws (i.e., a long-term service project, etc.)
o Financial Review Committee
o Membership Types

Other
• Simplified provisions on club committees. Standing committees may be defined in club policy; the President may appoint additional committees, subject to board approval.
• Simplified provisions about a club’s involvement in legislation and political candidates.
• Eliminated Article XX about exceptions required by national laws, which was deemed ineffective.
• Added a statement that clubs must, of course, comply with applicable laws in their areas.
**ATTACHMENT C**  
*Kiwanis International Bylaws amendments necessary to adopt the proposed new Standard Form for Club Bylaws*

<table>
<thead>
<tr>
<th>Article, Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article V, Section 8</td>
<td>State that clubs must comply with applicable laws in their areas.</td>
</tr>
<tr>
<td>Article VI, Section 1</td>
<td>Provide that club offices and the club board may include positions required by local law.</td>
</tr>
<tr>
<td>Article VI, Section 1</td>
<td>Make office(s) of club vice-president(s) optional, since many clubs have none.</td>
</tr>
<tr>
<td>Article VI, Section 1</td>
<td>President-elect and Vice-President may no longer be combined.</td>
</tr>
<tr>
<td>Article VI, Section 1</td>
<td>Reduce minimum number of directors from five to three.</td>
</tr>
<tr>
<td>Article VI, Sections 4 and 5</td>
<td>Reduce club meeting requirement to only once per month and eliminate specific provisions for cancellation of a meeting.</td>
</tr>
<tr>
<td>Article VI, Section 7</td>
<td>Extend timeframe for the annual club elections: now January 1 to May 15.</td>
</tr>
<tr>
<td>Article VIII, and throughout the Bylaws</td>
<td>Eliminate classes of membership. Clubs may set their own classes.</td>
</tr>
<tr>
<td>Article VIII, Section 2</td>
<td>Eliminate requirement for members to be at least age 18. Now stated simply as “adults,” being the age of legal independence.</td>
</tr>
<tr>
<td>Article VIII, Section 3</td>
<td>Provide that club membership rights are based on good standing status, determined by each club in policy.</td>
</tr>
<tr>
<td>Article VIII, Section 10</td>
<td>Eliminate process for admitting new members. Clubs may adopt a policy.</td>
</tr>
<tr>
<td>Article XXII, Section 6</td>
<td>Move club dues and fees from club bylaws into club policy.</td>
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**ATTACHMENT D**

**STANDARD FORM FOR DISTRICT BYLAWS**

Substantive questions and concerns to resolve

Note: “SF” = Standard Form for District Bylaws

<table>
<thead>
<tr>
<th>Article</th>
<th>Question or Concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td><strong>Qualifications for district officers:</strong> Per the K.I. Bylaws, the SF states only that each district officer “shall be an active, senior, or privileged member in good standing of a club in the district.” But some districts have additional criteria in their bylaws or policies. 1) All criteria should be stated in the SF, under control of the delegates. 2) As International Officers, is it alright for districts to require additional criteria for Governors? For other district officers? (May require change in K.I. Bylaws also.)</td>
</tr>
<tr>
<td>V</td>
<td><strong>District Executive Director:</strong> Many districts now have an “Executive Director” instead of a Secretary and/or Treasurer. Is it important for districts to retain and account for the actual titles of “Secretary” and “Treasurer”?</td>
</tr>
<tr>
<td>VI</td>
<td>The SF states that District Secretaries are members of district board (though they may be designated without vote), but a few districts do not include them on their board.</td>
</tr>
<tr>
<td>XI</td>
<td>How is reprimand or removal handled when the Secretary or Executive Director also has an employment contract? If he/she is removed from employment, must he/she be removed separately from office?</td>
</tr>
<tr>
<td>VI</td>
<td><strong>Notice for special board meetings:</strong> Three week’s notice is required for all board meetings, regular or special. Special board meetings should require shorter advance notice, assuming they take place for some urgent reason.</td>
</tr>
<tr>
<td>VII</td>
<td><strong>District committees:</strong> Several discrepancies or omissions exist, including which standing committees K.I. actually requires (if any) and how those are appointed. Finance and Resolutions committees are both mentioned in SF as existing, yet there are no provisions establishing them.</td>
</tr>
<tr>
<td>VIII</td>
<td><strong>Delegates:</strong> The SF provides that all district officers and past governors are delegates-at-large. Some districts have added other groups as delegates-at-large. Is there any concern about these expanded provisions? K.I. Bylaws clearly state that delegates to district conventions must be from clubs “in good standing with Kiwanis International and with said district.” Wording in the SF is less clear (“clubs in good standing in the district”) and causes confusion.</td>
</tr>
<tr>
<td>VIII</td>
<td><strong>Special conventions:</strong> Special conventions may be called “upon the request of a majority of the chartered clubs in good standing.” Does that presume a vote of the club membership or club board? Should there be a lower level of quorum for special conventions, especially if called due to emergency cancellation of the regular convention. In emergency situations, for conventions normally held mid-late August, the district may not have time to reschedule the convention “by Sept. 15” (as required in the SF) and send notice out 30 days in advance of the new date. Should there be reduced notice for a make-up convention?</td>
</tr>
</tbody>
</table>
| IX      | **Resolutions:** Wording regarding who may propose resolutions and by what date is confusing. Can district boards propose resolutions after the advance deadline (up until notice goes out)? Does a district board have any authority over what resolutions are sent to club? May clubs not in
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td><strong>Candidates:</strong> Now that clear background checks are required for candidates for Governor, Governor-elect, and Vice-Governor, how/when are candidates permitted to be nominated from the floor. The final deadline for nominations is currently “no later than the beginning of the first business session.” What about true emergency situations such as serious health issues with the only candidate? How can we have “sole candidates” for offices, yet allow nominations from the floor? This has puzzled even our parliamentarians for years (at the K.I. level as well.)</td>
</tr>
<tr>
<td>XI</td>
<td><strong>Lt. Governor and Trustee elections:</strong> The SF requires that elections for Lt. governors be held “by second week in April” and for regional trustees “by May 15.” However, a couple districts are electing their Lt. governors and/or trustees at their conventions, with K.I. Board permission. Should we expand the permitted timeframe for elections? (Requires K.I. Bylaws change also.) What if a vacancy occurs in the incoming Lt. Gov-ELECT, between election and October 1? He/she is not a district officer the coming year, so not covered by that provision. Is it alright to leave the position open until the division is ready to elect the next incoming Lt. Gov.?</td>
</tr>
<tr>
<td>XIV</td>
<td><strong>District bulletins:</strong> There is no requirement for a district publication, though the SF suggests a fee for one. Should there be such a requirement? (There used to be an article on district publication, but it was removed in the 1950’s for unknown reasons.)</td>
</tr>
<tr>
<td>XIX</td>
<td><strong>Amendments:</strong> Do amendment proposals require a vote of the club board or club membership? How great a vote is required to adopt? Neither is stated. Can district boards propose amendments after the 60-day advance deadline for clubs, up until proposals are sent to clubs? When K.I. mandates changes (i.e., revises the SF), should delegates be required to vote on those changes? Otherwise, what is the proper process? Should we empower district boards to make such changes?</td>
</tr>
<tr>
<td>XXII</td>
<td><strong>Compliance with/oversight by K.I.:</strong> Must districts comply not only with K.I. Bylaws, but also the current SF as amended from time-to-time? Not all provisions in the SF are taken directly from K.I. Bylaws (for instance: special conventions, amendment process, elections, etc.); some are good governance, others are K.I. expectations or preferences. If districts are allowed to deviate from the SF, how much or how far? On what basis are deviations allowed or denied (other than, obviously, compliance with the K.I. Bylaws)? (May require clarification in K.I. Bylaws.)</td>
</tr>
<tr>
<td>Throughout</td>
<td><strong>International issues:</strong> Some provisions apply to North America only, like insurance and magazine subscriptions. Others unintentionally are North American biased, like mandating district secretaries to attend all convention and council meetings of K.I. One or two districts outside of North America have filed different versions of their bylaws with their Securities and Exchange Commission which is not the same version filed with K.I. This is due to discrepancies in requirements between the two entities. What is our/their legal standing in such cases? What are Kiwanis’ options to protect name/marks/liability/reputation, if that becomes necessary? How does K.I. allow for any necessary legal requirements where the district is located, yet maintain accepted standards and best practices?</td>
</tr>
</tbody>
</table>
REPORT OF THE TASK FORCE ON CONDUCT UNBECOMING TO THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

September 26, 2011

Chairman: Fred W. Bishop, Past International Trustee, New England District
Members: W. Donald Goodfellow, QC, Past International Vice-President, Western Canada District
Robert L. Moore, Past International President, Florida District
Louise Regelin, Past Governor, Pacific Northwest District
Ex-Officio: Thomas E. DeJulio, International President-elect, New York District

Staff Liaison: Diana O’Brien, Governance Specialist, Staff Liaison
Other Guests: (none)

This report is being provided to the Kiwanis International Board in response to its request for our task force to address issues related to conduct unbecoming a member of the Kiwanis family.

Assignment and Work

The assignment given to the task force was “to study the matter of which Kiwanis entities have the authority to charge, investigate, and discipline individual members for conduct unbecoming a Kiwanian.” And “Specifically, does the district and/or Kiwanis International have the right to charge and process individual club members who are not district officers or Kiwanis International Officers, respectively, especially in the event the club may be unwilling to do so? And may the district or Kiwanis International remove a member from a club.”

The Task Force met via videoconference on September 9, 19, and 26, and presents this report to the Kiwanis International Board with its findings and recommendations.

Though our charge was fairly narrow, exploration of the topic of conduct unbecoming revealed the need to address additional, related issues as outlined later in this report.

The Task Force completed a review of the following documents as they relate to conduct unbecoming a member and/or officer:

- Kiwanis International Bylaws
- Kiwanis International Policies and Procedures
- Kiwanis Standard Form for District Bylaws
- Kiwanis Standard Form for Club Bylaws
- Circle K International Bylaws
- Key Club International Bylaws
Conclusions

Based on a review and discussion of the foregoing documents, the Task Force agreed unanimously that:

1. While Kiwanis International and districts have the authority to file a complaint with a club about the actions of individual members, it is only the club that has the authority to charge, investigate, and discipline club members for conduct unbecoming.
2. Kiwanis International and districts should not have the authority to charge, investigate, or discipline club members for conduct unbecoming.
3. Kiwanis International has the authority to discipline a club if it fails to discipline one of its members for conducting unbecoming, which is to suspend or revoke the charter of the member’s club.
4. Several specific issues have been identified, as detailed in this report, which need to be addressed.

Authority regarding individual members

To elaborate on Conclusions 1 and 2: The Kiwanis International Bylaws state that discipline of club members shall be provided in the Standard Form for Club Bylaws. The Standard Form says: “A complaint against a member charged with conduct unbecoming…” This is so broad, the task force concludes that any person or entity – including the Kiwanis International Board, a district board, or even a member of the public – has authority to file a complaint against a club member for conduct unbecoming.

However, historically, and as provided within Kiwanis bylaws at all levels of the organization, local Kiwanis clubs have autonomy in admitting, disciplining, and removing their members. (The Standard Form goes on to state: “…[the matter] shall be referred to a special committee appointed by the [club] Board…” and “[Such] member…may be disciplined or removed…by the Board.”) Kiwanis International only has authority to discipline Kiwanis clubs. A change to allow Kiwanis International to discipline club members would require not only a culture shift, but significant changes to all of Kiwanis’ governing documents, beginning with the Kiwanis International Bylaws that would need to be approved by two-thirds of the delegates at an International Convention.

Authority regarding clubs

To elaborate on Conclusion 3: The Kiwanis International Bylaws states: “Any club that fails to conform to these Bylaws or that fails otherwise to conform to the accepted standards for clubs (emphasis added) 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.”

Presumably, “acceptable standards” are the things provided in the Standard Form for Club Bylaws, two of which are the basic criteria for active members, shown below (emphasis added):
Article III. Membership and Classification
Section 7. Qualifications for Active Membership
   a. **An active member must believe in and subscribe to the Objects of Kiwanis International.**
   b. **An active member must be a person of good character** and community standing who resides or has other community interests within the area of the chartered club.
   c. An active member must pay a membership induction fee and annual membership dues and shall be entitled to all privileges of club membership.

Article II. Objects
Section 1. The Objects of this club shall be the Objects of Kiwanis International, which are:
   - To give primacy to the human and spiritual, rather than to the material values of life.
   - To encourage the daily living of the Golden Rule in all human relationships.
   - To promote the adoption and application of higher social, business, and professional standards.
   - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
   - To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.
   - To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

Also, presumably, a member found to have committed conduct unbecoming would not qualify as a person of good character and community standing and/or would not be in compliance with the Objects of Kiwanis. If a club does not discipline such a member, the club would be out of compliance with acceptable standards and Kiwanis International would have the option to suspend or revoke its charter.

There may be one flaw in this rationale in that what constitutes “good charter and community standing” is nowhere defined, at any level. It may be necessary to determine a clear, brief definition that applies universally to clubs and members worldwide.

It also would be preferable to clearly state the connection between conduct unbecoming and possible charter revocation, rather than having to ‘connect the dots.’ For example, the following language exists in the Lions Club bylaws:
   “This club shall remove members whose conduct has been deemed a violation of the International Constitution and By-Laws and Board Policy and unbecoming a Lion by the International Office or otherwise face charter cancellation.”

Kiwanis could adopt similar language, perhaps as follows. This should probably be placed in the Standard Form under Article V – Discipline of Members:
   “A club shall remove any member whose conduct is determined to be in violation of the Kiwanis policy on “conduct unbecoming a member,” thus endangering the good reputation of Kiwanis, or else the club shall be considered out of compliance with acceptable standards and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws.”

**Identified issues**

To elaborate on Conclusion 4, the Task Force identified several concerns related to conduct unbecoming which should be clarified at the club, district, and International level. The Task Force requests permission to
pursue the following issues and make recommendations to the International Board no later than the April 2012 Board meeting (possibly the January 2012 meeting).

A. **A clearer definition of “conduct unbecoming” is needed.** A clear, universal definition needs to be developed and implemented throughout Kiwanis, at all levels. The most comprehensive definition exists within the Kiwanis International Bylaws. Please refer to Exhibit #1. It also should include a general statement that any list is indicative, but not meant to be exhaustive (“shall include, but not be limited to”).

B. **A definition of “good character” is needed.** A clear, universal definition of good character needs to be developed and implemented across Kiwanis. The only current reference is very narrow, stated in an Interpretation of the International Bylaws: “Good character’ shall be interpreted not to include a person who is currently incarcerated for the conviction of a crime.” Yet good character is at the core of what may be considered conduct unbecoming. Exhibit #2 provides two other, very similar definitions of good character that may be considered.

C. **Most language related to “conduct unbecoming” needs to be clarified.** As illustrated in Exhibit #1, several inconsistencies exist at the various levels of Kiwanis. For example, provisions at some levels are located in the bylaws, but in policy or procedure at another level; notice requirements are unclear; ‘dismissal’ means one thing at one level and another thing elsewhere; it’s unclear who may make charges against a club member and how it should be done; and more. Language related to conduct unbecoming in governing documents at all levels of Kiwanis should be clarified and made consistent, as appropriate for their application. There are also outdated provisions in procedure outlining the requirements for a club to be “in good standing”; these should be reviewed for possible linking to the consequences for conduct unbecoming.

D. **A process should be developed regarding clubs who fail to discipline for conduct unbecoming.** Depending on the Board’s direction on this matter, a process would need to be developed for Kiwanis International to become aware of clubs that fail to address conduct unbecoming and for Kiwanis International then to take steps to address these situations.

E. **Appropriate appeals processes are needed at the club, district, and International levels.** Currently, no appeals process exists at any level for addressing disciplinary actions taken, or not taken, against members. Both Lions and Rotary have a detailed appeals process contained in their bylaws. Kiwanis should also develop relevant appeals processes for all levels of Kiwanis.

F. **A system to track termination for conduct unbecoming may be needed.** It may be feasible and advisable for Kiwanis International to develop a simple “tracking system” for members who are terminated from one club for conduct unbecoming and later attempt to join another Kiwanis club.

G. **Permitted discipline at the various levels should be better defined and differentiated.** The current options for discipline are very narrow and may not be adequate or, sometimes, even relevant. For instance, there’s no option for suspension, but probably should be. Should we limit clubs to only a small range of disciplinary measures, or open it to a broad range of possibilities? The Task Force would need to study this aspect further.

   Additionally, changes should be made to the notification process when a member is disciplined for conduct unbecoming. For example, if the Kiwanis International Board disciplines a Board member for conduct unbecoming, it should notify the Board member’s club. Conversely, if a club
disciplines one of its members who is also a District or International officer, the club should notify the District and/or International Board. There are currently no such requirements.

The discipline options and notification processes related to conduct unbecoming should be revised to be more comprehensive and relevant between levels of Kiwanis.

H. **Failure to perform the duties of office should be separated from conduct unbecoming.** Kiwanis should separate the process for conduct unbecoming from the process for not performing the duties of office, as they are not related at all. For instance, conduct unbecoming relates to all members, may be charged by any member, and should be investigated by a special committee; whereas charges of not performing the duties of a member relates only to officers, should come only from the board, and should be investigated by the board.

**Resolving identified issues**

If the Board agrees with the conclusions and issues identified and would like the Task Force to pursue the issues to revolve them, the Task Force submits the following motion the Board may consider and adopt, to provide clear direction:

**Recommendation:** That the Kiwanis International Board agrees, in concept, with the conclusions and issues identified by the Task Force on Conduct Unbecoming in its report dated September 26, 2011, and requests the Task Force to pursue the issues and report its best recommendations on these matters no later than the April 2012 Board Meeting.

Additionally, to ensure we have a clear and broad understanding of conduct unbecoming throughout the organization before further consideration is given, the Task Force requests Board permission to conduct a brief survey among selected International and District leaders. Staff has a list of initial questions drafted by the Chairman for Board review, which may need to be developed further after Board response to this report. To present these questions in the proper context and at a time when potential concerns can be addressed ‘in person,’ we suggest the survey be conducted during the International Council meeting in January 2012. Alternately, it could be conducted via email and/or post prior to Council.

Finally, after the identified issues have been addressed and new provisions have been adopted, it will be important for regular and ongoing education to be conducted among clubs and districts stressing the following and perhaps other aspects as well:

- The importance of maintaining Kiwanis’ good reputation;
- The consequences of not acting if a club finds a member has been convicted of certain legal offenses in the past;
- What a club should do if someone is charged with relevant legal offenses in the present tense;
- The important difference between being charged, arrested, and convicted;
- What a club can and cannot do for non-legal matters considered ‘conduct unbecoming’ such as bullying, foul language, harassment, etc;
- What a district board or the International Board has authority to do if a club fails to act when it should, both for its own protection and the protection of Kiwanis’ reputation.
We thank the Board for appointing us to this Task Force and invite your comments and questions.

The Chairman will be available by phone or videoconference during the Governance Board Committee Meeting to answer questions, if desired.

Respectfully submitted,

Task Force on Conduct Unbecoming
Fred Bishop, Chairman
## COMPARISON OF PROVISIONS ON CONDUCT UNBECOMING

<table>
<thead>
<tr>
<th></th>
<th>KIWANIS INTERNATIONAL</th>
<th>DISTRICT</th>
<th>CLUB</th>
<th>KIWANIS FAMILY MEMBERS (as related to Kiwanians)*</th>
</tr>
</thead>
</table>
| **Location of provisions** | - Definition: KI Bylaws & KI Policy  
- Process: KI Bylaws  
- Discipline: KI Procedure  
- COMBINED with provisions re. failure to perform duties of office | - Definition: District Bylaws  
- Process: District Bylaws  
- Discipline: District Bylaws  
- COMBINED with provisions re. failure to perform duties of office | - Definition: Club Bylaws  
- Process: Club Bylaws  
- Discipline: Club Bylaws  
- COMBINED with provisions re. failure to perform duties of office | - Definition: KI Policy  
- Process: KI Policy  
- Discipline: KI Policy |
| **Definition**   | - Is incompatible with the best interests of the public or of members of Kiwanis, and/or  
- Tends to harm the standing of Kiwanis in the local or global community, *as further defined in K.I. Policy, as follows:*  
  o Engaging in offensive action, language, profanity, or derogatory statements of a racial, ethnic, age-related, disability-related, or sexual nature.  
  o Engaging in unwanted touching at any time.  
  o Creating a hostile atmosphere.  
  o Relating off-color jokes, ethnic jokes, and any derogatory statements or engaging in any other actions that are offensive.  
  None stated in district bylaws; presume “Kiwanis family members” would apply, stated in K.I. Policy.  
- Is incompatible with the best interests of the public or of members of the Kiwanis family, or  
- Tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community.  
- Is incompatible with the best interests of the public or of members of the Kiwanis family; or  
- Tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community. |
<table>
<thead>
<tr>
<th>Kiwanis International (cont’d)</th>
<th>District (cont’d)</th>
<th>Club (cont’d)</th>
<th>Kiwanis Family (cont’d)</th>
</tr>
</thead>
</table>
| on account of race, color, gender, age, disability, economic status, religion, or national origin.  
  o Being convicted of any felony or being convicted of a misdemeanor involving moral turpitude.  
  o Acting contrary to personal and professional ethical standards such as integrity, objectivity, accountability, openness, and honesty. | | | |

**Who may be charged?**
- Any Intl. Officer (KI Board or Governor)
- Any District Officer
- Any club member
- “A member of the Kiwanis family”*

**Who may make charges?**
- President or 2/3 of Intl. Board
- Governor or majority of District Board
- Not stated
- Not stated

**Notice?**
- Intl. Board provides notice to officer within 30 days.
- District Board provides notice to officer within 30 days.
- Requires “proper notice be given to member”—but from whom? by when?
- Not clear. “Any individual receiving written notice as provided in the applicable Bylaws...” Provisions exist in Kiwanis club, district, and Intl. Bylaws, but nothing in KC or CKI Bylaws (only their Policies).

**Who investigates?**
- Intl. Board: A special meeting of the Board to consider the alleged facts shall be held within thirty-five (35) days
- District board: A special meeting of the Board to consider the alleged facts shall be held within thirty-five (35) days
- Club board: A special club committee appointed by the board investigates & recommends
- Not stated—presumably “the appropriate ruling body” or whomever it designates, or “as provided in the applicable Bylaws” or other governing documents.
<table>
<thead>
<tr>
<th>Who disciplines?</th>
<th>Kiwanis International (cont’d)</th>
<th>District (cont’d)</th>
<th>Club (cont’d)</th>
<th>Kiwanis Family (cont’d)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Intl. Board, requires 2/3 vote</td>
<td>District board , requires 2/3 vote</td>
<td>Club board, requires 2/3 vote</td>
<td>“Appropriate ruling body”</td>
</tr>
<tr>
<td>Discipline permitted?</td>
<td>• Private reprimand, communicated to the individual violating the conduct policy as a warning</td>
<td>• Only thing mentioned is “to declare such office vacant.”</td>
<td>• Private reprimand, communicated to the individual violating the conduct policy as a warning</td>
<td>• Private reprimand, communicated to the individual violating the conduct policy as a warning</td>
</tr>
<tr>
<td></td>
<td>• OR Public reprimand requires notification of the district board or district governor of the individual violating the conduct policy.</td>
<td>• AND May be declared by the district board to be ineligible to hold a future district office or appointment.</td>
<td>• OR Public reprimand requires notification of the district board or district governor of the individual violating the conduct policy.</td>
<td>• OR Public reprimand requires notification of the district board or district governor of the individual violating the conduct policy.</td>
</tr>
<tr>
<td></td>
<td>• OR “Dismissal from the organization,” which is then defined as “Dismissal means removal from International Office.”</td>
<td>• AND May be declared by the Intl. Board to be ineligible to hold a future Intl. office or appointment.</td>
<td>• OR Dismissal from the member’s office or club.</td>
<td>• OR Dismissal from the member’s office or club.</td>
</tr>
<tr>
<td></td>
<td>• AND May be declared by the Intl. Board to be ineligible to hold a future Intl. office or appointment.</td>
<td></td>
<td>• (Note: A provision exists to suspend member for 30 days for nonpayment of dues. Requires majority vote of club board to suspend and later reinstate.)</td>
<td></td>
</tr>
<tr>
<td>Appeals Process</td>
<td>• None provided.</td>
<td>None provided.</td>
<td>None provided.</td>
<td>None provided.</td>
</tr>
<tr>
<td>Location</td>
<td>CIRCLE K</td>
<td>KEY CLUB</td>
<td>KIWANIS FAMILY MEMBERS</td>
<td></td>
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<td>----------</td>
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<td>------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Location | • Definition: CKI Policy  
• Process: CKI Policy  
• Discipline: CKI Policy  
• Also have Policies particularly on alcohol and hazing. | • Definition: KC Policy  
• Process: KC Policy  
• Discipline: KC Policy  
• Also have Policy particularly on conduct at KC events. | • Definition: KI Policy  
• Process: KI Policy  
• Discipline: KI Policy |
| Definition | • Is incompatible with the best interests of the public or of members of the Kiwanis family, and/or  
• Tends to harm the standing of the Kiwanis family in the local or global community. | • Is incompatible with the best interests of the public or of members of Key Club and/or the Kiwanis family, and/or  
• Tends to harm the standing of Key Club and/or the Kiwanis family in the local or global community. | • Is incompatible with the best interests of the public or of members of the Kiwanis family; or  
• Tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community. |
<p>| Who may be charged? | Any member of CKI | Any member of Key Club | “A member of the Kiwanis family”* |
| Who may make charges? | Not stated | Not stated | Not stated |
| Notice? | Not clear. “Any individual receiving written notice as provided in the applicable Bylaws...” But nothing on conduct unbecoming in CKI Bylaws. CKI Policy re. notice varies and is unclear and inconsistent. | Not clear. “Any individual receiving written notice as provided in the applicable Bylaws...” But nothing on conduct unbecoming in Key Club Bylaws; all exists in KC Policy. | Not clear. “Any individual receiving written notice as provided in the applicable Bylaws...” Provisions exist in Kiwanis club, district, and Intl. Bylaws, but nothing in KC or CKI Bylaws (only their Policies). |
| Who investigates? | Varies for alcohol and hazing, depending on type of violation and at what level. Not provided for other violations. | Not stated | Not stated—presumably “the appropriate ruling body” or whomever it designates, or “as provided in the applicable Bylaws” or other governing documents. |
| Who disciplines? | Varies for alcohol and hazing, depending on type of violation and at what level. Not provided for other violations. | Not clear. Probably CKI Board per this: “The CKI Board will determine what privileges the member on probation has...” But later: “The appropriate ruling body shall hear the evidence and determine [the] sanction...” | “Appropriate ruling body” |</p>
<table>
<thead>
<tr>
<th>Discipline permitted?</th>
<th>Circle K (cont’d)</th>
<th>Key Club (cont’d)</th>
<th>Kiwanis Family (cont’d)</th>
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</tr>
<tr>
<td>• Dismissal means removal from the member’s office or club.</td>
<td>• Probationary status [this is first mention of it] means the member in question remains a member, but is not entitled to all membership privileges. The CKI Board will determine what privileges the member on probation has on a case by case basis, including the term of the probation.</td>
<td>• Dismissal means removal from the member’s office or club.</td>
<td>• Dismissal means removal from the member’s office or club.</td>
</tr>
<tr>
<td>• Violations related to alcohol or hazing also have specific sanctions, plus provisions stating that other sanctions may be allowed, with proper approval.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appeals Process</th>
<th>Circle K (cont’d)</th>
<th>Key Club (cont’d)</th>
<th>Kiwanis Family (cont’d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ‘Grievance’ process for alcohol and hazing sanctions. Nothing provided re. other offences/sanctions.</td>
<td>• None provided</td>
<td>None provided</td>
<td></td>
</tr>
</tbody>
</table>

*Hopefully, issues of conduct unbecoming are not relevant for Aktion, Builders, or K-Kids members. But these provisions technically would apply to them.*
(This page intentionally left blank for two-sided copying.)
SAMPLE DEFINITIONS OF ‘GOOD CHARACTER’

SAMPLE #1:

Trustworthiness
Be honest • Don’t deceive, cheat, or steal • Be reliable — do what you say you’ll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect
Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don’t threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility
Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness
Play by the rules • Take turns and share • Be open-minded; listen to others • Don’t take advantage of others • Don’t blame others carelessly • Treat all people fairly

Caring
Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship
Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

From http://charactercounts.org/sixpillars.html

“Josephson Institute develops and delivers services and materials to increase ethical commitment, competence, and practice in all segments of society. Mission: To improve the ethical quality of society by changing personal and organizational decision making and behavior.”
SAMPLE #2:

Traits of Good Character:
A good character demonstrates these traits in his or her actions and behaviors

Trustworthiness: If you are trustworthy, you are honest, loyal, and reliable—you do what you say you’ll do. You have the courage to do the right thing, and you don’t deceive, cheat or steal.

Respect: Showing respect means being considerate of others and tolerant of differences. It also means using good manners. You make decisions that show you respect your health and the health of others. You treat people and property with care.

Responsibility: Being responsible means using self-control—you think before you act and consider the consequences. You are accountable for your choices and decisions—you don’t blame others for your actions. Responsible people try to do their best, and they persevere even when things don’t go as planned.

Fairness: If you are fair, you play by the rules, take turns, and share. You are open-minded, and you listen to others. You don’t take advantage of others, and you don’t assign blame to others.

Caring: A caring person is kind and compassionate. When you care about others, you express gratitude, you are forgiving, and you help people in need.

Citizenship: If you advocate for a safe and healthy school and community, you are demonstrating good citizenship. A good citizen obeys laws and rules and respects authority. Being a good neighbor and cooperating with others are also parts of good citizenship.

From http://www.scribd.com/doc/5402048/Traits-of-Good-Character
“Scribd is the world’s largest social reading and publishing company. We’ve made it easy to share and discover entertaining, informative and original written content across the web and mobile devices. Our vision is to liberate the written word, to connect people with the information and ideas that matter most to them.”
POTENTIAL INTERNATIONAL BYLAW AMENDMENTS

<table>
<thead>
<tr>
<th>COUNCIL MAY AMEND THE FOLLOWING:</th>
</tr>
</thead>
</table>

### Substantive

A district [shall? (or) may?] hold its own convention in conjunction with the International convention. **NOTE: Let Council decide between “shall” or “may.”**

A federation [shall? (or) may?] hold its own convention in conjunction with the International convention. **NOTE: Let Council decide between “shall” or “may.”**

Past International Presidents Committee meetings, if required, can be requested at any time by the International President or Board.

### Necessary To Implement New Standard Form For Club Bylaws

Member attendance and participation requirements should be more flexible.

Clubs must comply with all applicable location laws.

Cancellation of club meetings should reside at the club level.

A club must have a president-elect, and may choose to have one or more vice-presidents.

Allow each club to determine how it will admit new members.

### Updating Bylaws to Align with Current Practice

Governors will no longer be required to approve new club charter petition.

Remove requirement for clubs to seek pre-approval from the district to conduct lotteries, raffles and games of chance.

Special meetings of the International Board may be called and conducted in a timely manner by any current method allowed by law.

Current practice is that club delegates must be reported 60 days prior to Convention.

Elections and Credentials committees have been reduced due to electronic balloting.

Administrative updates regarding the magazine and voucher checks should be in procedures instead of Bylaws.

Numbering of ballots is no longer valid, due to electronic voting.

Clarify and simplify the Executive Director’s duties regarding Kiwanis publications.

Clarify the process for filling a Trustee vacancy on the International Board.
<table>
<thead>
<tr>
<th>COUNCIL MAY NOT AMEND THESE—MUST GO TO HOUSE OF DELEGATES:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Substantive</strong></td>
</tr>
<tr>
<td>All districts and federations must provide regular financial reports to its board and Kiwanis International.</td>
</tr>
<tr>
<td>District trustees-designate shall be delegates-at-large at International Conventions.</td>
</tr>
<tr>
<td><strong>Necessary To Implement New Standard Form For Club Bylaws</strong></td>
</tr>
<tr>
<td>Each club will determine its own standards for members to be considered in good standing.</td>
</tr>
<tr>
<td>Eliminate specific age requirement of 18 years, replacing with the word “adults,” because the age of legal majority varies among nations.</td>
</tr>
</tbody>
</table>
KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
AUDIT AND FINANCE

October 13, 2011
International Office, Indianapolis, Indiana USA
8:30 a.m. – 5:00 p.m. EST
Past Presidents Room

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:

Alan Penn, Thomas E. DeJulio,
Peter Mancuso, Paul Inge Paulsen,
Elisa Lucchi-Riester, Interpreter
Rick Wittgren, BKD
Duane Cretin, Morgan Stanley Smith Barney
John Leffel, Morgan Stanley Smith Barney
Sarah Hayden, Lisa Heindricks,
Janice Schepers, Ann Updegraff Spleth

1. Call to Order

2. Consent Report

   a. Review of Current Financial Summary and YTD Budget vs. Actual – Acceptance
      of financial summary with variance descriptions.

3. Action Report

   a. General Liability Insurance Renewal – Approval of renewal for 2011-12
   b. International Council Registration Fee – Approval of fee for 2012 Council Meeting
   c. Convention Budget and Registration Fees – Approval of revised 2011-12 budget
   d. 2010-11 Audit Report Review and Approval

4. Information Report

   a. Convention Club Fee
   b. Review of the Board Committee Responsibilities
   c. Annual Report from Investment Advisors & Review of Current Investment Report
   d. Spending Policy
   e. Officers and Executive Director Expense Review
   f. Aktion Club/K-Kids/Builders Club Fee Increases
g. Tier Dues Waiver Ends 2011-12
h. Criminal Background Checks
i. Education Committee Funding Requests
j. Line of Credit KI-KIF
k. Financial Advisor Update

5. Future Business

a. 2010-11 Audit Reports (Kiwanis, Circle K, Key Club)
b. 2010-11 Consolidated Audit Report (Kiwanis, Circle K, Key Club, Kiwanis International Foundation)
c. Selection of 2011-12 Auditors for Kiwanis, Circle K, and Key Club
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h. Convention Club Fee
i. Budget Contingency
j. Club Fee to Replace Membership Dues
k. Financial Advisor Update

6. Adjournment
Consent Report

a. Review of Current Financial Summary and YTD Budget vs. Actual

The Committee reviewed and discussed the July 2011 Financial Summary with explanations of the variances between projected year-end amounts and annual budget.

A few things to note:
- income is higher because of projected investment income of US$1.5 million (historically not budgeted for),
- deficit projected for convention of US$1 million,
- Kiwanis granted US$1 million to KIF for the Eliminate Project (in the Operating Fund budget).

Below is a summary of the budget and projected financial information for 2010-11. The July 2011 Financial Statements and Summary are attached (see Exhibit A). All amounts are US$.

<table>
<thead>
<tr>
<th>KIWANIS FUNDS</th>
<th>2010-11</th>
<th>2010-11</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual</td>
<td>Annual</td>
<td>Difference</td>
</tr>
<tr>
<td></td>
<td>Project</td>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>All amounts are in USD.</td>
<td>000s</td>
<td>000s</td>
<td>000s</td>
</tr>
<tr>
<td>Operating/SLP</td>
<td>($266)</td>
<td>($1,458)</td>
<td>$1,192</td>
</tr>
<tr>
<td>The Eliminate Project</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Magazine</td>
<td>$205</td>
<td>$130</td>
<td>$75</td>
</tr>
<tr>
<td>Convention</td>
<td>($1,026)</td>
<td>($135)</td>
<td>($891)</td>
</tr>
<tr>
<td>Insurance</td>
<td>$404</td>
<td>$153</td>
<td>$251</td>
</tr>
<tr>
<td>Property</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>($683)</td>
<td>($1,310)</td>
<td>$627</td>
</tr>
<tr>
<td>Circle K</td>
<td>$53</td>
<td>$27</td>
<td>$26</td>
</tr>
<tr>
<td>Key Club</td>
<td>$279</td>
<td>$249</td>
<td>$30</td>
</tr>
</tbody>
</table>

Recommendation #1: That the Kiwanis International Board accepts the July 2011 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 Executive Management 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.

In addition, the Committee reviewed the August 2011 YTD budget vs. actual report showing differences between actual vs. budget as of August.

Action Report

a. General Liability Insurance Renewal

The Committee received an overview of the insurance market and a summary of the general liability insurance program with the renewal options.

The Kiwanis 10-year average loss experience is 37%, with the last five years at 20%. Severity of claims continues to be the greatest concern to underwriters, so ongoing loss control management of the program remains a priority. The District Risk Managers (DRMs) will continue to be a critical piece of the loss control program.

The losses (thru 8-31-11) over the last 10 years have averaged $401,203 per year with the maximum exposure being $1,000,000. These losses include what Kiwanis paid under the self insured retention (SIR) and what the carriers have paid or reserved for their portion of the claims.

The funding for the liability insurance program is a per member fee charged to the adult membership in the United States and Canada. This fee is based on the premium for the liability insurance, administrative expenses, as well as funding the SIR.

The general liability renewal is listed below in comparison to the 2010-11 program. The table includes the premium comparison, the administrative expense and the funding of the SIR for the total cost.
The administrative expense includes costs incurred by Kiwanis International to administer the program such as travel and training expense for the DRMs, production of the General Liability Packets and Staff expense to administer the program.

The following table outlines the layers of coverage and carriers showing current coverage and renewal coverage. The primary layer SIR of a $75,000 per occurrence, which is paid by Kiwanis International, with an aggregate of $1,000,000, will remain upon renewal.
+ Limits are a policy aggregate and not on a per district basis unlike the rest of the liability program, which provides $36,000,000 per district.
As a result, the Committee makes the following recommendation:

**Recommendation #1:** That the Kiwanis International Board accepts the renewal option for general liability insurance for United States and Canadian clubs, keeping the annual cost at $12.00 per member to maintain the insurance reserve fund.

*(ADOPTED)*

**Strategic Intent:** Administrative Process

**Financial and Human Resource Impact:** Cost for the program including premiums, funding the SIR and administrative expense, is US$1,712,265 with an annual cost of $12.00 per member

### b. International Council Registration Fee

At the July 2011 meeting, the Board approved a budget of US$262,792 to hold an International Council Meeting in New Orleans in January 2012. This amount was included in the 2011-12 approved budget and consisted of expenses of US$317,992 less preliminary registration fee revenue of US$55,200.

The Committee was presented with a report that showed total meal expenses to be US$98,000 or US$232 per person. The Committee discussed which attendees should pay a registration fee and how much it should be. In addition, the Committee was reminded that all attendees that have not had a background check in the last two years would be required to get one at an average cost between US$20 – US$120.

After a lengthy discussion, the Committee decided that it was important to charge a registration fee to defray some of the costs of the meals and any background check fees and thus makes the following recommendation:

**Recommendation #2:** That the Kiwanis International Board authorizes a registration fee of US$175 for members of Council, invited Kiwanis guests and all spouses. The registration fee will help defray the cost of meals for all registered participants and the cost of any background checks required for those attending this meeting. The registration fee will not be charged to members of the Circle K International Board or Key Club International Board, Staff and a limited number of invited guests.

*(ADOPTED)*

**Strategic Intent:** Offset Council Expenses

**Financial and Human Resource Impact:** Increase registration fee income by US$9,200 (US$64,400 less previous budget of US$55,200). Such income will be offset by the expected costs of the background checks for eligible attendees whom Kiwanis will pay for.
c. Convention Budget and Registration Fees

The Board approved the 2011-12 Convention Fund budget at the July 2011 meeting as follows:

<table>
<thead>
<tr>
<th></th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$1,626,009</td>
</tr>
<tr>
<td>Expenses</td>
<td>$1,530,329</td>
</tr>
<tr>
<td>Surplus</td>
<td>$95,680</td>
</tr>
</tbody>
</table>

Since that time, Staff has adjusted the proposed registration fee income down by US$53,500 to US$1,149,000 based upon a reduction in expected attendance per district goals. As a result, the fund surplus was adjusted to US$42,180.

The Committee was then provided with a request from President Penn to consider charging registration fees to US$150 (based upon 10,000 attendees) for early bird attendees and guests, US$200 for regular attendees and guests, and US$250 for late attendees and guests.

The Committee evaluated the financial impact of this requested change and determined that the proposed attendance budget of 10,000 was much higher than could be expected based upon historical attendance. In addition, this decrease in early registration fee amounts (from US$195 to US$150) creates a revenue reduction of US$218,000 and an overall deficit in the Convention Fund of US$176,000. As a result, the Committee did not consider President Penn’s request further.

After all the fee analysis was performed, the Committee makes the following recommendation (see Action Report-Exhibit A for details):

**Recommendation #3:** That the Kiwanis International Board approves the registration fees for the 2012 Kiwanis International Convention to be US$195 for early registration, US$250 for regular registration, US$300 for late and on-site registration, and US$100 for Host Committee registration, providing estimated total registration income of US$1,194,000 to produce a balanced budget.

(ADOPTED)

**Strategic Intent:** Budget a surplus for the convention.

**Financial and Human Resource Impact:** Create registration fee income of US$1,194,000 that will help create a surplus for the convention of US$87,180.
d. **2010-11 Audit Report Review and Approval**

Prior to the meeting, certain officers of Kiwanis and the Financial Advisor met with the representatives of BKD, the newly-selected auditing company for the Kiwanis family organizations. The meeting was to discuss the audit timetable and plan for the upcoming audits.

The representatives of BKD reported to the officers the plans on how the audit should be conducted and how the audit report should be approved and presented to the Board of Trustees. BKD indicated that it is a normal practice for not-for-profit organizations to have the committee responsible for the finances of the organization to review the draft copy of the audit report and then discuss any changes directly with the auditors (with Staff present). The final report would then be subsequently reviewed by the Audit and Finance Committee at its January meeting. The Committee will then recommend that the report be accepted and approved by the Board of Trustees.

As a result of the discussion, the following recommendation has been proposed.

**Recommendation #4:** That the Kiwanis International Board authorizes the Board Committee on Audit and Finance to consider and approve the Audit Report for fiscal year 2010-11 for receipt by the Board at its January 2012 meeting.

**Strategic Intent:** Improve the process for reviewing and approving the audit report by the Board of Trustees, giving responsibility for the initial detail review to the Audit and Finance Committee.

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

**Information Report**

a. **Convention Club Fee**

In 2010, the Board proposed an amendment to the Bylaws whereby a fee would be charged to all Kiwanis clubs to fund the international convention (in lieu of registration fee per attendee). This proposed amendment was not adopted by the delegates.

The Kiwanis Board still believes this form of funding the international convention is viable and requested Staff to present financial scenarios as to how much of a fee would be needed to support the convention activities beginning in 2013.

The Committee received information on attendance history, member and club counts by tier, and income and expense calculations. The Committee discussed how much should be
charged, would the club fee be tiered, how many attendees or delegates would be covered by the fee, would guests be charged and how much, would Kiwanians be charged in addition to the club fee, etc.

After a lengthy discussion, the Committee believes that a club convention fee is needed and may be considered for the 2013 convention. However, before this occurs, it is important for the Board to discuss the details at this meeting and then at the January 2012 International Council Meeting in New Orleans. The Board and Council will need to discuss all possible details and to develop a plan for approval by the Board or the delegates.

For initial discussion purposes by the Board at this meeting, the Committee makes the following request:

That the Kiwanis International Board discuss the details concerning a club convention fee of US$350 for Tier A clubs, US$300 for Tier B clubs, and US$250 for Tier C clubs. This fee would allow 2 delegates to attend the convention and not pay any registration fee. Non-delegate Kiwanians and guests would pay a registration fee determined annually by the Board.

The Committee believes this possible fee scenario would allow sufficient revenue to fund the convention for a number of years and to generate surpluses needed to support the convention in years when attendance is lower than expected or expenses are higher than revenue (i.e. international convention sites).

Based upon this discussion, Staff will develop the needed materials to present at International Council in New Orleans.

b. Review of the Board Committee Responsibilities

The Finance Committee discussed its responsibilities for the year, including the budget approval process. The Committee is responsible for reviewing and approving the audit reports, monitoring investments, and reviewing financial statements and financial results as well as approving the budgets for Kiwanis International, Circle K International, and Key Club International. The Committee understood its responsibilities for the year.

Staff presented the 2011-12 budget summary and answered questions about this budget.

During the discussion of the budget preparation and review process, the Committee asked Staff to consider adding a general expense contingency for the Executive Director and President to use as needed in the 2012-13 budget. This contingency amount would allow available funds during the year as needed. The amount will be determined when the budget is prepared.
c. Annual Report from Investment Advisors & Review of Current Investment Report

Morgan Stanley Smith Barney (MSSB) representatives, Duane Cretin and John Leffel, attended the meeting to discuss the current market situation as it relates to Kiwanis’ investments. The Committee received a copy of the quarterly investment report dated September 30, 2011 and reviewed and accepted this quarterly report. See Information Report-Exhibit A for a summary of this report.

NOTE: The Sub-Committee on Investments did not officially meet, but the members of that Sub-Committee, also on the Audit and Finance Committee, participated in the presentation of the annual investment report.

d. Spending Policy

One of our largest growing assets is our long-term investment portfolio. Through careful nurturing 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$17.2 million as of October 12, 2011.

In light of decreasing organizational revenue, the Committee discussed at the April 2011 meeting 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. Several scenarios were discussed where a prudent, strategic formula would allow for funds to be available.

The Committee asked that Board Financial Advisor, Rick Arnold, prepare a model spending policy for the Committee to consider at this meeting. Rick presented his report to the Committee. In addition, Morgan Stanley Smith Barney (MSSB) representatives presented a report on similar work they had done regarding a spending policy.

Rick Arnold recommended a 4% spending policy. MSSB representatives provided scenarios for a 3% and 4% spending policy and Staff provided scenarios for spending policy amounts from 1% to 9%. Staff also reminded the Committee that our long-term investment portfolio was allocated 41% to the Insurance Fund, 15% to the Magazine Fund and 44% to the Operating Fund. Only the Operating Fund portion would be available on an unrestricted basis related to this pending policy.

After hearing all reports, the Committee discussed the need and merits of having such a policy. 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.

As a result, the Committee has requested Staff to develop alternatives for a policy that can be used during the budget preparation process to allow the use of our long-term portfolio funds. This plan will be communicated to the Committee at the January 2012 meeting.

e. Officers and Executive Director Expense Review

In accordance with new Board procedures (152.7), the Committee reviewed a summary of the Executive Director travel expenses from October 1, 2010 – September 30, 2011. The Committee also reviewed a summary of the travel for the President, President-Elect, Vice President and Immediate Past President for the same period. The Committee accepted such reports.

It was noted that the expenses in the Board Department are projected to be US$200,000 under budget for 2010-11. Immediate Past President Neal thanked the Board members for their efforts at reducing travel costs during the year. The Committee acknowledged Immediate Past President Neal for his efforts at setting an example to reduce travel expenses.

Staff was asked to review the related Board Procedure (152.7) and to add the appropriate wording to include review of “officers” travel in addition to the travel expenses of the Executive Director.

f. Aktion Club/K-Kids/Builders Club Fee Increases

The Executive Director has requested the Committee to consider evaluating the sufficiency of the fees charged for three of our Service Leadership Programs (SLP)—Aktion Club, K-Kids, and Builders Club. The Committee reviewed revenues, expenses and membership statistics and trends for the three SLP programs. The Committee is well aware of the need for Kiwanis to support these programs and to subsidize them. However, as Kiwanis financial resources are being limited, does it make sense for the programs to become closer to being self-sufficient?

With the growth of these organizations and the increased costs to support this growth and the fact that Kiwanis resources could be reduced in future years, when will it be time for the Board to consider fee increases for these programs? It has been more than five (5) years since each of these programs have had a fee increase.
NOTE: In the 2011-12 budget, the Kiwanis subsidy for Aktion club is US$104,436 (US$10.63 per Aktion club member), for K-Kids US$110,869 (US$105.23 per K-Kids club) and for Builders Club US$50,354 (US$36.98 per Builders Club club).

The Committee suggested the level of support provided to these organizations be communicated to the attendees at the SLP Conference in January 2012 and obtain input from them on future funding solutions. Such solutions should be presented to both the Programs Committee and Audit and Finance Committee for consideration of any changes.

g. **Tier Dues Waiver Ends 2011-12**

Tiered dues were started effective October 1, 2003 for clubs in various Kiwanis nations where the cost of living, as defined by the World Bank, was less than the United States. The tiered dues change was the result of the adoption of an amendment to the Bylaws by the delegates at the 2003 convention.

Although the Bylaws state the Board shall adjust the dues when the Gross National Income (GNI) changes, to prevent annual fee fluctuations, no changes to the tiered dues structure were made or considered for the first six (6) years. In June 2008, the Board requested Staff to evaluate the tiers and make changes based upon changes to income levels by country. The change was to be effective October 1, 2009. The modification to the dues tiers was communicated to the appropriate clubs in 2008-09 and it met with some concern. The Eastern Canada & Caribbean District Board requested Kiwanis to “rescind the decision to change the tiered dues category for Kiwanis clubs in Antigua, Barbados, St. Lucia and Trinidad and Tobago.” The Board accepted this request and the House-of-Delegates at the 2009 Kiwanis Convention approved a resolution to not change the tiered dues categories through September 30, 2012—that time is less than 12 months away.

Staff provided the Committee with information on which countries qualify for a different tier because of Gross National Income (GNI) as published by the World Bank and required by the Kiwanis International Bylaws. The new tiers will be in effect as of October 1, 2012.

The Committee suggested that the new tiers be presented to the 2012 Council attendees. After such time, the decision will be communicated to the respective clubs.

h. **Criminal Background Checks**

The Committee supports the recommendation from the Executive Committee to offer a criminal history background check program to the clubs and districts, initially in the US, as a potential alternative source of revenue. This recommendation adds to the budget both the initial expense of $10,000 to create and market the criminal history background check program and the initial estimated income of $2,000 to partially offset the cost.
i. **Education Committee Funding Requests**

The Education Committee is recommending that US$23,500 be used for Kiwanis education in the Asia-Pacific region and US$9,535 be used for a Kiwanis education conference in Latin America. The Committee agrees with the funding requests and recommends inclusion in the 2011-12 budget.

j. **Line of Credit KI-KIF**

The Committee members were informed of a recommendation adopted by the Board at its July 2011 meeting regarding a line of credit between KI and KIF for the Eliminate Project. That recommendation is noted below:

> That the Kiwanis International Board approves an unsecured line of credit to the Kiwanis International Foundation in the amount of $3 million for The Eliminate Project campaign. Such lending agreement shall be in writing and subject to the conditions associated with an arms’ length transaction including interest, as executed by the Executive Officers of Kiwanis International and the Kiwanis International Foundation.

The Committee was informed that the agreement is currently in the process of being finalized.

k. **Financial Advisor Update**

Rick Arnold, Financial Advisor, provided his update. He agreed that the Board should consider approving a convention club fee via Board action or delegate approval as needed. Legal or parliamentarian opinions should be considered.

**Future Business**

a. 2010-11 Audit Reports (Kiwanis, Circle K, Key Club)
b. 2010-11 Consolidated Audit Report (Kiwanis, Circle K, Key Club, Kiwanis International Foundation)
c. Selection of 2011-12 Auditors for Kiwanis, Circle K and Key Club
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h. Convention Club Fee
i. Budget Contingency
j. Club Fee to Replace Membership Dues
k. Financial Advisor Update
### STATEMENT OF NET ASSETS

**JULY 2011 (UNAUDITED)**

<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>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS:</strong></td>
<td>OPERATING FUND</td>
<td>THE ELIMINATE PROJECT 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>
<td>ALL FUNDS 9/30/2010</td>
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<td>3</td>
<td>Cash-US</td>
<td>357,398</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>357,399</td>
<td>1,096,510 (53,611)</td>
</tr>
<tr>
<td>4</td>
<td>Cash-Non US</td>
<td>1,262,379</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,262,379</td>
<td>2,153,125 2,014,624</td>
</tr>
<tr>
<td>5</td>
<td>Investments</td>
<td>5,436,331</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,436,331</td>
<td>4,847,639 3,947,046</td>
</tr>
<tr>
<td>6</td>
<td>Accts Rec-Clubs/Distr</td>
<td>316,607</td>
<td>-</td>
<td>712</td>
<td>4,675</td>
<td>-</td>
<td>-</td>
<td>321,994</td>
<td>546,255 324,381</td>
</tr>
<tr>
<td>7</td>
<td>Accts Rec-Other</td>
<td>66,857</td>
<td>-</td>
<td>12,867</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>79,724</td>
<td>19,937 585,558</td>
</tr>
<tr>
<td>8</td>
<td>Allow for Bad Debts</td>
<td>(26,086)</td>
<td>-</td>
<td>(25,440)</td>
<td>-</td>
<td>(4,990)</td>
<td>-</td>
<td>(56,516)</td>
<td>(55,747) (93,157)</td>
</tr>
<tr>
<td>9</td>
<td>Accts Rec-Affiliates</td>
<td>1,955,372</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,955,372</td>
<td>542,143 1,977,529</td>
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<tr>
<td>10</td>
<td>Inventory</td>
<td>671,837</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>671,837</td>
<td>800,111 779,060</td>
</tr>
<tr>
<td>11</td>
<td>Prepaid Liability Insurance</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>245,010</td>
<td>267,844 93,447</td>
</tr>
<tr>
<td>12</td>
<td>Prepaid Expenses</td>
<td>133,440</td>
<td>-</td>
<td>73,922</td>
<td>63,255</td>
<td>-</td>
<td>-</td>
<td>270,817</td>
<td>383,752 459,407</td>
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<tr>
<td>13</td>
<td>Deposits</td>
<td>12,250</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>27,000</td>
<td>-</td>
<td>39,250</td>
<td>33,250 35,250</td>
</tr>
<tr>
<td>14</td>
<td>Travel Advances</td>
<td>(339)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(339)</td>
<td>2,572</td>
<td>3,071</td>
</tr>
<tr>
<td>15</td>
<td><strong>Total Current Assets</strong></td>
<td>10,186,046</td>
<td>-</td>
<td>62,061</td>
<td>67,930</td>
<td>267,021</td>
<td>-</td>
<td>10,583,058</td>
<td>10,597,081 8,612,605</td>
</tr>
<tr>
<td>16</td>
<td>PROPERTY &amp; EQUIPMENT</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>11,530,841</td>
<td>11,530,841 14,662,805 11,18,615</td>
</tr>
<tr>
<td>17</td>
<td>Less: ACCUM DEPRECIATION</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(5,586,479)</td>
<td>(5,586,479) (3,263,531) (9,422,319)</td>
</tr>
<tr>
<td>18</td>
<td><strong>Total Fixed Assets</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,944,362</td>
<td>5,944,362 6,399,274 6,196,296</td>
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<tr>
<td>19</td>
<td>LONG TERM RECEIVABLES</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>20</td>
<td>LONG TERM INVESTMENTS-SMITH BARNEY</td>
<td>17,088,411</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>17,088,411</td>
<td>14,719,666 15,369,008</td>
</tr>
<tr>
<td>21</td>
<td><strong>LONG TERM INVESTMENTS-OTHER</strong></td>
<td>(12,467,864)</td>
<td>(146,879)</td>
<td>3,625,681</td>
<td>(798,611)</td>
<td>10,593,472</td>
<td>(621,854)</td>
<td>183,945</td>
<td>183,927 183,966</td>
</tr>
<tr>
<td>22</td>
<td><strong>TOTAL ASSETS</strong></td>
<td>14,806,593</td>
<td>(146,879)</td>
<td>3,687,742</td>
<td>(730,681)</td>
<td>10,860,493</td>
<td>5,322,508</td>
<td>33,799,776</td>
<td>31,899,958 30,361,875</td>
</tr>
<tr>
<td>23</td>
<td>CURRENT LIABILITIES:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>24</td>
<td>Accounts Payable</td>
<td>196,565</td>
<td>-</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>196,568</td>
<td>738,801 693,629</td>
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<tr>
<td>25</td>
<td>Accounts Payable-Affiliates</td>
<td>120,459</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>120,459</td>
<td>103,370 109,465</td>
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<tr>
<td>26</td>
<td>District Dues Payable</td>
<td>37,984</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>37,984</td>
<td>179,497 -</td>
</tr>
<tr>
<td>27</td>
<td>Accrued Vacation Pay</td>
<td>257,123</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>257,123</td>
<td>242,300 355,327</td>
</tr>
<tr>
<td>28</td>
<td>Accrued Expenses</td>
<td>213,932</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>213,932</td>
<td>141,900 187,245</td>
</tr>
<tr>
<td>29</td>
<td>Unearned Income</td>
<td>1,622,335</td>
<td>-</td>
<td>209,941</td>
<td>-</td>
<td>330,543</td>
<td>-</td>
<td>2,162,819</td>
<td>2,397,971 247,682</td>
</tr>
<tr>
<td>30</td>
<td><strong>Total Current Liabilities</strong></td>
<td>2,448,398</td>
<td>-</td>
<td>209,944</td>
<td>-</td>
<td>330,543</td>
<td>-</td>
<td>2,988,885</td>
<td>3,803,839 1,593,348</td>
</tr>
<tr>
<td>31</td>
<td>NOTES PAYABLE</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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</tr>
<tr>
<td>32</td>
<td>RETIREE DEATH BENEFITS</td>
<td>7,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7,000</td>
<td>7,000 7,000</td>
</tr>
<tr>
<td>33</td>
<td>INTERFUND PAYABLE</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>34</td>
<td>CLAIMS LOSS LIABILITY</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,084,934</td>
<td>816,993 981,726</td>
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<tr>
<td>35</td>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>2,455,398</td>
<td>-</td>
<td>209,944</td>
<td>-</td>
<td>1,415,477</td>
<td>-</td>
<td>4,080,819</td>
<td>4,627,832 2,582,074</td>
</tr>
<tr>
<td>36</td>
<td>NET ASSETS:</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>37</td>
<td>Beginning of Year</td>
<td>10,709,116</td>
<td>(146,879)</td>
<td>3,302,076</td>
<td>(417,114)</td>
<td>9,011,093</td>
<td>5,321,508</td>
<td>27,779,800</td>
<td>26,449,150 26,449,150</td>
</tr>
<tr>
<td>38</td>
<td>Current Year Surplus (Deficit)</td>
<td>1,642,079</td>
<td>-</td>
<td>175,722</td>
<td>(313,576)</td>
<td>433,923</td>
<td>1,000</td>
<td>1,939,157</td>
<td>822,976 1,330,651</td>
</tr>
<tr>
<td>39</td>
<td><strong>TOTAL NET ASSETS</strong></td>
<td>12,351,195</td>
<td>(146,879)</td>
<td>3,477,798</td>
<td>(730,681)</td>
<td>9,445,016</td>
<td>5,322,508</td>
<td>29,718,957</td>
<td>27,272,126 27,779,801</td>
</tr>
<tr>
<td>40</td>
<td><strong>TOTAL LIAB &amp; NET ASSETS</strong></td>
<td>14,806,593</td>
<td>(146,879)</td>
<td>3,687,742</td>
<td>(730,681)</td>
<td>10,860,493</td>
<td>5,322,508</td>
<td>33,799,776</td>
<td>31,899,958 30,361,875</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Operating/SLP Fund</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>10-11 Budget vs. 10-11 Proj Good/(Bad) Variance</td>
<td></td>
<td>Comments - 10-11 Budget vs. 10-11 Projections</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>09-10 Actual</td>
<td>10-11 Proj</td>
<td>10-11 Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Revenues</td>
<td>12,501,834</td>
<td>10,628,874</td>
<td>11,282,543</td>
<td>(653,669)</td>
<td>Under budget due to lower income for net merchandise sales-Kiwanis merchandise ($520,000), new member fees (existing clubs) (CYB=22,996 members, CYP=20,433 members, LYA=25,524 members) ($30,000), CKI/KCI Alumni fees-waived per Board approval in April 2011 ($100,000), new club fees (CYB=3,931 members, CYP=2,133 members, LYA=5,095 members) ($90,000) and life members (CYB=137 members, CYP=96 members, LYA=137 members) ($30,000) ...OFFSET by higher than budgeted dues ($140,000) and 25% growth refund (CYB=1,720 members, CYP=2,296 members, LYA=2,474 members) ($20,000).</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Expenses</td>
<td>(12,794,448)</td>
<td>(12,366,769)</td>
<td>(12,740,202)</td>
<td>373,433</td>
<td>Under budget due to lower costs for Executive &amp; Board Services Department-Board meetings and president travel ($200,000), Europe Growth Department ($120,000), Merchandise Department ($60,000), Europe Office ($20,000), Building Services &amp; HR Department ($20,000), Growth &amp; Education Department ($60,000) and Communications Department ($30,000)...OFFSET by higher costs for Euro currency- budgeted at $68,000 gain vs projected of $23,000 loss ($90,000), Key Club subsidy ($50,000), Finance Department ($20,000).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Investment Income- Gain/(Loss)</td>
<td>1,445,093</td>
<td>1,472,092</td>
<td>-</td>
<td>1,472,092</td>
<td>The 9/30/10 and 7/31/11 investment balances were $16,380,000 and $18,300,000...a 11.7% gain. The projection includes interest, dividends, fees and realized gains. Kiwanis' portion of the overall investment balance as of 9/30/10 and 7/31/11 are $15,370,000 and $17,090,000, respectively. NOTE: Investment balance (Kiwanis and Key Club) at 8/30/11 was $17,480,000...decrease of $820,000 since 7/31/11.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>Surplus/(Deficit)</td>
<td>$1,152,479</td>
<td>($265,803)</td>
<td>$1,457,659</td>
<td>$1,191,856</td>
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<td>7</td>
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</tr>
<tr>
<td>8</td>
<td>The Eliminate Project Fund</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>09-10 Actual</td>
<td>10-11 Proj</td>
<td>10-11 Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Revenues</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Per Board approval all costs are now posted to KIF. The $1,000,000 grant to KIF is in the Operating Fund.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Expenses</td>
<td>(146,879)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Investment Income- Gain/(Loss)</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Surplus/(Deficit)</td>
<td>$ (146,879)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
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<td>14</td>
<td></td>
<td></td>
<td></td>
<td><strong>Magazine Fund</strong></td>
<td></td>
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<tr>
<td>15</td>
<td>09-10 Actual</td>
<td>10-11 Proj</td>
<td>10-11 Budget</td>
<td>10-11 Budget vs. 10-11 Proj Good/(Bad) Variance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Revenues</td>
<td>1,411,510</td>
<td>1,446,073</td>
<td>1,377,312</td>
<td>68,761</td>
<td></td>
<td>Increase due to higher income for magazine subscriptions (CYB=154,039 subscriptions, CYP=157,519 subscriptions, LYA=161,461 subscriptions) ($30,000) and advertising-fundraising section in August magazine ($40,000).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Expenses</td>
<td>(1,061,662)</td>
<td>(1,241,361)</td>
<td>(1,247,478)</td>
<td>6,117</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>18</td>
<td>Investment Income-Gain/(Loss)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Surplus/(Deficit)</td>
<td>$349,848</td>
<td>$204,712</td>
<td>$129,834</td>
<td>$74,878</td>
<td></td>
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<td>21</td>
<td></td>
<td></td>
<td></td>
<td><strong>Convention Fund</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>22</td>
<td>09-10 Actual</td>
<td>1,706,883</td>
<td>961,661</td>
<td>1,694,060</td>
<td>(732,399)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Revenues</td>
<td>1,982,720</td>
<td>(1,987,826)</td>
<td>(1,829,536)</td>
<td>(158,290)</td>
<td></td>
<td>Increase due to higher costs for stage production ($180,000), facility rental ($60,000), VAT tax ($100,000), speakers ($50,000), forums ($30,000) and translations ($90,000)...OFFSET by lower costs for Saturday Night Event ($100,000), travel and hotel management contract fees ($80,000), transportation ($50,000), voting ($40,000), brochures ($30,000), staff travel ($40,000), postage ($10,000) and credit card fees ($10,000). NOTE: Current exchange rate is 1.15 USD to 1 CHF (as of 9/9/11). This higher rate could impact any remaining expenses paid in CHF for the Convention.</td>
<td></td>
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</tr>
<tr>
<td>24</td>
<td>Expenses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td></td>
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</tr>
<tr>
<td>25</td>
<td>Investment Income-Gain/(Loss)</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>26</td>
<td>Surplus/(Deficit)</td>
<td>$(275,837)</td>
<td>$(1,026,165)</td>
<td>$(135,476)</td>
<td>$(890,689)</td>
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<tr>
<td><strong>Liability Insurance Fund</strong></td>
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<td>09-10 Actual</td>
<td>10-11 Proj</td>
<td>10-11 Budget</td>
<td>10-11 Budget vs. 10-11 Proj</td>
<td>Good/(Bad) Variance</td>
<td>Comments - 10-11 Budget vs. 10-11 Projections</td>
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<tr>
<td>Revenues</td>
<td>2,023,175</td>
<td>1,982,699</td>
<td>2,004,836</td>
<td>(22,137)</td>
<td>Decrease due to lower income from US &amp; Canadian members (CYB=166,712 members, CYP=164,808 members, LYA=168,039 members).</td>
<td></td>
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<tr>
<td>Expenses</td>
<td>(1,772,132)</td>
<td>(1,578,384)</td>
<td>(1,851,957)</td>
<td>273,573</td>
<td>Decrease due to lower costs for premiums-16.5% ($150,000) and claims ($120,000).</td>
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<tr>
<td>Investment Income Gain/(Loss)</td>
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<td>0</td>
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<tr>
<td>Surplus/(Deficit)</td>
<td>$ 251,043</td>
<td>$ 404,315</td>
<td>$ 152,879</td>
<td>$ 251,436</td>
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<tr>
<td><strong>Property Fund</strong></td>
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<td>09-10 Actual</td>
<td>10-11 Proj</td>
<td>10-11 Budget</td>
<td>10-11 Budget vs. 10-11 Proj</td>
<td>Good/(Bad) Variance</td>
<td>Comments - 10-11 Budget vs. 10-11 Projections</td>
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<tr>
<td>Revenues</td>
<td>699,907</td>
<td>802,292</td>
<td>796,991</td>
<td>5,301</td>
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<tr>
<td>Expenses</td>
<td>(699,907)</td>
<td>(802,292)</td>
<td>(796,991)</td>
<td>(5,301)</td>
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<tr>
<td>Investment Income Gain/(Loss)</td>
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<tr>
<td>Surplus/(Deficit)</td>
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<tr>
<td><strong>All Kiwanis Funds</strong></td>
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<td>09-10 Actual</td>
<td>10-11 Proj</td>
<td>10-11 Budget</td>
<td>10-11 Budget vs. 10-11 Proj</td>
<td>Good/(Bad) Variance</td>
<td>Comments - 10-11 Budget vs. 10-11 Projections</td>
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<tr>
<td>Revenues</td>
<td>$ 18,343,309</td>
<td>$ 15,821,599</td>
<td>$ 17,155,742</td>
<td>$(1,334,143)</td>
<td>Decrease due to lower income for the Operating/SLP Fund ($650,000), Convention Fund ($730,000) and the Liability Insurance Fund ($20,000)...OFFSET by higher income for the Magazine Fund ($70,000).</td>
<td></td>
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<tr>
<td>Expenses</td>
<td>(18,457,748)</td>
<td>(17,976,632)</td>
<td>(18,466,164)</td>
<td>489,532</td>
<td>Decrease due to lower costs for Liability Insurance Fund ($270,000) and the Operating/SLP fund ($370,000)...OFFSET by higher costs for the Convention Fund ($160,000).</td>
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<tr>
<td>Investment Income Gain/(Loss)</td>
<td>1,445,093</td>
<td>1,472,092</td>
<td>-</td>
<td>1,472,092</td>
<td>The 9/30/10 and 7/31/11 investment balances were $16,380,000 and $18,300,000...a 11.7% gain. The projection includes interest, dividends, fees and realized gains. Kiwanis' portion of the overall investment balance as of 9/30/10 and 7/31/11 are $15,370,000 and $17,090,000, respectively. NOTE: Investment balance (Kiwanis and Key Club) at 8/30/11 was $17,480,000...decrease of $820,000 since 7/31/11.</td>
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<tr>
<td>Surplus/(Deficit)</td>
<td>$ 1,330,654</td>
<td>$(682,941)</td>
<td>$(1,310,422)</td>
<td>$ 627,481</td>
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<td>Circle K</td>
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<td>2</td>
<td>09-10 Actual</td>
<td>10-11 Proj</td>
<td>10-11 Budget</td>
<td>10-11 Budget vs. 10-11 Proj Good/(Bad) Variance</td>
<td>Comments - 10-11 Budget vs. 10-11 Projections</td>
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<tr>
<td>3</td>
<td>Revenues</td>
<td>753,075</td>
<td>600,272</td>
<td>574,269</td>
<td>26,003</td>
<td>Increase due to higher income for sponsorship fees ($10,000) and grant income for the Leadership Academy ($20,000).</td>
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<tr>
<td>4</td>
<td>Expenses</td>
<td>(711,906)</td>
<td>(547,448)</td>
<td>(547,078)</td>
<td>(370)</td>
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<tr>
<td>5</td>
<td>Investment Income-Gain/(Loss)</td>
<td>314</td>
<td>200</td>
<td>-</td>
<td>200</td>
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<td></td>
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<tr>
<td>6</td>
<td>Surplus/(Deficit)</td>
<td>$ 41,483</td>
<td>$ 53,024</td>
<td>$ 27,191</td>
<td>$ 25,833</td>
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<tr>
<td><strong>Key Club-Unrestricted Fund</strong></td>
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<td>9-10 Actual</td>
<td>09-10</td>
<td>10-11</td>
<td>10-11 Budget</td>
<td>10-11 Budget vs. 10-11 Proj Good/(Bad) Variance</td>
<td>Comments - 10-11 Budget vs. 10-11 Projections</td>
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<tr>
<td>Revenues</td>
<td>2,165,765</td>
<td>3,468,296</td>
<td>3,406,882</td>
<td>61,414</td>
<td>Increase due to higher income for Key Club membership (CYB=237,751 members, CYP= 252,308 members, LAY=247,598 members) ($90,000), Key Leader subsidy ($30,000), K-Kids Subsidy ($30,000) and unbudgeted sponsorship income ($70,000)... OFFSET by lower income for Key Leader registration fees (CYB=2,327 attendees, CYP=2,000 attendees, LAY=2,005 attendees) ($70,000), K-Kids membership (CYB=1,039 clubs, CYP=870 clubs, LAY= 896 clubs) ($20,000), Convention (CYB= 1,400 attendees, CYP=1,099 attendees, LAY=1,465 attendees) ($50,000) and the Key Club Week Project ($20,000).</td>
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<tr>
<td>Expenses</td>
<td>(1,938,963)</td>
<td>(3,276,349)</td>
<td>(3,157,726)</td>
<td>(118,623)</td>
<td>Increase due to higher costs for Membership Department- corporate sponsorship study.</td>
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<tr>
<td>Investment Income-Gain/(Loss)</td>
<td>123,130</td>
<td>183,805</td>
<td>-</td>
<td>183,805</td>
<td>The 9/30/10 and 7/31/11 investment balances were $16,380,000 and $18,300,000...a 11.7% gain. The projection includes interest, dividends, fees and realized gains. Key Clubs' portion of the overall investment balance as of 9/30/10 and 7/31/11 are $1,010,000 and $1,210,000, respectively. NOTE: Investment balance (Kiwanis and Key Club) at 8/30/11 was $17,480,000...decrease of $820,000 since 7/31/11.</td>
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<tr>
<td>Surplus/(Deficit)</td>
<td>$349,932</td>
<td>$375,752</td>
<td>$249,156</td>
<td>$126,596</td>
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<tr>
<td><strong>Key Club-Temporarily Restricted Fund</strong></td>
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<td>9-10 Actual</td>
<td>09-10</td>
<td>10-11</td>
<td>10-11 Budget</td>
<td>10-11 Budget vs. 10-11 Proj Good/(Bad) Variance</td>
<td>Comments - 10-11 Budget vs. 10-11 Projections</td>
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<tr>
<td>Revenues</td>
<td>798,192</td>
<td>669,285</td>
<td>700,000</td>
<td>(30,715)</td>
<td>This is for the Trick or Treat Program</td>
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<tr>
<td>Expenses</td>
<td>(668,707)</td>
<td>(766,072)</td>
<td>(700,000)</td>
<td>(66,072)</td>
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<tr>
<td>Investment Income-Gain/(Loss)</td>
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<tr>
<td>Surplus/(Deficit)</td>
<td>$129,485</td>
<td>$(96,787)</td>
<td>$ -</td>
<td>$(96,787)</td>
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<tr>
<td><strong>All Key Club Funds</strong></td>
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<td>9-10 Actual</td>
<td>09-10</td>
<td>10-11</td>
<td>10-11 Budget</td>
<td>10-11 Budget vs. 10-11 Proj Good/(Bad) Variance</td>
<td>Comments - 10-11 Budget vs. 10-11 Projections</td>
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<tr>
<td>Revenues</td>
<td>2,963,957</td>
<td>4,137,581</td>
<td>4,106,882</td>
<td>30,699</td>
<td>Increase due to higher income for the Unrestricted Fund ($60,000)...OFFSET by lower income for the Temporarily Restricted Fund ($30,000).</td>
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<tr>
<td>Expenses</td>
<td>(2,607,670)</td>
<td>(4,042,421)</td>
<td>(3,857,726)</td>
<td>(184,695)</td>
<td>Increase due to higher costs for the Unrestricted Fund ($120,000) and the Temporarily Restricted Fund ($70,000).</td>
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<tr>
<td>Investment Income-Gain/(Loss)</td>
<td>123,130</td>
<td>183,805</td>
<td>-</td>
<td>183,805</td>
<td>The 9/30/10 and 7/31/11 investment balances were $16,380,000 and $18,300,000...a 11.7% gain. The projection includes interest, dividends, fees and realized gains. Key Clubs’ portion of the overall investment balance as of 9/30/10 and 7/31/11 are $1,010,000 and $1,210,000, respectively. NOTE: Investment balance (Kiwanis and Key Club) at 8/30/11 was $17,480,000...decrease of $820,000 since 7/31/11.</td>
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<tr>
<td>Surplus/(Deficit)</td>
<td>$479,417</td>
<td>$278,965</td>
<td>$249,156</td>
<td>$29,809</td>
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<td>11-12</td>
<td>11-12</td>
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<tr>
<td>2</td>
<td>EXPLANATION OF EXPENSE</td>
<td>ITEM</td>
<td>QUANTITY</td>
<td>UNIT</td>
<td>COST</td>
<td>ITEM TOTAL COST</td>
<td>ITEM</td>
<td>QUANTITY</td>
<td>UNIT</td>
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<td>3</td>
<td>RECOMMENDED BY AUDIT &amp; FINANCE CMTE</td>
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<td></td>
<td>REVISED FOR OCT 2011 BY STAFF</td>
<td></td>
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<tr>
<td>4</td>
<td>Early fee (member - by February 15)</td>
<td>4,700</td>
<td>(195)</td>
<td>$ (916,500)</td>
<td>4,700</td>
<td>(195)</td>
<td>$ (916,500)</td>
<td>5,000</td>
<td>(195)</td>
</tr>
<tr>
<td>5</td>
<td>Early fee (guest - by February 15)</td>
<td>500</td>
<td>(195)</td>
<td>$ (97,500)</td>
<td>500</td>
<td>(95)</td>
<td>$ (47,500)</td>
<td>500</td>
<td>(95)</td>
</tr>
<tr>
<td>6</td>
<td>Regular fee (member - February 16 to May 1)</td>
<td>450</td>
<td>(250)</td>
<td>$ (112,500)</td>
<td>450</td>
<td>(250)</td>
<td>$ (112,500)</td>
<td>450</td>
<td>(250)</td>
</tr>
<tr>
<td>7</td>
<td>Regular fee (guest - February 16 to May 1)</td>
<td>50</td>
<td>(250)</td>
<td>$ (12,500)</td>
<td>50</td>
<td>(125)</td>
<td>$ (6,250)</td>
<td>50</td>
<td>(125)</td>
</tr>
<tr>
<td>8</td>
<td>Late fee (member - after May 1 incl. on site)</td>
<td>50</td>
<td>(300)</td>
<td>$ (15,000)</td>
<td>50</td>
<td>(300)</td>
<td>$ (15,000)</td>
<td>50</td>
<td>(300)</td>
</tr>
<tr>
<td>9</td>
<td>Late fee (guest - after May 1 incl. on site)</td>
<td>25</td>
<td>(300)</td>
<td>$ (7,500)</td>
<td>25</td>
<td>(150)</td>
<td>$ (3,750)</td>
<td>25</td>
<td>(150)</td>
</tr>
<tr>
<td>10</td>
<td>Host Committee</td>
<td>300</td>
<td>(100)</td>
<td>$ (30,000)</td>
<td>300</td>
<td>(150)</td>
<td>$ (45,000)</td>
<td>300</td>
<td>(150)</td>
</tr>
<tr>
<td>11</td>
<td>Youth Registration</td>
<td>100</td>
<td>-</td>
<td>$ -</td>
<td>100</td>
<td>-</td>
<td>$ -</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>12</td>
<td>Daily passes (on-site purchase only) (dollar amount was not bracketed)</td>
<td>25</td>
<td>(100)</td>
<td>$ (2,500)</td>
<td>25</td>
<td>(100)</td>
<td>$ (2,500)</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>6,175</td>
<td>$ (1,149,000)</td>
<td>6,175</td>
<td>$ (1,149,000)</td>
<td>6,475</td>
<td>$ (1,202,500)</td>
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<tr>
<td>14</td>
<td>Increase (Decrease)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45,000</td>
<td>$ (53,500)</td>
<td></td>
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<tr>
<td>15</td>
<td>Original Convention Fund Surplus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>95,680</td>
<td>$</td>
<td></td>
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<tr>
<td>16</td>
<td>Less: Reduced per district goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(53,500)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Revised Surplus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>42,180</td>
<td>$</td>
<td></td>
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<tr>
<td>18</td>
<td>Add: Guest fee increases and Host Committee fee decrease</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45,000</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Revised Surplus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>87,180</td>
<td>$</td>
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<td>20</td>
<td></td>
<td>11-12</td>
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<tr>
<td>21</td>
<td>EXPLANATION OF EXPENSE</td>
<td>ITEM</td>
<td>QUANTITY</td>
<td>UNIT</td>
<td>COST</td>
<td>ITEM TOTAL COST</td>
<td>ITEM</td>
<td>QUANTITY</td>
<td>UNIT</td>
</tr>
<tr>
<td>22</td>
<td>REQUESTED BY PRESIDENT ALAN PENN</td>
<td></td>
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<td></td>
<td>REVISED FOR OCT 2011 BY STAFF</td>
<td></td>
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</tr>
<tr>
<td>23</td>
<td>24</td>
<td>Early fee (member - by February 15)</td>
<td>4,700</td>
<td>(195)</td>
<td>$ (705,000)</td>
<td>4,700</td>
<td>(195)</td>
<td>$ (916,500)</td>
<td>5,000</td>
</tr>
<tr>
<td>25</td>
<td>Early fee (guest - by February 15)</td>
<td>500</td>
<td>(150)</td>
<td>$ (75,000)</td>
<td>500</td>
<td>(95)</td>
<td>$ (47,500)</td>
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<td>(95)</td>
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<tr>
<td>26</td>
<td>Regular fee (member - February 16 to May 1)</td>
<td>450</td>
<td>(200)</td>
<td>$ (90,000)</td>
<td>450</td>
<td>(250)</td>
<td>$ (112,500)</td>
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<tr>
<td>27</td>
<td>Regular fee (guest - February 16 to May 1)</td>
<td>50</td>
<td>(200)</td>
<td>$ (10,000)</td>
<td>50</td>
<td>(125)</td>
<td>$ (6,250)</td>
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<tr>
<td>28</td>
<td>Late fee (member - after May 1 incl. on site)</td>
<td>50</td>
<td>(250)</td>
<td>$ (12,500)</td>
<td>50</td>
<td>(300)</td>
<td>$ (15,000)</td>
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<td>(250)</td>
<td>$ (6,250)</td>
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<td>Host Committee</td>
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<td>Youth Registration</td>
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<td>Daily passes (on-site purchase only) (dollar amount was not bracketed)</td>
<td>25</td>
<td>(100)</td>
<td>$ (2,500)</td>
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<td>6,175</td>
<td>$ (931,250)</td>
<td>6,175</td>
<td>$ (1,149,000)</td>
<td>6,475</td>
<td>$ (1,202,500)</td>
<td></td>
<td></td>
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<tr>
<td>34</td>
<td>Increase (Decrease)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>217,750</td>
<td>$ (53,500)</td>
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</tr>
<tr>
<td>35</td>
<td>Original Convention Fund Surplus</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>95,680</td>
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<tr>
<td>36</td>
<td>Less: Reduced per district goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(53,500)</td>
<td>$</td>
<td></td>
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<tr>
<td>37</td>
<td>Revised Surplus</td>
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<td></td>
<td></td>
<td>42,180</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Less: Member/Guest fee decreases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(217,750)</td>
<td>$</td>
<td></td>
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<tr>
<td>39</td>
<td>Revised Deficit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>175,570</td>
<td>$</td>
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</table>
TOTAL FUND

KIWANIS INTERNATIONAL  #300014150517

AS OF 09/30/2011

InVESTMENT PRODUCTS: NOT FDIC INSURED · NO BANK GUARANTEE · MAY LOSE VALUE

Please refer to the attached Disclosures for important information.
1. Call to Order

2. Consent Report
   a. Kiwanis Brand—Recommendation to complete branding recommendation and integrate it with the Kiwanis strategic plan

3. Action Report
   None

4. Information Report
   a. Kiwanis Celebrity Program—Development of a celebrity program proposal
   b. Subcommittee on Merchandise—Merchandising transition and product line

5. New Business
Consent Report

a. Kiwanis Brand

A brand comprises the symbol, logo, design, name and descriptors identifying a particular organization, product or service and differentiates it from the competitors. Intense promotional and marketing effort over time is required to build and establish a brand. Customer loyalty and differentiated positioning are two of the most important factors in determining the brand strength.

Our brand serves as a simple and effective vehicle to convey the benefits provided by the programs, goods, and services Kiwanis offers to members and to the public. We rely on our brand to provide an assurance of quality and consistency. However, for a brand to provide these benefits, it must offer more than a recognizable name and image. There must be a corresponding organizational commitment to deliver products (goods, services, or programs) that are consistent with the brand’s positioning. This Committee will consider branding best practices, our current brand, our branding challenges, with a view to improving the consistency and articulation of our brand to members and the public.

Recommendation #1: That the Kiwanis International Board, through the Board Committee on Communications and Marketing, continues to work with Portland, a branding consultant, to develop a clear, well articulated brand identity and strategy that would complement the Kiwanis strategic plan.

(ADOPTED)

Strategic Intent: To develop a clear positioning statement and messaging
Financial and Human Resource Impact: None.

Action Report

None
Information Report

a. Celebrity Program

The organization is working on the creation of a Kiwanis celebrity ambassador program with the assistance of Commit Media. Strategic relationships with a number of celebrities via a celebrity ambassador program and/or targeted spokespeople could increase Kiwanis’ impact whether The Eliminate Project or other initiatives. Commit Media identifies, reaches out to and manages celebrities through deep research, accurate matching, and hands-on management using its extensive relationships and decades of experience in the entertainment and non-profit fields. These invested celebrities will play key roles in promoting the specific goals of Kiwanis’ programs and advancing its mission, and will enhance Kiwanis’ overall brand and message positioning in the public sector. Key to this is understanding and respecting our history, successes and goals. In order to take best advantage of such a program, the Committee believes that it should complete further work on the brand identity. Once completed, the Committee will complete a “celebrity plan” incorporating the services, programs, event and organizational goals of Kiwanis International. This plan would include goal setting, identifying the audiences Kiwanis International wants to reach, public figure/celebrity research, choosing the “celebrity target(s),” the “ask,” specific schedule and program design and relationship management, as well as the costs and resources needed to execute such a plan.

Strategic Intent: To build the Kiwanis brand and bring member pride and legitimacy to our organization.
Financial and Human Resource Impact: to be determined

b. Subcommittee on Merchandise

The Committee requested that the subcommittee remain informed about current transitional issues and contribute to the new retail product line. The subcommittee will report to the Committee at the January 2012 Board meeting.

New Business

KIWANIS INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
PROGRAMS

October 13, 2011
8:30 a.m. – 5:00 p.m. EST
International Office, Indianapolis, Indiana USA
Kiwanis Family Room

Committee Members
   _____ Oscar E. Knight, Chairman
   _____ John M. Johnson
   _____ Susan A. Petrisin
   _____ Wen-Pin Su
   _____ Sjoerd R.J. Timmermans
   _____ John Shertzer, Staff Liaison
   _____ Michael W. Downs, Staff Liaison (absent)
   _____ Chris Martz, Staff Liaison
   _____ Elizabeth Warren, Staff Liaison

1. Call to Order

2. Consent Report
   a. KIF Grant Application – Aktion Club Training and Leadership Conference
   b. KIF Grant Application – Circle K Leadership Academy
   c. KIF Grant Application – Key Leader
   d. Approval of Amendments to the Circle K International Bylaws
   e. Revisions to Circle K International Bylaws
   f. Approval of Amendments to the Key Club International Bylaws

3. Action Report
   a. CKI Board Vacancy / No Confidence Policy
   b. Anti-Bullying Initiative
   c. Kiwanis Junior

4. Information Report
   a. Request for K-Kids Week during Kiwanis Family Month
   b. International Service Project for Builders Club
   c. Kiwanis Dolls as Official Kiwanis Program
   d. International Committee on Aktion Club Report
   e. International Committee on Builders Club Report
   f. Key Leader Advisory Committee Report
   g. International Committee on Kiwanis Kids Report
   h. International Committee on Young Children: Priority One Report
REPORT OF THE BOARD COMMITTEE ON PROGRAMS

i. SLP Conference Update
j. ASPAC SLP Update
k. KIEF SLP Update

5. Future Business
   None

6. Adjournment
KIWANIS INTERNATIONAL BOARD OF TRUSTEES

REPORT OF THE BOARD COMMITTEE ON PROGRAMS

Consent Report

a. KIF Grant Application – Aktion Club Training and Leadership Conference

The Board reviewed a request from Service Leadership Programs to the Kiwanis International Foundation for the Aktion Club Training and Leadership Conference. The request is for US$15,000 to help cover the costs of keynote speakers and meals for the participants.

Recommendation #1: That the Kiwanis International Board endorses the submission of the Aktion Club grant application to the Kiwanis International Foundation, as shown in Consent Report-Exhibit A.

(ADOPTED)

Strategic Intent: Elevation of Aktion Club
Financial and Human Resource Impact: US$15,000 from the KIF.

b. KIF Grant Application – Circle K Leadership Academy

The Board reviewed a proposed grant application from Service Leadership Programs to the Kiwanis International Foundation for the Circle K Leadership Academy. The request is for US$15,000 to defray registration costs to student participants.

Recommendation #2: That the Kiwanis International Board endorses the submission of the Circle K International grant application to the Kiwanis International Foundation, as shown in Consent Report-Exhibit B.

(ADOPTED)

Strategic Intent: Growth of CKI
Financial and Human Resource Impact: US $15,000 from the Kiwanis International Foundation

c. KIF Grant Application – Key Leader

The Programs Committee reviewed a proposed grant application from Service Leadership Programs to the Kiwanis International Foundation for the Key Leader program. The request
is for US$100,000, half of which is for reduced registration costs for Key Club and Builders Club members.

Recommendation #3: That the Kiwanis International Board endorses the submission of the Key Leader grant application to the Kiwanis International Foundation, as shown in Consent Report-Exhibit C.

(ADOPTED)

Strategic Intent: Growth and sustainability of Key Leader program
Financial and Human Resource Impact: US $100,000 from Kiwanis International Foundation

d. Approval of Amendments to the Circle K International Bylaws

Kiwanis International Board Policies provide that the Kiwanis International Board shall have final approval over all amendments to the Circle K International Bylaws. At the 2011 Circle K International Convention, the Circle K House of Delegates approved four amendments to the Bylaws. Those amendments are shown in Exhibit D.

Recommendation #4: That the Kiwanis International Board approves the amendments to the Circle K International Bylaws passed by the CKI House of Delegates at the 2011 Circle K International Convention, as shown in Consent Report-Exhibit D.

(ADOPTED)

Strategic Intent: Not applicable
Financial and Human Resource Impact: Not applicable

e. Revisions to Circle K International Bylaws

The Kiwanis Programs Committee recognizes there are inadvertent redundancies and inconsistencies from annual updates made to the CKI governing documents.

Recommendation #5: That the Kiwanis International Board requests that the CKI Board and Staff review and revise the Circle K International bylaws for housekeeping and accuracy, with assistance from professional sources as needed.

(ADOPTED)

Strategic Intent: Not applicable
Financial and Human Resource Impact: None
f. Approval of Amendments to the Key Club International Bylaws

Kiwanis International Board Policies provide that the Kiwanis International Board shall have final approval over all amendments to the Key Club International Bylaws. At the 2011 Key Club International Convention, the Key Club House of Delegates approved four amendments to the Bylaws. Those amendments are shown in Exhibit E. The Key Club Executive Committee had concerns over three of the amendments, which were shared in the meeting by the Key Club board counselor.

Recommendation #6: That the Kiwanis International Board approves amendment #2 to the Key Club International Bylaws passed by the Key Club House of Delegates at the 2011 Key Club International Convention, as shown in Consent Report-Exhibit E, and does not approve amendments #1, #3, and #4, also shown in Exhibit E.

(ADOPTED)

Strategic Intent: Not applicable
Financial and Human Resource Impact: None

Action Report

a. CKI Board Vacancy / No Confidence Policy

At the KI Board meeting in Geneva in July, the Board approved the following action: The Kiwanis International Board asks the Executive Director to inform the Circle K International Board to take no action to elect a representative from Sub Region A.

There were concerns over the legitimacy of the elections given that CKI allowed “No Confidence” to be on the ballot for Subregion A despite the wishes of the KI Board that it no longer be utilized in any CKI elections (international or district). The Programs Committee discussed how Circle K should proceed with filling the position that is currently vacant.

The Committee also examined the No Confidence issue to see if there needs to be a change in the Board’s stance on the issue. At the 2011 convention, the CKI House of Delegates passed a resolution asking that the KI Board work alongside the CKI leadership to develop a solution.

Recommendation #1: That the Kiwanis International Board instructs the CKI Board to leave the Subregion A Representative position open until the 2012 Circle K International Convention when delegates will elect the 2012-13 Board of Representatives. The CKI Vice-President should continue to serve as the CKI Board representative to Subregion A districts.

(ADOPTED)
Strategic Intent: Not applicable  
Financial and Human Resource Impact: No impact

Recommendation #2: That the Kiwanis International Board requests that the Executive Committee of the CKI Board work in conjunction with Staff and selected Kiwanis International Board members to address the issue of “no confidence” in CKI elections, as well as how to ensure quality candidates run for each CKI Board position. The group shall submit a report with its findings at the next Kiwanis International Board Meeting. It is suggested that Robert’s Rules of Order and recommendations from parliamentary experts be used to guide the discussions.

(ADOPTED)

Strategic Intent: Not applicable  
Financial and Human Resource Impact: Approximately US$3000 for transportations costs for the meeting attendees. Costs will be shared with CKI.

b. Anti-Bullying Initiative

The Committee revisited the issue of youth bullying, and the role Kiwanis Service Leadership Programs can play in addressing the issue. In April 2011, the Programs Committee had tasked Staff with developing materials and that request was clarified in order to help Staff implement the request.

Recommendation #3: That the Kiwanis International Board requests that Service Leadership Programs Staff develop a consistent anti-bullying message for the Kiwanis family ensuring that host schools and sites are aware of Kiwanis’ commitment towards the issue. In addition, Staff should develop resources to help K-Kids, Builders Clubs, Key Leader, and Key Clubs initiate anti-bullying campaigns in their host schools.

(ADOPTED)

Strategic Intent: SLP growth  

c. Kiwanis Junior

The Committee reviewed concerns shared by representatives from KIEF that Kiwanis Junior members are interested in being designated as Kiwanians. Kiwanis Junior is recognized only as a program in Europe.
Recommendation #4: That the Kiwanis International Board requests the European Federation to research how to transition Kiwanis Junior members to Kiwanis club membership and to report back to the International Board, via the Programs Committee, at its April 2012 meeting.

(ADOPTED)

Strategic Intent: Kiwanis growth in Europe
Financial and Human Resource Impact: No impact

Information Report

a. Request for K-Kids Week during Kiwanis Family Month

The International Committee on Kiwanis Kids requested the Board consider designating a week during Kiwanis Family Month (November) as Kiwanis Kids Week. From the Committee report: Anything that we can do to encourage more recognition and interaction with Kiwanians and their sponsored service leadership programs is a positive step. Years ago we only had Circle K and Key Club, but now that we have the others, they should really all be recognized and celebrated. Details on the proposal are included in the Committee’s report as shown in Information Report-Exhibit A.

The issue was discussed and it was concluded that the Kiwanis Family Month is sufficient for any program celebration.

b. International Service Project for Builders Club

From the International Committee on Builders Club: A Service Project that is specific for Builders Clubs would help grow Builders Clubs internationally. Kiwanis Builders Clubs are not getting the recognition they need. This is the age group on which Kiwanis has to focus. Details on the proposal are included in the Committee’s report as shown in Information Report-Exhibit B.

The Committee recommends the Builders Club International Committee further investigate a service project that would meet the following criteria: (a) be international in scope and (b) compliment, not compete, with The Eliminate Project. Once the International Committee feels they have met these requirements, they should re-submit their request to the Kiwanis International Board.
c. **Kiwanis Dolls as Official Kiwanis Program**

   The International Committee on Young Children: Priority One requested that the "Kiwanis Doll Project" be considered an official branded Kiwanis Project.

   From the YCPO Committee: "The Kiwanis Doll Project was introduced to Kiwanians in 1993 in South Australia. It has expanded to include over 1300 Kiwanis clubs all over the world. 2,000,000 dolls, with a Kiwanis logo have been distributed to children all over the world. The project is utilized as a recruitment tool for new members. The project introduces diversity, cultural differences, techniques for children to express emotions and fear." A statement of justification for this recommendation is shown in **Information Report-Exhibit C**.

   The Committee believes this request should not be considered until the IEG Sponsorship report has been released in November, since that report could have implications for Young Children: Priority One and its various initiatives.

d. **International Committee on Aktion Club Report**

   The Committee reviewed the most recent report from the International Committee on Aktion Club, which is shown in **Information Report-Exhibit D**. The Committee declined to act on the recommendation that International Committee members be able to attend the SLKP Conference with Kiwanis financial support.

e. **International Committee on Builders Club Report**

   The Committee reviewed the most recent report from the International Committee on Builders Club, which is shown in **Information Report-Exhibit B**.

f. **Key Leader Advisory Committee Report**

   The Committee reviewed the report from the annual meeting of the Key Leader Advisory Committee, which is shown in **Information Report-Exhibit E**.

g. **International Committee on Kiwanis Kids Report**

   The Committee reviewed the Kiwanis Kids Committee report and acknowledges the comments and is confident that the new Kiwanis vendor will provide sufficient Kiwanis Kids apparel. The report is shown in **Information Report-Exhibit A**.
h. International Committee on Young Children: Priority One Report

The Committee reviewed the most recent report from the International Committee on Young Children: Priority One, which is shown in Information Report-Exhibit F.

i. SLKP Conference Update

The Service Leadership and Kiwanis Programs Conference (formerly the SLP Conference), will be held January 20-22, 2012 in Indianapolis. This is the annual training conference for North American district administrators for SLP clubs, as well as YCPO Chairmen.

j. ASPAC SLP Update

Dr. Wen-Pin Su, SLP liaison to ASPAC, shared relevant updates, trends, and issues related to SLP growth and development in the Asia-Pacific region. Information from his report is shown in Information Report-Exhibit G.

k. KIEF SLP Update

Sjoerd Timmermans, SLP board liaison to KIEF, shared relevant updates, trends, and issues related to SLP growth and development in Europe.
Service Leadership Programs
Grant Request to the Kiwanis International Foundation (prepared by Katie Griffin)
2012 Aktion Club Training and Leadership Conference

The following grant request is being prepared for the Kiwanis International Foundation. The information below is general information for the Kiwanis Program Committee’s acceptance. The grant request will be submitted in its entirety to the KIF Board with the following materials:

- Letters of acknowledgement and gratitude of the inaugural Aktion Club Training and Leadership Conference (TLC).
- The program guide for the Aktion Club TLC.
- Quotes from members before, during, and after this personal growth and development experience.
- Evaluations of the program.
- Photographs taken throughout the weekend experience.

We are pleased to share that Aktion Club had a very successful inaugural 2011 Training and Leadership Conference for members this past September. The weekend event was hosted at the Kiwanis International office and proved to be one of the best-received programs of Aktion Club to date. Ninety attendees traveled from across the United States, including Texas, New York, North Carolina, and Nebraska to share in leadership training, educational workshops, service and fellowship.

Members were thrilled to be involved in an event that offered many new opportunities. There were many “firsts” for our Aktion members, such as: first time outside the state of Texas, first time on an airplane and first time meeting a Kiwanis International President. The arrival to the international office caused one member to exclaim, “This is the most exciting day of my life!”

Thoughts from Kiwanis members included this quote from George D. “Jake” Swartout, a North Palm Beaches, Florida Kiwanian who helped found Aktion Club in 1987: “This inaugural conference was a brilliant achievement for the future of the Aktion program.”

At the present time, we are requesting your consideration of a US$15,000 grant to the Kiwanis International Foundation for the Second Annual Aktion Club Training and Leadership Conference in 2012. These funds will support the Aktion Club Leadership Luncheon, including a meal and a keynote speaker. In searching for a keynote speaker for this year’s conference, it became quickly evident that great speakers demand budget consideration. We were able to work with two speakers on their fees and travel expenses; however, it is imperative that we allocate funds for as dynamic of speakers as the Kiwanis, Key Club, and Circle K conventions bring their attendees.

Thank you again for your strong and ongoing support of the Kiwanis Aktion Club.
Service Leadership Programs / Circle K International
Grant Request to the Kiwanis International Foundation
2012 CKI Leadership Academy

The following $15,000 grant request is being prepared for the Kiwanis International Foundation. The information below is general information for the Kiwanis Program Committee’s acceptance. The grant request will be submitted in its entirety to the KIF Board with the following supplemental material:

- Nine letters from 2011 CKI Leadership Academy graduates and one letter from a facilitator, thanking the Foundation for previous financial support as well as giving a personal testimonial to the program’s benefit.
- The curriculum guide for the CKI Leadership Academy.
- Quotes from students before, during, and after this personal growth and development experience.
- Student evaluations of the program.
- A few photos from throughout the six-day experience with additional information about each event (ropes course, curriculum, team building activities, etc.)

Circle K International appreciates The Kiwanis International Foundation’s financial support for Leadership Academy over the past several years. This support has help to defray the costs of hosting this leadership development program. Every participant and district benefited from last year’s grant. Each CKI district was given one scholarship to award a free attendee in their district. This is in addition to the registration fee for individual participants being reduced from $185 to $145. And three additional members were able to attend Leadership Academy free because of their financial need and their ambition for seeking out the program.

Overall, the CKI Leadership Academy cost is nearly $800 cost per attendee, yet each participant only pays a small portion of that expense plus travel to Indianapolis for this amazing personal growth and development opportunity. The CKI Leadership Academy graduates thank you for your continued support of this program.

We have seen a significant growth in the Leadership Academy event every year at Waycross Camp in Morgantown, Indiana. This event is targeted to leaders at the club level. We’d like to target members as they are starting to discover their leadership style. As this is a critical time in their CKI career, we believe that this six-day experience can help develop them as people and leaders.

The major costs for this event come from the six day stay, meals and the low ropes course (team building activities) provided by Waycross, Inc.. A grant of US $15,000 would allow us to serve up to 72 students. Additional costs are incurred per member through paid registration fee and a subsidy from the CKI membership budget.
Service Leadership Programs / Key Leader
Grant Request to the Kiwanis International Foundation
Leadership Development and Program Support for Key Leader

Request Details
Kiwanis International Service Leadership Programs submits this grant request for a total of US$100,000 for 2011-2012, which will be used as follows:

1) US$50,000 to continue scholarship/incentive programs for Key Club and Builders Club members attending Key Leader conferences and for promotion/publicity. An annual scholarship program was developed to enable club and district officers to attend this exciting program, thereby supporting Key Club, Builders Club, and Key Leader at the grassroots level.

2) US$50,000 to underwrite on-going program costs for Key Leader thereby allowing the participant and student facilitator fees to remain at the same level as 2010-11. This will enable Kiwanis clubs to support more students to attend the events and broaden the reach of the program. In these challenging economic times, no fee increase would be a tremendous support to our clubs and students.

Program Description
Key Leader was launched in 2005 as a weekend leadership experience for high school students. Including totals from Spring 2011, Key Leader has over 14,600 student graduates from the program so far. Students spend three days learning about values such as respect, integrity, community, and excellence. The curriculum is built upon the concept of service leadership, with the intention that graduates are more service-minded in their leadership efforts. Key Leader has been consistently evaluated by participants as an exceptional program, with many graduates calling it “life-changing.”

Key Leader weekends are organized by district leaders and Kiwanians near the various sites. Each year between 40-50 weekends are held all across North America and in a few international locations as well.

Need
The Kiwanis International Foundation has been instrumental in the development of this program. The history of grants to underwrite this educational leadership training program is as follows:

- 2004-05=$25,000
- 2005-06=$112,500
- 2006-07=$112,500
- 2007-08=$50,000
- 2008-09=$0
- 2009-10=$100,000
During this same time the Kiwanis International budget has underwritten the program at levels between $325,000 and $500,000. The costs of each event are covered by the registration fee paid by the clubs and students. As the numbers at each event have increased, these costs are being covered more completely.

The funding from KIF ensures that more students are able to participate, especially those already involved in Key Club or Builders Club. It also helps to underwrite costs that improve the quality of the program, including the quality of facilitators, materials, and facilities.

**Benefits to Kiwanis**

Key Leader is a signature program of Kiwanis International, and has developed a strong reputation in the youth leadership field. Many of the program participants are members and officers of Key Club or Builders Club, and use their learning to advance their club. Many of the participants get their first exposure to Kiwanis through the program, and because of their experience, join organizations like Key Club and CKI. Overall, Key Leader has added individuals to the Kiwanis Family.

Key Leader is also a great way for Kiwanis clubs to reach out to youth in their communities, as well as provide hands-on volunteering opportunities to adult members.

The Kiwanis International Foundation benefits by the exposure it gains from the program. Graduates of Key Leader develop a great impression of Kiwanis and KIF, and for those who belong to Key Club or Builders Club, their commitment to Kiwanis is deepened. In the end, they will be more willing to support Kiwanis beyond their high school years.

**Summary**

By teaching servant leadership, and inspiring participants to live lives of integrity and service, Key Leader is helping Kiwanis International fulfill its mission and promote its objects. As such, the program is a great investment for the Kiwanis International Foundation to make in the future of youth and the future of Kiwanis.
Amendments passed by the Circle K International House of Delegates at the 2011 Convention:

AMENDMENT 1

ARTICLE 6. CHARTERING OF CLUBS
Section 5. Club Satellites.
1. For cases in which one (1) CKI club is active, students from another institution of higher education within fifty (50) miles of the nearest chartered CKI club may be able to be recognized as a club satellite.
   a. To receive recognition as a club satellite, said club will need permission from the active CKI club, from the active club’s sponsoring Kiwanis club(s), from the CKI District Board of Officers, and from the CKI Director in conjunction with the CKI Executive Committee.
   b. The active CKI club must remain in good standing with the student government and not violate any institution rules by adopting club satellites.
   c. The active CKI club and the Club Satellite seeking recognition must be in the same CKI district.

2. Club satellite members will count as additional members to the active CKI club and are granted such benefits and costs as any other active CKI member; however these members will neither count when awards are calculated, nor will they count when the chartered CKI club’s home institution’s membership fall below active status.
   a. Club satellite members shall pay their fees and dues to the active CKI club.
   b. Due to the intention of short-term status, club satellite members may not hold any, whether appointed or voting office on the club, district, or international level.

3. When a Club Satellite reaches 15 members at a four-year institution with 1,000 or more students, or 10 members at a four-year institution with less than 1,000 students or a two-year institution, they will have three (3) months to charter their club, otherwise their club satellite recognition will be revoked.

4. Club satellite recognition shall expire after two years from the date of approval by the CKI Director or upon formal chartering, whichever is earlier.
   a. A club satellite may renew their recognition, given they have approval from the chartered CKI club, from the chartered club’s sponsoring Kiwanis club(s), and from the CKI District Board of Officers.
      i. The club satellite must have either a phone interview or internet chat interview with the CKI Director, in conjunction with the CKI Executive Committee, as to why they are seeking renewal as a club satellite.
   b. If no renewal is requested, or if the renewal is rejected, the previously recognized Club Satellite must wait one year from the last date of rejection by the CKI Director.
5. If the chartered CKI club were to be deemed inactive or unable to maintain their own club’s membership numbers, their Club Satellites will also be put into inactive status.

6. In cases where there are conflicts between the student governments of any institution involved in this provision, the student government rules shall supersede this section of the CKI Bylaws.

7. A chartered CKI club may have no more than two (2) club satellites at one time.

**AMENDMENT 2**

**ARTICLE 17. INTERNATIONAL COUNCIL**

**Section 4. Purpose.** In any year in which no Circle K International convention is held, the International Council shall have the right to amend the Bylaws of Circle K International in accordance with the procedure set forth in these Bylaws, Article 28, and shall have the responsibility of electing the president, the vice-president and representatives for the coming administrative year of Circle K International. The Council shall also have the responsibility of approving any proposed enactment or amendment to the Policy Code by the CKI Board of Representatives as defined in Article 26, Section 1. In all years, the Council shall confer with and advise the CKI Board of Representatives on matters relating to Circle K International.

**AMENDMENT 3**

**ARTICLE 21. REVENUE Section 1.**

**Section 1. International Dues.** Each Circle K club shall submit to Circle K International, or its designated fiscal agent, an annual club fee, and membership information for every member, but not including honorary members. All clubs are encouraged to send all fees via traceable means, i.e. certified mail. Clubs must submit payment by check, money order or credit card; cash will not be accepted. A club roster or fees invoice must be submitted at time of payment. Clubs that fail to follow the guidelines for club fee payments will be placed into a special handling group that will delay the processing of fees.

   Each CKI club in a nation with a per capita gross national income of US $10,000 and from a 4 year institution with an enrollment of over 1,000 students shall pay an annual fee of US $600.

   Each CKI club from a nation with a per capita gross national income of US $10,000 and from a 2-4 year institution or a 4 year institution with an enrollment of less than 1,000 students shall pay an annual fee of US$450.
Each Circle K club in a nation with a per capita gross national income of less than US$10,000 shall pay dues of US$300. US$150.

All club fees shall be payable during a period of at least sixty (60) days according to a schedule set forth in Circle K International Policies and defined for each nation taking into account academic calendar and financial practices of the nation. There shall be no other fees or assessments of clubs.

**AMENDMENT 4**

**ARTICLE 26. POLICY CODE**

A Policy Code, containing all established procedures of the organization, consistent with these Bylaws, shall be enacted and amended from time to time by the CKI Board of Representatives.

**Section 1. Approval.** Any policy enacted or amended by the CKI Board of Representatives, shall, before it becomes adopted, be presented to the International Council. The policy shall be adopted if:

a) By a majority vote, the council agrees to adopt the policy; but if not, it shall be returned to the Board of Representatives to be reconsidered.

b) After such reconsideration, two thirds of the Board of Representatives shall agree to adopt the policy.

**Section 2. Effective Date.** The Policy shall go into effect upon being approved by the International Council or upon being approved after the reconsideration by the Board of Representatives.

a) In extenuating circumstances, a policy may be temporarily adopted and go into immediate effect if

i) the Board of Representatives deems it absolutely necessary, and

ii) express permission is granted by the Director of Circle K International

b) Any policy approved this way must be brought up for a vote at the succeeding International Council meeting following its temporary adoption. Once brought before the Council it will lose its temporary adoption and will be subject to the process outlined in Article 26, Section 1.
Amendments passed by the Key Club International House of Delegates at the 2011 Convention:

**AMENDMENT 1**
Presented by the New England District

**ARTICLE XIX. VACANCIES IN OFFICE**

Section 3. In the event of a vacancy in the office of trustee between conventions, the board of trustees may elect a qualified member of a club to fill such office, who shall serve only until the next annual convention, except that in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for one year until his/her successor is duly elected.

**AMENDMENT 2**
Presented by the California-Nevada-Hawaii District

**ARTICLE VI. CLUB OPERATIONS**

Section 1. The recognized officers of each Key Club shall be the president, one or more vice presidents, the secretary, the treasurer, the editor, and one director from each class. These officers shall constitute the Board of Directors of the club and shall have duties as shall be prescribed in the club and/or district bylaws. All officers shall be active members in good standing of the club.

**AMENDMENT 3**
Presented by the Ohio District

**ARTICLE XII. DUTIES OF OFFICERS**

Section 4. President. As chief executive, the President shall exercise general supervision, with Kiwanis International approval, over the work and activities of Key Club International. He/She shall preside at the International Convention and all meetings of the International Board of Trustees, The Executive Committee of the Board of Trustees, and the International Council. He/She shall serve as the official representative of Key Club International and shall perform such other duties as usually pertain to the office of President or as may be assigned to him/her by the Board of Trustees and shall submit a monthly report on the completion of these duties to the International Council. This report shall consist of specific actions the President has taken over the previous month to ensure the success of the organization.
ARTICLE XII. DUTIES OF OFFICERS

Section 6. Vice-President. The Vice-President shall, in the absence of the President, preside at the International Convention and all meetings of the International Board of Trustees, the Executive Committee of the Board of Trustees. He/She shall serve as the chair of at least one standing or temporary committee of the Board of Trustees. The Vice-President shall also serve as the official representative of the organization at such functions as the President may determine and shall also perform other such functions as usually pertain to the office or as may be assigned by the Board of Trustees or President and shall submit a monthly report on the completion of these duties to the International Council. This report shall consist of specific actions the Vice-President has taken over the previous month to ensure the success of the organization.
Report of the International Committee on Kiwanis Kids
Submitted by: Pat Hawkins, Chair

Please describe the work of the committee since April. What has been the focus of your discussions and meetings?
With Lisa Pyron, we have discussed the new website as well as the new video. We viewed the PR video and agreed that it is effective and should be well received. Hopefully it will be available soon on the website as a download.

Recently, after a suggestion made by an Assistant Administrator from New York, the committee discussed the possibility of a Kiwanis Kids Week during November, which is Kiwanis Family month. All members were in agreement that it should be Kiwanis Kids and not just K-Kids so that schools and Kiwanis clubs could "celebrate" Terrific Kids and BUG as well. Much like Key Club Week, K-Kids could recognize their advisers/teachers and parents. They could perform a school cleanup or some similar project to help their school. Hopefully Kiwanis clubs can be encouraged to invite the K-Kids officers or Terrific Kids or BUG "winners" to their meeting to be recognized. These type of activities could be posted on the website and sent out in Lisa’s weekly newsletter to administrators.

What topics of discussion do you anticipate for future meetings?
We are in the process of discussing the art for cards contest proposed by President Designate Alan Penn. Our committee believes that it is an outstanding idea for "highlighting" both K-Kids and Builders Club members, however we feel that it would be best and most fairly accomplished by publicizing it in the September mailing to the clubs so that they can have their students submit artwork during the year to be judged in April, as other contest are. For this year, it would be easier to see if artwork that Lisa already has from clubs could be used for the cards. Clubs do not all receive the mailing at the same time. Also, some K-Kids and Builders clubs don’t even begin meeting for the year until sometime in October, so to ask them to have contest entries back by Oct. 15th wouldn’t be practical or fair to all.

Have you heard of any challenges or questions being raised by clubs or districts concerning your program? If so, please share them below.
Only the ongoing challenge of encouraging Kiwanis clubs to follow through with their commitment once they agree to sponsor a K-Kids club. In other words, interacting with the students, not just writing the check.
An ongoing question that we hear is why adults cannot purchase any clothing items that have K-Kids on them - such as polos or button down shirts. We want to advertise the program but all that can be purchased through the store are t-shirts.

**Briefly describe any success stories that have been found among clubs and districts regarding your program.**

There seemed to be more contest entries this year, which we feel has been helped by the website and through Lisa’s weekly email newsletter. We also believe that the new video will help greatly in publicizing the program.

**List specific recommendations (if any) for improved committee operations (internal with members or external with clubs and district) for next year’s committee.**

At some point early in the Kiwanis year it may be helpful to have a forum (possibly a webinar) in which the Kiwanis Kids committee members, Builders Club committee, Key Club and Circle K committee, as well as Aktion Club committee could all discuss ways for the programs to interact. Discuss ideas for projects that would lead to more involvement with each other.

**We ask that the Kiwanis International Board of Trustees consider:**

Officially naming a week in November as Kiwanis Kids Week in order to publicize and further promote the ideals of K-Kids, Terrific Kids and B.U.G., with special emphasis on K-Kids.

**Justification:**

Anything that we can do to encourage more recognition and interaction with Kiwanians and their sponsored service leadership programs is a positive step. Years ago we only had Circle K and Key Club, but now that we have the others, they should really all be recognized and celebrated.
Report of the International Committee on Builders Club
Submitted by: Suzanne Lemak, Chair

Please describe the work of the committee since April. What has been the focus of your discussions and meetings?
Our focus has been development of a specific project for Builders Club. The two projects we suggested were:

(A) Ladybug Foundation  www.ladybugfoundation.ca
(B) Pajama Project  http://pajamaprogram.org/

The committee was disappointed that the board committee did not give an opinion after our April Report. My recommendation would be the Pajama Project. This is a program that would help women and children who are in desperate need.

What topics of discussion do you anticipate for future meetings?
As the 2010-2011 Kiwanis year is drawing to a close we probably will not have any further meetings. The Kiwanis International Builders Club Chair for 2011-2012 indicated that he would probably continue on with some of the recommendations of this year’s committee.

Have you heard of any challenges or questions being raised by clubs or districts concerning your program? If so, please share them below.
One challenge is the inability to open Builders Clubs in schools because of the lack of funds in school Districts. Some schools are asking students who join Builders Clubs to pay a fee of $100.

Another challenge, in some Districts, is the non-recognition of Builders Clubs when District Kiwanis Governors talk about SLPs. They usually only mention Circle K, Key Club, Aktion Club and Key Leader. Builders Clubs and K Kids are ignored.

Briefly describe any success stories that have been found among clubs and districts regarding your program.
1) In the NY District the SLP Administrators had 2 and 1/2 hours to talk about their programs and to answer questions at the Lt. Gov.-Elect’s Orientation. The Builders Club Administrator, Joanne Underwood, mentioned that it went well.
2) The Kiwanis Club of Cleveland Ohio is opening up a Dramatic Arts Builders Club. The name of the Club will be "The Builders Club of the Upstage Players of Cleveland". That is where we need to go - thinking outside the box.

3) In the Ohio District, the Governor-Designate has organized a SLP Team Concept. All SLP Administrators will meet 3-4 times a year to discuss any problems and how we can help each other. The Governor-Elect Designate is also included in these meetings. The Governor-Designate has asked his Lt. Governors to appoint a SLP "assistant" in their Division to help all SLP Administrators. This was one of the BC Committee recommendations.

List specific recommendations (if any) for improved committee operations (internal with members or external with clubs and district) for next year's committee.
Builders Club Committee members should let the Builders Club International Chair know of any problems or successes that they see in Districts.

We ask that the Kiwanis International Board of Trustees consider:
An International Service Project specific for Builders Clubs.

Justification:
A Service Project that is specific for Builders Clubs would help grow Builders Clubs Internationally. Kiwanis Builders Clubs are not getting the recognition they need. This is the age group on which Kiwanis has to focus. As a mother whose 15 year old daughter committed suicide said: "Get the kids when they are younger. Let's teach these sixth, seventh eight graders before they get to that impulsive age. So when they need the tools they've already got them." Builders Clubs provide the tools.
THE KIWANIS DOLL PROJECT
Prepared by the International Committee on Young Children: Priority One
Jane Judy Miller, Chair

A Successful Kiwanis Young Children: Priority One Project Since 1993

The Kiwanis Doll project was initiated in South Australia in 1993 and was introduced by the Governor-elect from Australia at the training conference in 1994 for incoming governors from all over the Kiwanis world. Governor-elect from the Norden District, Grete Hvvardal, "grabbed" the idea and introduced it to the Norden District at the Helsingør Convention in Denmark, in 1994. Another governor from Norden (Aage Meum), as European President, brought the Kiwanis Doll project to various European districts and then it spread to the whole world.

The dolls were originally given to children entering hospitals or other health care settings. The doll was 40 cm tall, made of plain cotton and stuffed with polyester or cotton. The dolls were made by Kiwanians, by disabled persons and by school classes.

The Kiwanis Hospital Dolls were originally used to explain medical procedures to young patients. Examples are: where stitches would be, how oxygen masks fit, where broken bones are, blood tests are taken from, insertion of intravenous etc. The hospital staff reported that the explanations helped the children understand what and why and how procedures were done and decreased their fear factor. In 1997, ambulance personnel began using the “trauma” dolls. From 1993 until 2000 over 50,000 Kiwanis Dolls were created for children in health care settings, worldwide.

In 2001-02 First Lady Miki Cunat adopted the Kiwanis Dolls Project as her emphasis. She expanded the “doll project” to include cultural diversity for understanding of different ethnic cultures and backgrounds. Dolls with native dress and varied skin tones were introduced. The Kiwanis Doll distribution expanded not only to hospitals but were utilized by juvenile court judges, firefighters, U.S. military worldwide, homeless shelters, child abuse shelters, domestic violence shelters, policemen, Emergency Rooms, disaster areas like Haiti and Japan, and orphanages.

A Service Bulletin for the Kiwanis Doll Project has been completed (under revision 2011) and is online, the pattern for the dolls is online, and Kiwanis logo tags are available through the Kiwanis Store.

What has the Kiwanis Doll Project done for Kiwanis?

- By 2008-Children in 75 countries throughout the world have access to Kiwanis Dolls.
- By 2008- Symposiaums are being sponsored and held annually for nursing staff/nursing students on the positive aspects of the doll (Japan/ Belgium)
- By 2009 over 2 million Kiwanis dolls have been made for children worldwide.
• By 2009- Kiwanis Clubs/ Districts name the Kiwanis Doll Project as their “signature project.” (Michigan, Japan, Norden, Australia),
• By 2009- Kiwanis logos are sewn into over 2 million Kiwanis dolls
• By 2010 – 1600+ Kiwanis clubs, worldwide, annually construct the dolls as a Young Children : Priority One Project
• By 2010- All Service Leadership Programs can and do participate in the doll project
• In 2010- Kiwanis Clubs are encouraging the creativity of children (culture and diversity) to present “their” doll, then the dolls are auctioned as a fundraiser for future doll projects. (Luxemburg)

The doll project offers a membership recruitment tool for clubs worldwide, and for new club building- stretching across all generations, all cultures, men and women.

RECOMMENDATION:
The Young Children : Priority One International Committee would like to recommend, for Board approval, that the Kiwanis Doll Project be named an official Kiwanis branded project.
Report of the International Committee on Aktion Club
Submitted by: Nancy Miller, Chair

Please describe the work of the committee since April. What has been the focus of your discussions and meetings?
Our focus the past few months has been on planning the first Aktion Training and Leadership Conference. We have had two conference calls of the International Committee to help in planning the Conference as well as several individual contacts with our liaison, Katie Griffin. We’re very excited about the Conference since it is the first effort by KI to have an International Conference for the Aktion Club. We hope this will be the first of many annual Conferences (Conventions) for Aktion Club members.

What topics of discussion do you anticipate for future meetings?
How to Increase the number of clubs in each District. Setting goals for each District.

How can Districts which have Aktion Club Conventions/Conferences help or advise other Districts in planning those events?

Have you heard of any challenges or questions being raised by clubs or districts concerning your program? If so, please share them below.
I think the primary concern is getting clubs to sponsor Aktion Clubs. We hope the Training and Leadership Conference will help us to encourage more involvement of Aktion Club members at the District and International Conventions.

Some districts are having Aktion Club Conventions and others are trying to determine how to go about doing that.

Briefly describe any success stories that have been found among clubs and districts regarding your program.
The Texas-Oklahoma District has been able to establish a number of Aktion clubs in the State Supported Living Centers (formerly State Schools). The Department of Aged and Disabled (DADS) is very excited about what Kiwanis is doing in this area. The president of one of the Aktion Clubs has made so much progress and blossomed so much in her abilities that the Center is considering moving her into the community. This is one person for whom the Aktion Club has truly made a difference.
The Aktion clubs are being involved primarily in service projects and have found this to be very fulfilling for them.

*List specific recommendations (if any) for improved committee operations (internal with members or external with clubs and district) for next year’s committee.*

Any face to face committee meeting for discussions will be helpful. These could be done at the K Int'l. Convention, and especially at the SLP Convention.

Regular bi-monthly conference call meetings.

Sharing ideas and concerns over the internet.

Committee members who have experience with both District and Club Aktion Club involvement.

*We ask that the Kiwanis International Board of Trustees consider:* Providing expense funds for committee members to attend the SLP Conference in Denver in January. (NOTE: the conference is in Indianapolis – JS)

*Justification:* Having one meeting together during the first half of the Kiwanis year would be helpful in the planning and sharing of concerns and accomplishments for the year. Many Districts have not budgeted for this, if the committee members are not District Administrators and, sometimes, even the District Administrator is not provided funds. Having 5-7 committee members try to share on a conference call is not always successful.
The meeting was held in Indianapolis on Friday, July 29 and Saturday, July 30. The committee is composed of current Kiwanis volunteers, student graduates of the program, Key Leader Lead Facilitators, representatives from the KI and KIF Boards, and outside experts interested in the program. A complete list of this group is attached on the separate sheet.

After introductions of the members of this diverse group, a welcome to KI was delivered by Stan Soderstrom. The first report was received from the Indiana University Center for Evaluation and Education Policy who are conducting an evaluation study of the impact of the Key Leader program on student participants. At this point, only the first six months compilation of pre-survey information was available. The six-month follow-up data will be collected this fall and early spring. A complete report from this study will be available by mid-2012.

Reports were then received on all aspects of the program, including website and Facebook updates, 2011 preliminary statistics and evaluations, international program sites, curriculum development, new program sites, and training plans for 2012. (Prior to the full committee meeting, a sub-group had reviewed ideas of curriculum revisions for next year.)

As of the first six months of 2011, the total enrollment from 289 leadership conferences has totaled 14,645 students. These conferences have been conducted in 39 US states, 4 Canadian provinces, Brazil, Cayman Islands, El Salvador, Malaysia and Singapore.

In this year’s events, 34% of the students were males, and 66% females. Their average age was 15.4 and average grade in school is 10.8. So far this year, 60% of the participants have been Key Club members. On an average, the students participate in 4 activities at their school, with 35% of them in leadership roles. The #1 reason they came to Key Leader was because of their interest in Service Leadership. Finally, on a 5-point scale, they rated their Key Leader event as a 4.6.

Reports on collaborations were received about the Peyback Foundation, the U.S. Army, the Greenleaf Centre for Servant Leadership, Youth For Understanding, and the Youth Leadership Summit. The committee also reviewed the strategic objectives that were established on the previous year’s meeting. A brainstorming session was held on possible next steps for Kiwanis Key Leader, including how to deliver the program most effectively through the Kiwanis district structure.

Once again this year, the wealth of input generated by this group provides the staff with many ideas to work with. The quality of this annual meeting continues to improve the quality of Key Leader and aid in our efforts to grow this very significant Kiwanis program.
KIWANIS KEY LEADER ADVISORY COMMITTEE 2011

Glen Bagnell—Dartmouth, NS, Canada—KI Past President, Key Leader District Volunteer

Robby Chaney—Cabot, AR—HS Student, Program alum, Key Club District Officer

Jim Core—Washington, DC—US Department of State, Key Club International board alum

Jane Erickson—Bellevue, NE—Professional Trainer, Key Leader Lead Facilitator

Carolyn Hansen—Minier, IL—Corporate training manager, Curriculum consultant

Jennifer Heusted-McKendree—Saginaw, MI—Youth for Understanding outreach

Josh Hiscock—Laurel, MD—Leadership Doctoral Student, KL Lead Facilitator, Key Club Alum

Bob Hillhouse—Knoxville, TN—IT Director, Kiwanis District Volunteer

Kent Keith—Carmel, IN—CEO, Greenleaf Center for Servant Leadership

Oscar Knight—San Diego, CA—Kiwanis International Board representative

Nicole McDermott—Annandale, VA—Elementary School Principal, Kiwanis District Volunteer

Aimee Meissner—Phillipsburg, NJ—HS student, Program alum, Key Club LTG

Steve Page—Evansville, IN—Kiwanis Foundation Board representative

Rudy Papenfuhs—Smithville, MO—HS Principal

Gary Remington—Fort Knox, KY—U.S. Army Education Command

Michelle Vu—San Jose, CA—HS Student, Program Alum, Key Club Officer

Kiwanis Staff—
Dick Peterson—Indianapolis, IN—Key Leader program manager
Lori Martin—Indianapolis, IN—Key Leader operations specialist
Abby James—Indianapolis, IN—Key Leader program specialist
John Shertzer—Indianapolis, IN—Senior Director of Kiwanis programs
Report of the International Committee on Young Children: Priority One
Submitted by: Jane Judy Miller, Chair

Please describe the work of the committee since April. What has been the focus of your discussions and meetings?

1. Created a network of Kiwanis Clubs who had an interest in young children with AUTISM and who conducted projects for those children/parents. (pilot for US, Canada) Conference calls were held monthly to share project ideas/educational brochures and resources already created. - 21 YCPO Banner Patches were awarded.

2. Created a network of Kiwanis Clubs who had an interest in young children with DOWN SYNDROME - 25 YCPO Banner Patches were awarded.

3. "Parenting" Service Bulletin was updated to include SCHOOL READINESS.

4. New Orleans Convention was discussed re: booths, workshops, speakers.

5. Link of YCPO Committee AND The ELIMINATE Project

What topics of discussion do you anticipate for future meetings?

1. The link between The ELIMINATE Project and YCPO.

2. The New Orleans Convention and YCPO representation/booths/speakers/workshops

3. District YCPO Training worldwide

4. Communication of Kiwanis projects supporting very young children to the grassroots level.

Have you heard of any challenges or questions being raised by clubs or districts concerning your program? If so, please share them below.

1. Need more education at District Conventions re: YCPO Projects and contacts.

2. KiwanisOne web site is difficult to navigate - to find YCPO information.

3. YCPO is not recognized in all districts.

4. YCPO District Chairmen are difficult to recruit.

5. Not all Governors appoint a District Chairman

Briefly describe any success stories that have been found among clubs and districts regarding your program.

1. The KIWANIS DOLL PROJECT reports 1300+ Kiwanis Clubs support the project. 2,000,000 dolls have been delivered to hospitals, orphanages, juvenile judges, police, firefighters, homeless shelters, child abuse shelters, medical clinics and disaster areas such as Japan, Haiti etc. since 1993.
2. Awareness of AUTISM, the number of cases and the huge affect it has on young children, families and siblings ALL over the world......Kiwanis CAN help!
3. Awareness of DOWN SYNDROME, the number of cases and the affect it has on young children, families and siblings all over the world......Kiwanis CAN help!

List specific recommendations (if any) for improved committee operations (internal with members or external with clubs and district) for next year’s committee.

1. Need WORLDWIDE representation on the Committee.
2. A staff member who has an interest in young children (worldwide), awareness of young children's (worldwide) issues and the time to devote to creating a communications system/process for sharing realistic projects, and supporting the Committee and District chairmen.
3. KI Board has a mechanism for notifying Committee chairmen of the status of the Committee recommendations, with target dates for implementation.

We ask that the Kiwanis International Board of Trustees consider:
The Kiwanis International Committee for Young Children: Priority One recommend:
The "Kiwanis Doll Project" be considered a BRANDED Kiwanis Project.

Justification:
The Kiwanis Doll Project was introduced to Kiwanians in 1993 in South Australia. It has expanded to include over 1300 Kiwanis Clubs all over the world. 2,000,000 dolls, with a Kiwanis logo have been distributed to children all over the world.

The project is utilized as a recruitment tool for new members. The project introduces diversity, cultural differences, techniques for children to express emotions and fear....

We ask that the Kiwanis International Board of Trustees consider:
Joseph Sparling, PhD. as a speaker for the New Orleans Convention.

Title: Using the Abecedarian Approach to Support Children’s Brain Development
Description: This address explains the benefit to children’s brains (measured as IQ) from the easy-to-understand Abecedarian Approach. This approach includes 200 playful and important LearningGames that parents and early childhood educators can incorporate seamlessly into the life of the child. Research shows that this approach results in improved intelligence for at-risk children measured at age 18 months through
age 21 years. The presentation will include a 6-minute video produced by National Geographic that dramatically illustrates the results of the Abecedarian intervention in the life of 1 child (now grown) and his mother. Using LearningGames, children and parents do important things – and have fun!

**Brief bio paragraph:** Joseph Sparling, Ph.D., an early childhood educator and former schoolteacher and principal, has been a co-principal investigator on three longitudinal research projects known as the Abecedarian studies. These studies have shown that educational support in the first 5 years of life results in long-lasting improvement in the school and life achievement of at risk and vulnerable children. In addition to many scholarly articles, Sparling is the author of LearningGames and Conversation Books, educational resources for parents and teachers of very young children. He is a Fellow at the Frank Porter Graham Child Development Institute of the University of North Carolina and a Professor at the University of Melbourne, Australia. He is a presenter and trainer in international settings including Canada, Australia, and China.
Service Leadership Program (SLP)
Report from Asia-Pacific Regions

Reported by Wen-Pin Su
Date: October 12, 2011

Circle K and Key Club hold the promise of today’s students becoming tomorrow’s leader

SLP is flourishing in Asia-Pacific countries.
The examples will be given as following:

➢ Family-relationship Clubs proceed as planned in Malaysia and Australia.

➢ The initiation of Circle K and Key Club are introduced to these districts such as Taiwan, Philippines, Korea, and New Zealand. Particularly, Taiwan established 36 clubs in 2010.

➢ Key Leader workshops in Asia-Pacific regions have maintained effectively. Malaysia and Singapore districts implement the project regularly. Moreover, India and Sri Lanka show great interest in this program.

➢ Service Leadership Program in Asia-Pacific regions obviously differs from North America area.
The opportunities to promote SLP:

- **Set up Key Leader Training Workshop**
  Take Malaysia District for example, they have developed a systematically designed program to produce seeded teachers allowing them to transmit the concept. They are willing to assist other countries who are exactly interested in leadership development.

- **Promote Circle K and Key Club in International Schools**
  Some international schools in Asia-Pacific offer bilingual education, and the students have more chance to use English. We are able to introduce them the benefit of club building and emphasize how to train these students as future leaders.

- **Deliver the publication of Circle K and Key Club to School Library**
  By mailing the magazine to school, we help the students and their teachers have awareness of how to plan club building and get useful information that they need to know the procedure of running a club.

- **Improve Communications by Connecting the Clubs in Asia-Pacific Annual Convention**
  If there were the chance to organize Circle K or Key Club Asia-Pacific Annual Convention, it would be much easier to provide clubs leaders to exchange their good ideas. Through effective communications, we could connect each other. However, there are no districts to conduct this event at present.

- **Build-ups Through Intergenerational Relationship**
  Some Circle K and Key Club members are from their parents’ club. This is a good opportunity to extend the club through intergenerational relationship.

- **Collaboration with Governmental Department**
  Coping with governmental system is also alternative to promote Circle K and Key Club. For instance, Malaysia District has cooperated with their educational affairs department to input the concept of club building within schools. In Taiwan, we offer the voluntary program in operation through Youth Service that provides the students attending the international conference formally.
Barriers Needs to Eliminate in Asia-Pacific Regions:

- **Language Barrier**
  Many countries in Asia-Pacific regions are non-English speakers except Singapore and Malaysia. Kiwanis International may offer the magazine translated in different languages.

- **Gaps of the Communication to Younger Generation**
  Assist the parenting clubs have knowledge of Circle K and Key Club. That also means good communication skills that allow them easier to attract younger generation.

- **No Sponsor to Support New Club**
  At times, sponsors for Circle K and Key Club are too difficult to find. Take Korea district as example, an international school tried to organize the club; however, they didn’t have parenting clubs to support.

- **Not Enough Seeded Teachers to Provide Training**
  What we need to concentrate is the issue that develops a system to duplicate the seeded teachers efficiently.

- **Other Unpredictable Reasons According to Local Culture**
  Cultural difference may effect the development of new club. In Taiwan, many parents focus on how to get better grade rather than participate extra curriculum in school. That’s why we don’t have Builder’s club and K-Kids.

Circle K and Key Club hold the promise of today’s students becoming tomorrow’s leader.